



St John's Catholic Primary School

First Aid & Administration of Medication Policy

'I have come that you may have life and have it to the full'

(John 10:10)

The health and safety of all children at St John's Catholic Primary School is of the highest importance to all staff. This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions.

The school has fully qualified first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. They are:-

- Adrian Watson / Katie Cable / Toshie Lean / Janet Hunt (November 2019)
- Laura Abbey / Mary Cuffe / Ashley Fryer (May 2019)
- Kirsten Neat (March 2017)
- Carolyn Berry / Penny Purbrick / Jo Atkinson / Julia Rodford / Teresa Peters / Balvinda Nanra (June 2017)
- Paula Cooneyhan / Lisa Lambourne (March 2019)
- Caroline Lynch / Edwina Quinn / Jane Hobbs / Sadie Brown (April 2019)

All members of staff will administer to small cuts and bruises that are the normal occurrence in a school day.

In line with current Health and Safety recommendations, First aid training is carried out every 3 years to requalify as a First aider.

First Aid kits are kept in every classroom and in strategic places around the school, for example, outside the KS1 PPA room, in the Infant and Junior halls and also in the main office. Cuts are cleaned using, where appropriate running water and / or alcohol wipes and if needed, plasters are available. Gloves are worn by staff when dealing with blood. Ice packs are kept in the fridge by the school office and can be used to reduce the swelling for bumps and suspected strains and sprains - a cold compress will be used for head injuries. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.

Roles and Responsibilities

Parents/Carers

- Have prime responsibility for their child's health.
- Are responsible for ensuring their child is well enough to attend school
- Should, where possible, arrange with their doctor for medication to be administered outside of school hours.
- Should be encouraged to provide the school with details of their child's medical condition, whether this is before the child starts school or if a condition develops whilst the child is attending school.
- Should liaise with the Headteacher to agree the school's role in helping to meet their child's medical needs
- Are responsible for supplying written information about the medication their child needs to take in school and the possible side effects of said medication.
- Letting the school know in writing of any changes to the prescription and / or its administration or to the support required by the child.
- Should, where possible, arrange for a separate supply of medication for use in school.
- Are responsible for the disposal of all medication.

Where parents/carers have difficulty supporting or understanding their child's medical conditions, assistance can be sought from the School Health Service.

Similarly, if a member of staff develops concerns about a child's medical condition, they should share those concerns with the Headteacher, so the parents/carers can be informed.

The Employer (generally the LA or school Governing Body);

- Ensures the school's Health and Safety Policy is in place, including procedures for managing medication and effective management systems.
- Ensures staff are aware of the policy and their responsibilities within it .
- Ensures insurance fully covers staff acting within the scope of their employment.
- Ensures correct procedures are followed.
- Has responsibility for ensuring that staff receives appropriate training to support pupils with medical needs. This may be arranged through the Senior Manager, Children's Services or through the Primary Care Trust.

The Headteacher

- Works with the Governing Body to develop the school's policy.
- Implements policy and develops detailed procedures.
- Ensures staff receives proper support and training.
- Will make daily decisions about the administration of medication.
- Ensures medication is stored safely.
- Ensures parents/carers are aware of the school's policy and procedures.
- Liaises with the consultant in Communicable Disease Control following the outbreak of an infectious disease.
- Agrees with parents/carers what support the school can provide.
- Ensures emergency procedures are in place.

In cases where the Headteacher feels concern about meeting the child's medical needs or where the expectations of parents/carers appear unreasonable, the Headteacher can seek advice from the School Health Adviser (School Nurse), School Doctor, GP or other medical advisers.

Staff

- If/when staff volunteer to support a pupil with medical needs, they need to receive information about the condition and the likelihood, or not, of an emergency arising.
- Tasks should be clearly identified with training provided before they are asked to administer medication, ie a pupil with diabetics or one that uses an epipen.
- Should ensure appropriate records are kept.
- Should be aware of any possible side-effects.
- Should bring to the attention of the Headteacher any concerns they have about a pupil's medical condition.

The School Health Advisor / Doctor & School Nurse

- Can help schools to draw up an individual Health Care Plan for pupils with medical needs.
- Can supplement information given by parents/carers and GP's.
- Can advise on training for school staff on how to administer medication
- May be prepared to attend school open days/evening to give advice to parents/carers and school staff.

General Practitioner (GP)

- Will give information about a child's medical condition to school staff, providing the pupil's consent is obtained (if he/she has the capacity) or otherwise that of the parents/carers.

Other Health Professionals

- The Community Paediatrician may give advice to schools on individual pupils or on health problems generally
- Pharmacists can provide pharmaceutical advice to schools on storage, handling and disposal of medicines.
- Community Paediatric Nurses or Specialist Nurses working as part of the NHS Acute or Community Trust can provide advice on the medical needs of a pupil, particularly when a medical condition has just been diagnosed and the pupil is adjusting to new routines.

Administration of medicines

At St John's we have a duty to care for all of the individual needs of our pupils. In some instances this may require medication to be administered during school hours. **Appendix 1** is the 'Administration of Medicine Form' that must be completed by the parent/carer when medicine is brought into the school, via the office and is to be self-administered by the child during school hours. This form must contain clear

instructions regarding dosage and once signed off by the Headteacher, is kept in a folder by the Healthy Child Coordinator.

All medication should be brought into the school office and **not** stored in the child's bag. The medication should be pre-measured into a child friendly syringe and **MUST** have the pupil's name, class number and dosage clearly labelled on it. Medication is stored securely in a lockable cupboard or in the office fridge, when applicable until the child comes to the school office for it.

