

# OUSTON PRIMARY SCHOOL

## POLICY AND GUIDELINES FOR FIRST AID & THE ADMINISTRATION OF MEDICINES



Review date:

Nov 2020

## 1. INTRODUCTION

Our policy has been developed in line with the recommendations of the documents "*Managing Medicines in Schools and Early Years Settings*" (DfES, March 2005) and is also based on the Department for Education's statutory guidance '*Supporting pupils at school with medical conditions*' and should therefore be read in conjunction with them. This policy meets the requirements under Section 100 of the Children and families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. With regards to First Aid, the identified persons follow the guidelines and protocols given by the approved First aid at work training provider.

We recognise that the children in our care may have a wide range of medical needs and that most of these needs can be met within school. Other children have longer term medical needs for example chronic asthma and epilepsy, and in these instances we need to be sure we have organised extra care in supervising some activities to ensure these children and others are not put at risk.

## 2. RATIONALE

We strive to ensure that children's medical and First Aid needs are met in a safe, sensitive and caring manner. We believe it is vital to provide full First Aid training for persons identified to be responsible for this area.

We recognise that children with special medical needs have the same right of admission to our school as other children and that some pupils with long term medical needs require adjustments to be made to ensure they have full access to the curriculum. No child will be prevented from joining this school because arrangements for their medical condition is still in the process of being arranged. As a school we strive to ensure that all children with medical conditions, in terms of both physical and mental health are properly supported in school, so that they can play a full and active role in school life, remain healthy and achieve in both their personal and academic potential.

### **3. AIMS**

Our school aims to:

- Ensure that children with medical/medication needs are enabled to access the full life of the school wherever possible;
- Support parents/carers in providing appropriate medical care for their child;
- Educate staff and pupils in the management of specific medical conditions;
- Liaise as necessary with medical services in support of individual pupils;
- Maintain an effective record keeping system.
- Provide training for staff carrying out First Aid and medical procedures

### **4. ROLES AND RESPONSIBILITIES**

#### **The Governing Body**

The governing body has responsibility for the implementation of all policies including the management of medication and the administering of First Aid.

The governing body will work closely with the Head Teacher to ensure:

- the school policy is reviewed regularly, compatible with DfE guidelines, health and safety guidelines and the legal framework;
- pupils with medical needs are not disadvantaged in their access to educational opportunities or discriminated against because of their medical needs
- the Identified Person(s) have access to appropriate training, support and supervision.
- that school insurance covers all situations

#### **The Headteacher**

The Head Teacher is responsible for implementing the policy approved by the governing body. This includes ensuring:

- medication for pupils is stored in a secure cabinet in the School Office which is not accessible to children.
- appropriate records are kept;
- all staff and parents/carers are aware of the school policy relating to the management of medical needs and the administering of First Aid and understand their role in its implementation.

- Authorisation of staff to administer medication.
- A sufficient number of trained staff are available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.
- overall responsibility for the development of IHPs
- school staff are appropriately insured and aware that they are insured to support pupils in this way
- that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.
- unused medication is returned to parents/carers directly (not via the child).
- the Identified Person is supervised appropriately and has access to all relevant training.

The Head Teacher will also ensure there are effective systems in place for information sharing. This includes making sure parents/carers know they should keep children at home if they are acutely unwell and that the Head Teacher or her representative are able to advise in this area.

For a child with long term medical needs, the Head Teacher will agree with parents exactly what support can be provided by the school. Where the expectations of parents/carers appear unreasonable, the Head Teacher will take advice from representatives of the Health Service and the LA.

### **The Identified Person(s)**

The required number of staff have participated in relevant training and are able to administer First Aid; an overview of all First aid training is held in the training section of the school's 'risk register' located in the Deputy Head's Office.

- **Annette Tyrrell** ('First Aid at Work', certificate expires July 2020)
- **Ruth Dadswell** ('First Aid at Work', certificate expires July 2020)
- **Janice Forbister** ('First Aid at Work', certificate expires July 2020)

With regard to First Aid, the Identified Person(s) above, follow procedures and guidelines given during the approved provider 'First Aid at Work'/'Emergency Aid in Schools' courses and the Essential First Aid Services 'Emergency First Aid at Work' course (See course booklets).

Mrs Annette Tyrrell/Mrs Janet Heckels/Mrs Bray are also the Identified person(s) for administering medication in school. In their absence, the Head teacher or Deputy Head teacher will temporarily take on this responsibility and will follow the guidance given in the child's 'Administration of Medicines' form.

Wherever possible, one of the Identified Persons should attend any school visits in order to administer First Aid or Medication if needed.

The Identified Persons are responsible for First Aid supplies in school. These should be regularly checked and new supplies ordered when needed.

The Identified Persons will keep a record of any First Aid and medication administered in a 'First Aid' file kept in the School Office. The Identified Persons will also ensure that for more serious accidents the formal Local Authority 'Accident Recording Process' is completed by all staff involved and is checked by a senior manager.

### **Teachers and other staff**

Most teachers and other staff do not usually administer medication in our school. They may however do so temporarily in the case of a residential visit. In this situation all relevant paperwork must be completed by parents/carers.

