



Inspiring Everyone to Learn

Administering Medicine and First Aid Policy

Person Responsible:	Headteacher
Date Adopted:	March 2011
Date of last review:	Autumn Term 2017
Date of next review:	Autumn Term 2020

AIMS OF THIS POLICY

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines and first aid;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

MEDICINES

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Even if they have improved, children may not return to school for at least 24 hours following vomiting, unless they have eaten 2 meals (i.e. evening meal and breakfast) and had an untroubled night's sleep.

The school is committed to encouraging children to return to school as soon as possible after an illness, subject to the health and safety of the school community. This policy statement sets out clearly a sound basis for ensuring that children with short term medical needs requiring the administration of medicines receive proper care and support in school.

This policy should be used in conjunction with Surrey County Council's 'Young People's Health and Administration of Medicines – Children, Schools and Families Guidance' and the school's 'Supporting Pupils with Medical Conditions Policy'.

N.B NO CHILD WILL BE GIVEN MEDICINE OF ANY KIND WITHOUT THEIR PARENT'S WRITTEN CONSENT.

Prescription medicines

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day).
- All medicines should be taken directly to and collected from the school office by a responsible adult.

- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.
- The medicine must be clearly marked with the child's name and class.
- The appropriate dosage spoon should be included with all medicines sent to school if appropriate.
- Medicines will only be accepted for administration in school on completion of the pupil medication request form and signed by a parent or carer; this must include instructions on dosage and time to be administered.

Non-prescription medicines

Staff should never give a non prescribed medicine to a child unless there is **specific written permission from the parent/carer**. Non-prescription medicines will only be administered for a short term medical condition to minimise the time the pupil may be absent from school and where it would be detrimental to their health if it were not administered during the school day. It will only be in rare cases that non prescribed medicines would be given to a child where they could not be given outside of school hours. Parents may make arrangements to visit school and administer medicine to their own child if they wish to do so. A suitable time must be agreed in order to reduce any disruption to the school day.

The following guidelines for administering non-prescription medicines must be followed:

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day).
- All medicines should be taken directly to and collected from the school office by a responsible adult.
- Medicines will only be accepted in their original container with the dose stated clearly on the packaging.
- The medicine must be clearly marked with the child's name and class.
- The appropriate dosage spoon should be included with all medicines sent to school if appropriate.
- Medicines will only be accepted for administration in school on completion of the pupil medication request form and signed by a parent or carer; this must include instructions on dosage and time to be administered.

The school will not enter into an agreement to administer non-prescription medicines on a regular basis unless this forms part of an Individual Healthcare Plan (please see Supporting Children with Medical Conditions policy).

We do not stock, and therefore no child will be given, any form of medication, lotions or creams that has not been provided by the parent/carer.

Other 'off the shelf' medicine/ products:

- Children may bring cough/ throat lozenges into school but these must be handed into the office or to the class teacher who will oversee their use within the classroom. Cough/ throat lozenges must not be used outside the school building e.g. on the playground etc, as this may present a choking hazard. Packets of lozenges must be clearly marked with the child's name and class.
- Lip balm may be administered by the child if really necessary at the discretion of the class teacher. It should be clearly named and not shared with other pupils.
- Wherever possible sun tan creams/lotions should be applied before school. Sun tan cream/lotions may be brought into school by pupils for self-administration; in these instances the creams/lotions must be clearly marked with the child's name and class and the product handed to the school office or class teacher.

Roles and responsibilities of school staff

- Staff are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so.
- Staff must update the medication form each time medicine is administered within school time, with the exception of asthma inhalers.
- Relevant staff will be trained on how to administer medicines for pupils with medical conditions requiring ongoing support e.g. anaphylaxis, diabetes (please see Supporting Pupils with Medical Conditions policy)

Parental Responsibility

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the pupil medication request form before a medicine can be administered by staff.
- Children must not carry medicines themselves for self administration during the day. Medicines must be collected from the office and taken under the supervision of an adult. Any exceptions to this must be agreed with the Senior Leadership Team.
- Parents are responsible for ensuring that all medication kept in school has not exceeded its expiry date e.g. asthma pumps, Epipens.
- Parents are responsible for notifying the school if there is any change in circumstances.
- Children need to be told (and to remember) when to go to the office for medication. Class teachers, as well as the school office, should be made aware by parents when the child needs to take their medicine. As far as possible the timing of administration should coincide with the morning and/or lunchtime break. Although staff will try their best to remind a child when to attend the office to have their medicine administered, the school cannot guarantee that this will always be at the exact time directed by the parent/carer.
- In general parents should only send in 1 day's medication at one time apart from asthma inhalers and emergency medicines e.g. epipens.

Long-term and complex needs

Where a child has significant or complex health needs parents should refer to the Supporting Pupils with Medical Conditions Policy. Where appropriate, an Individual Healthcare Plan may be put in place involving the parents and relevant health care professionals.

Safe storage of medicines

- The school is responsible for ensuring that all medicines are stored safely.
- Medicines must be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration.
- All medicines are stored securely in the locked medical cabinet, except those which need to be kept cold which are kept in the medical fridge and emergency medicines, such as Epipens, which are kept in specific location around school so they can be retrieved quickly e.g. the classroom.

