



School Policy



First Aid & Medication

Spring 2020

Aims

The aim of this policy is to enable regular attendance at school. The systems which will be put into place, in respect of administering medicines, have been developed in line with advice from first Aid training centres and advice from the School linked Nurse. These systems will support the policy.

Managing Prescription Medicines

Medicines should only be brought into school when it is essential. Many children will need to be able to take medicines during the day at some time during their time at school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be brought to school when they have been prescribed to that child and that are clearly labelled with the name of that child. Medicines will need to be provided in the original container and include the instructions for administration.

It is helpful, where clinically appropriate, if medicines can be prescribed/scheduled in dose frequencies which enable it to be taken outside school hours. Parents will be encouraged to ask the prescriber about this. Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime. If this is not possible, prescribed medication brought into school will be administered between 12 – 1pm.

If a child has prescribed medication that needs to be in school for dispensing, it must be brought to the office by the parent/carer and the appropriate form filled out. This must also be collected (if necessary) by the parent/carer at the end of each day NOT given to the child to take home.

*All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away.

Managing Prescription Medicines on Trips and Outings

Since we would always wish our pupils with medical needs to participate in visits whenever possible, we need to consider for each visit what reasonable adjustments will have to be made to enable the children with medical needs to take part in safely managed visits. The risk assessment form which is completed prior to the visit will need to include the necessary steps to include children with medical needs, together with any particular risk assessments for those children. It may be necessary for additional safety measures to be taken for outside visits. Arrangements for taking any necessary medicines will also need to be taken into consideration.

Staff supervising excursions should always be aware of any medical needs and the relevant emergency procedures if appropriate.

A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency. It will be the responsibility of the parents to ensure that any medication children take with them on trips and outings is available and in date.

Sporting Activities

Children with medical conditions can, and indeed are positively encouraged to, participate in physical activities and extra-curricular sport. Class boxes are taken up to the field during the summer months for PE and they are always taken to extra-curricular events including school swimming and trips.

Roles and Responsibilities for Staff Managing the Administration of Medicines

No child under 16 should be given medicines without their Parent's/Carers written consent.

Any member of staff giving medicines to a child should be trained in administering medicine and should check:

- the child's name
- the prescribed/advised dose
- the expiry date
- the written instructions provided by the parent/carer and prescriber on the label or container.

If in doubt about any procedure, staff should not administer the medicine but check with the parents or a health professional before taking further action. However, in the event of an emergency, and particularly for those pupils who have a care plan, the procedure outlined in the care plan will be followed.

Each time a medicine is given to a child, the member of staff administering the medicine must record it. The forms for this purpose are held in the appropriate folder in the school office. By completing these forms, we are demonstrating that we have exercised a duty of care. Only the medication trained staff may administer medication, two members of staff will be present when medication is administered

All medicines, apart from asthma inhalers and other medicines which have been identified as being necessary for the pupil to have with them at all times, will be handed in to the school office. It may then be necessary to refrigerate the medicine, or lock it away in a medicine cupboard. Medicines which need to be refrigerated will be kept in the first aid refrigerator in the first aid room. There will be restricted access to this refrigerator. The medicines in here will need to be stored in their original containers and clearly labelled.

The parent of the child taking the medicine will be asked to complete a parental consent form in order for the medicine to be taken at school. Parents should tell us about the medicines that their children need to take and provide details of any changes to the prescription or the support required.

Self Management of Medicines

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and we encourage this. Older children, with long - term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Under these circumstances, it will be important for the parent to liaise with school to provide information regarding any changes in the medical condition or the medication itself. If a child is self-administering an inhaler then any first aider can witness this and record it in the appropriate book but, where a child is unable to administer it themselves it needs to be a trained administer.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. Parents should be informed of the refusal on the same day. If refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

Parental Responsibilities in Respect of their Child's Medical Needs

Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff will also need to make sure that this information is the same as that provided by the prescriber and are consistent with the instructions on the container. Parents will also need to provide school with any information relating to predisposed conditions which we need to be made aware of.

If a child is suffering regularly from frequent or acute pain, the parents should be encouraged to refer the matter to the child's GP or come in and administer any relevant pain relief themselves.

Long Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. A health care plan for these children, involving the parents and the relevant health professionals, will enable the appropriate support to be provided.

The health care plan will include:

- details of the child's condition
- any special requirements e.g. dietary needs, pre-activity precautions
- any side-effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency

- the role the staff can play.

Staff Training

All staff regularly have training in a variety of health issues, including the use of epi-pens, the treatment of general injuries, diabetes awareness etc. First Aid training is also available to all staff.

All inhalers stay in the first aid room and in that way every staff member knows where they are for each class and child in case of an emergency. The first aid room is also the closest room next to the hall for epi-pens or any other emergency medication which is not locked away.

Checking that medication is in date is the responsibility of the Parent/Carer although members of staff do regulate this and let parents know when they need changing.

First Aid

First Aid Kits are checked and updated regularly. We have bum bags for minor incidents to be taken out at playtime and lunch time. Carry boxes for trips and small first aid kits in each classroom for first aiders to use and to record in the small blue book for minor incidents (plasters etc). Any larger first aid incidents, head bumps, swollen limbs, deep cuts, etc will be dealt with in the first aid room and recorded into the main school book with the **date, time and name of child, actions taken and then signed.**

Mrs Cowan is the First Aid Lead and any adult needing a second opinion should speak to Mrs Cowan or in her absence, Mrs Tellwright, or any senior member of staff.

Slips will be sent home accordingly with pupils as and when first aid treatment has been given. If the injury warrants a call home to parents, then this first must be agreed by the headteacher or deputy headteacher.

Reviewed: Spring 2021

Next Review: Spring 2022

Reviewer: Jane Siddons