Wherever possible, First Aid should be administered by a trained member of staff. However in a situation where a First Aider is not available staff would be expected to take action within the remits of their knowledge, experience and confidence (as a parent/carer would) and seek the advice of a trained First Aider/medical professional as soon as possible.

Where First Aid is required during either lesson or break times the following procedures should be followed:

- The need for First Aid is identified by a staff member
- The child is sent to see the trained First Aider. Wherever possible the child should be accompanied by a staff member, particularly in more serious cases. If another staff member is not available, and in the case of minor First Aid situations, a responsible child may act as an escort. **Children must not be sent alone.**
- **It is the responsibility/duty of care of the staff member who first identified the First Aid situation to check the action taken by the First Aider following the incident and the well being of the child involved. This includes ensuring a record has been made in the First Aid File and, if necessary, an Accident Record Form completed.** This also includes ensuring parents/carers are aware of the incident where necessary. It is important that parents/carers are made aware of certain incidents because an injury may not always present itself immediately, but may worsen later when the child is at home. This is particularly important in the case of head injury or 'bumped heads'. It is also advisable that parents/carers are informed

if their child has a cut, bruise or other visible mark as the result of an incident.

- If a child has a head injury or 'bumped head', however minor it may seem, they will be given a 'bumped head sticker' by the First Aider and an 'Accident Report Form' to take home for their parents/carers (unless the parent/carer has already been contacted by telephone). It is important that staff members who are with that child for the rest of the day monitor them closely.

The Head Teacher ensures that staff who have children with medical needs in their teaching group are informed about the nature of a child's medical condition and the level of support which is needed. Class teachers should ensure that a staff member covering their class is given any necessary medical information about children also. (Only the necessary basic information should be given. Any other details should be kept confidential).

All staff, but particularly those who administer medication and/or First Aid, are familiar with normal precautions for avoiding infection and so follow basic hygiene procedures.

All staff should ensure that any personal medication (ie paracetamol) is not accessible to children in their care.

### **Parents and Carers**

The school will only accept medication for a pupil that has been brought to school by a known parent or carer.

Parents/carers should:

- ensure their child is fit enough to attend school;
- be aware of the school's policy in relation to medication in schools and ensure they have supplied the school with enough information about their child's needs and keep the school informed of any changes to treatment particularly in the case of long term medical needs;
- sign a consent form enabling staff to administer medication to their child;
- ensure prescribed medication is supplied to the school in a prescription pack which names the child;
- ensure, non-prescribed medication is purchased from a pharmacy and has a printed label with the child's name on it.
- work with the school to develop a Health Care Plan where necessary;
- ensure the school is aware of any cultural or religious beliefs which could effect the way a child is treated in the event of an emergency;
- ensure the school has an up to date list of key contact people.

- sign our Home/School agreement which includes a section about First Aid and medication (See Appendix 1)

## **Pupils**

Pupils have the right to be involved in discussions about how and where medication is administered and the setting up of their Health Care Plans. We always take on board the views of the child regarding medication administration.

In the event of a pupil refusing to take medication, parents/carers would be contacted urgently and a meeting arranged with relevant health professionals.

## **Health Professionals**

We maintain regular contact with the school nurse and other professionals treating a pupil, to ensure the best advice is implemented in school.

## **5. PRESCRIBED MEDICINES**

- We only accept medication which is essential; which means - it would be detrimental to a child's health if we did not administer it.
- Medication prescribed by a doctor must be provided in the original container as dispensed by a pharmacist and include the original instructions for administration and the child's name;  
(the exception is insulin, which must be still in date, but will generally be available to schools inside an insulin pen or pump, rather than its original container)
- Prescribed medicines are returned to parents/carers directly when no longer required.

Parents/Carers are encouraged to ask practitioners to prescribe medicines in dose frequencies which enable it to be taken outside of school hours. For example, medicines which need to be taken three times each day could be administered in the morning, after school and before bedtime and this takes the responsibility away from the school.

When a parent/carer requests the administration of medication the Identified Person will check it:

- is in the pharmacist's original packaging, with the pharmacist's name and details clearly marked;

- has the pupil's name, address and date of birth clearly marked;
- specifies and contains the exact dosage;
- has not been interfered with in any way.

The Identified Person will then record this information and each dosage administered in the approved registers. Parents/Carers will also need to complete paperwork giving permission for a staff member to administer medication to their child.

We take the following steps to ensure all medications are kept safe in school:

- Medication for pupils is stored in a secure container with restricted access within the School Office
- Emergency response medication (ie Epi Pens, Inhalers) are readily available and stored in the school office in 'class containers' bearing the child's name.
- Emergency response medication is taken outdoors during outside activities and on all school visits by a dedicated staff member.
- Medication is stored according to product instructions, particularly with regard to temperature. In the case of medication needing refrigeration, this will be kept in a sealed container in a refrigerator in the staff room.
- A record of all medication and their administration is kept in school for audit purposes;
- Parents/carers are expected to be aware of the expiry date of any long term medications (ie Epi-Pens) and bring replacements into school when required.
- Parents/carers are expected to provide a spare inhaler for their child with asthma.