Managing medicines on school trips

On school visits, the class teacher is responsible for ensuring children who may require medication have the necessary medication with them according to the child's medical form completed by the

parent/carer. Medical details should be outlined on the trip risk assessment as necessary and a named adult specified as being responsible for administration where appropriate.

FIRST AID

First aid means:

- (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- (b) Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

This means that all staff, pupils and visitors at The Hermitage School are entitled to attention if they suffer injury or fall ill, however the injury or illness was caused, whilst they are in the school environment. It is important that casualties receive immediate attention and that assistance is sought, normally by calling for an ambulance, when necessary. First aid does not extend to giving medical treatment or medications, such as analgesics (headache relief) etc.

Qualified first aiders

The majority of staff have undergone a training course in administering emergency first aid at work and hold a valid First Aid certificate issued by a recognised training organisation. A first aid certificate is valid for a period of 3 years and re-certification must be taken before this period expires for the person to continue as a first aider. If this period is exceeded by the holders of the Emergency First Aid at Work certificate then it is necessary to re-qualify by taking the full course again.

Administrative assistant

The Administrative Assistant is responsible for looking after first aid equipment e.g. restocking first aid boxes for trips and the first aid stock cupboard, ensuring appropriate records are kept and procedures are followed, informing a member of the Senior Leadership Team of any incidents that may need investigation and calling an ambulance if required.

First aid equipment

The Hermitage School provides a stock of first aid items including the following:-

- First Aid manual giving general advice on first aid
- Individually wrapped sterile adhesive dressings
- Sterile eye pads with attachment
- Triangular bandage
- Medium sized sterile unmedicated dressings
- Large size sterile unmedicated dressings
- Extra large sterile unmedicated dressings
- Individually wrapped moist cleansing wipes
- Safety pins
- Disposable gloves
- Adhesive tape

We do not stock:-

- Tablets, including paracetamol or aspirin
- Liquid suspensions
- Proprietary items for relief of burns
- Proprietary items for relief of insect bites or stings, including antihistamines
- Antiseptic creams or lotions

Location of first aid equipment

First Aid provisions are kept in the Medical Room. Travel kits are available for groups going off site. The Medical Room is located next to the school offices; the following features are included:-

- Sink with running hot and cold water
- A supply of drinking water
- Soap and paper towels
- A store for first aid materials
- A clinical waste bin for the disposal of dressings etc
- Bed, blanket and pillow

Records of first aid treatment

Any injury involving treatment is recorded in the Accident Book and any person can enter details and sign the Accident Book on behalf of the casualty. The Accident Book records:-

- Name of person
- Date and time of incident
- Detail of injury and first aid given
- Comment on how they appeared or returned to class
- Signature of person who dealt with casualty

Major injuries (fractures, amputations, dislocations, loss of sight etc) must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 RIDDOR.

In respect of pupils, the "trigger" requiring reporting to Health and Safety Executive is:-

- a) The person was taken from the site of the accident to hospital and
- b) The incident arose out of or was in connection with work, for example:
 - work organisation or lack of supervision
 - defective equipment or plant
 - use of a substance
 - defective condition of premises

Special points relating to children requiring first aid

1. Identifying injuries to children

Every care is taken to ensure that injuries are not missed. If a child sustains a knock to the head, or receives a more severe injury and is not hospitalised, every effort will be made to contact the parent/carer or other emergency contact as recorded on the child's records. A mutual decision will be made as to whether the pupil will remain in school or is to be collected. For lesser injuries where a pupil is able and willing to continue at school parents will be informed.

Minor cuts and bruises are not generally reported to parent/carers, but the incident is still recorded and can be recalled if an inquiry is made.

2. Calling an ambulance

Where there is any uncertainty, medical assistance will be sought, and where it is required urgently, this is done by ambulance.

3. Arrangements for children who are taken to hospital by emergency services

If parents cannot arrive at the school before the ambulance, they should arrange to meet their child at the hospital. When a child is taken to hospital, he/she will be accompanied by an adult from school, who will remain with the child until parents can arrive to relieve them.

4. Arrangements for emergencies in class or on the field

The school has in place emergency procedures. Each member of staff carries an Urgent Assistant Required card. In an emergency, where no other adult is present to summon help, a child would be sent with the card to the school office. A Walkie Talkie is used when a lesson is held on the field.

5. Update of pupils physical condition due to injury or medical need

All staff working in school are kept informed of any child's special medical needs. This information is circulated as a medical risk assessment and details, including any special arrangements or evacuation procedures, are specified. If necessary a Personal Emergency Evacuation Plan (PEEP) will also be completed.

Hygiene and infection control

All persons giving first aid at school will take precautions to avoid infection. Hands must be washed before and after giving any first aid, single use disposable gloves must be used and care taken when dealing with blood and any other body fluids. Plastic aprons are also provided.

CONFIDENTIALITY

The Headteacher and staff will always treat medical information as confidential. The Headteacher should agree with the parent/carer, and or the child where appropriate, who else should have access to records and other information about their child.

It is always recommended that all staff working in school are kept informed if a child's medical condition could be potentially fatal, for example anaphylaxis shock or diabetic coma, or if a pupil's condition could deteriorate if immediate action is not taken.

If information is withheld on the instruction of a parent/carer, staff will not be held responsible if they act incorrectly in giving medical assistance, but are otherwise acting in good faith.