## **6. LONG TERM MEDICAL NEEDS**

It is important that the school has sufficient information about the medical condition of any child with long-term medical conditions.

We ask parents to work with the Head Teacher and Identified Person to prepare a Health Care Plan which includes the following information:

- Details of the child's condition;
- Special requirements e.g. dietary needs;
- Any possible side effects of medication;
- 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 that staff can play in the event of an emergency.
- Procedures for reviewing the Health Care Plan depending on the medical needs of the child.

A Health Care Plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medication, carrying out a specific procedure or in dealing with emergencies.

The Head Teacher and staff treat all medical information confidentially and agree with the child and parent as to who should have access to medical records. If information is withheld from staff they will not be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

## **7. EMERGENCY PROCEDURES**

All members of staff are aware of the procedures for contacting the emergency services. In the event of an ambulance being called, a senior manager would accompany a child to hospital and remain until parents/carers arrive. In the case of an emergency, the ambulance should be called first, then parents/carers. A copy of the child's Health Care Plan would also be taken. Staff should not use their own transport to take a pupil needing medical attention to hospital.

For children with Health Care Plans, specific information about what to do in an emergency is outlined in the plan and copies of the plan are given to all staff working with these children. Information about procedures to deal with anaphylactic shock and the use of an Epi Pen are also displayed in the staff room and in the school Office.

## **8. PUPIL SELF MANAGEMENT OF MEDICATION**

The school recognises the importance of encouraging children to take responsibility for managing their own medication.

Pupils have a right to:

- be involved in the development of a Health Care Plan
- privacy when their medical needs are discussed
- expect staff to deal with their medication programme discreetly and professionally.

If it is agreed that a child is able to manage their own medication, the parent/carer would be asked to provide the school with written parental consent. (This will usually be found in the Health Care Plan)

To ensure the safety of all children in school:

- Pupils do not carry medication on their person while in school apart from asthmatic inhalers which pupils in Years 5 and 6 take responsibility for following consultation with parents/carers. Depending on their maturity and the wishes of their parents/carers some Year 3 and 4 children may also carry their own inhalers. Otherwise these will be kept in the class teacher's desk.
- all medication is administered under the supervision of an Identified Person.

## **9. EDUCATIONAL VISITS**

The school encourages children with medical needs to participate in educational visits but recognises that reasonable adjustments, including risk assessments, may need to be made. In cases of children who have chronic or life threatening medical needs the parent/carer will be asked to accompany the child on the visit and a copy of the Health Care Plan will be taken. Medication will be transported in a secure container and will be kept safe and be administered by the Identified Person for the visit. The administration of medication is recorded in line with procedures used in school.

## **10. EXTRA CURRICULAR & SPORTING ACTIVITIES**

The school recognises that most children with medical conditions can participate in extra curricular and sporting/physical activities. Any restrictions on a child's ability to participate will be recorded on the Health Care Plan and the appropriate staff informed.

Our Out of School Hours Co-ordinator is First Aid trained and is usually on school premises during after school clubs. Wherever possible, children requiring First Aid should be dealt with by the trained First Aider. Children should always be accompanied when sent to the First Aider, preferably by an available staff member or if necessary by a responsible pupil. These cases must always be followed up by the staff member in charge of the after school club and parents/carers informed of any accident/injury. The First Aider may take any necessary action including informing parents/carers or calling for an ambulance in the case of an emergency but the duty of care remains with the staff member in charge of the activity and they should ensure that appropriate procedures have been carried out.

If a child is to be excused from PE or outdoor break times due to an injury or medical condition, a letter from the parents/carers requesting this must be given to the class teacher.

## **11. COMMON MEDICAL CONDITIONS - ASTHMA, EPILEPSY, DIABETES, ANAPHYLAXIS AND FOOD ALLERGIES**

The school follows the DFE and LA guidance on the management of the above medical conditions and Health Care Plans are completed by the SENCO for all of the above conditions.

## **12. PUPILS WITH EXTREME MEDICAL NEEDS, DEGENERATIVE CONDITIONS AND TERMINAL ILLNESS**

In line with DFE Policy the school:

- ensures that the focus of any educational placement, including those for pupils with more extreme medical needs, is on ensuring pupils have opportunities to achieve well and participate fully in the life of the school;
- handles school attendance issues sensitively and seeks medical advice in the event of significant non-attendance;
- seeks medical advice and training prior to the admission of a child with an extreme medical need
- will inform the Trust immediately of any concerns.

## **13. MONITORING AND EVALUATION**

Improving procedures for the management of medical needs is an on-going development for the school and forms an integral part of the School Improvement Plan. The Head Teacher reports to governors on the implementation of the policy and on any significant incidents in school.

Health Care Plans are reviewed annually by the SENCO with parents/carers and signed by the Head Teacher.

Monitoring of First Aid procedures and the storage and administration of medicine forms part of our annual Health and Safety risk assessment which is carried out by the school business manager and a member of the Governing Body.