Sometimes, to minimise the time pupils need to be off school, it may be necessary for a course of antibiotics, for instance, to be taken in school or for a cream or lotion to be applied. If feasible, parents can visit the school to administer medication. Ideally it is preferable that parents, or their nominee, administer medicines to their children outside of school hours.

Each request for medicine to be administered to a young person in school will be considered on its merits and agreed by the Headteacher.

Requirements for staff supervising medication administration

Staff should read the label carefully, ensuring the correct pupil name is stated and should be satisfied with the container and the labelling. They should make sure that they understand the instructions, including, if any, written instructions from the parents/carers or doctor and check the prescribed dosage and expiry date.

If there is any doubt, staff should check with parents/carers before taking further action.

It is good practice for staff to complete and sign a record register each time they administer or supervise the taking of medication. A notebook is located in the medicine cabinet to enable staff to log any medication given, including non prescriptive medicines. The dosage and administration should be witnessed by a second adult. Staff should ensure that the pupil has actually taken the medication.

Medicines

All liquid medicines must be handed over to the school office in a pre-measured syringe or in sachet form, clearly marked with the child's name and class number and a medical form must be completed. We will not make changes to dosage on parent's instructions.

In some instances we will administer medicines that have been bought over the counter such as paracetamol, piriton and calpol however staff will never give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents. Again, this should also be handed into the school office in a pre-measured syringe or in sachet form. **A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

All Medicines, including controlled drugs, will be returned to the parent when no longer required, for them to arrange for safe disposal. They should also collect any medicines held at the end of each term for safe disposal.

Educational Visits

Prior to any residential visit taking place medical forms will be completed by the parents/carer of all pupils. This will allow the school to consider what reasonable adjustments may need to be made to enable young people with medical needs to participate fully and safely on visits. Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of pupils in their care.

Copies of medical forms and Care Plans will be taken on each visit. Should staff have any concern about whether they can provide for a young person's safety or the safety of others on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant. Prior to the visit, medication should be handed to the teacher by parents/ carers. Following the visit, the teacher will hand back any medication to the child's parent or in the case of an epipen, the teacher will return it to the child's class. ***Medication should not be handed back to the child.***

Asthma

Parents of children with severe asthma are asked to complete a Care Plan and to ensure that their child is equipped with a labelled inhaler. Inhalers are stored in the child's classroom and the child has access to them at all times. Each child must take their inhaler with them to each lesson which is not held in their normal classroom, such as Music and PE and ICT. The school does all that it can to ensure that the environment is favourable to pupils with asthma.

APPENDIX 1



St John's Catholic Primary School

MEDICAL FORM

(Please complete if your child has a medical condition or allergy)

Pupil's Name _____

Date of Birth _____ **Male/Female** _____ **Class** _____

Medical condition (asthma, eczema, allergy, epilepsy etc.)

NHS No. _____

This MUST be completed in the event of your child being taken to hospital

GP _____ **Telephone No.** _____

Name of medication _____

Dosage/method _____ **Timing** _____

Describe condition and give details of pupil's individual symptoms

Self-administration Yes / No

All medication kept in school must be clearly labelled with pupils name and dosage

Describe what constitutes an emergency for the pupil, and the action to be taken

Contact Details - Mother / Father / Carer

Name _____ **Telephone No.** _____

Developing a Policy and Procedures

A clear written policy on supporting individual pupils with medical needs should be developed, understood and accepted by staff, parents/carers and pupils. It should provide a sound bases for ensuring pupils receive proper care and support in school.

Formal procedures and systems, drawn up in partnership with parents/carers and staff, should complement the policy.

The First Aid and Administration of Medicine Policy should be included on the school website.

General Issues

I. Non-prescription medication

Parents/Carers can authorise and supply appropriate pain killers for their child's use, but they would need to provide written instructions (Appendix 1), detailing when their child last took the medication, what dosage is required and when they should take the next dose. Staff supervising the taking of such medication should notify parents/carers by telephone, to confirm the child may have the medication. This will be recorded in the medication record register, detailing time and dosage taken. Particular care should be taken, as staff may not be aware if the pupil has previously taken non-prescription medication and the effects this may have if the pupil is already taking other prescribed medication.

NO PUPILS UNDER 16 SHOULD BE GIVEN MEDICATION WITHOUT THE PARENTS/CARERS WRITTEN CONSENT

- II. Self-Management/Administration** - It is good practice to encourage pupils, where appropriate, to manage their own medication from a relatively early age e.g. use of asthma inhalers / eye drops. If pupils are able to self-administer, school staff may only need to supervise.
- III. Long Term Needs** - It is very important for the school to have sufficient information about the medical condition of any pupil with long term medical needs.
- IV.** The school should know about the pupil's medical needs before they start school or when a pupil develops a condition.

An **Individual Health Care Plan** is agreed with parents/carers, health professionals (where appropriate), the class teacher, the schools First Aid Coordinator and the pupil (where appropriate). This should include:-

- Details about the pupils and their condition
- Name and details of medication, including any side effects
- Special requirements, e.g. dietary needs, pre-activity precautions
- Emergency procedures, e.g. what to do, who to contact
- Role of the school

V. Refusing Medication - If a pupil refuses their medication, school staff should not force them to take it. The school should inform the pupil's parents/carers as a matter of urgency.

Appropriate recording of the refusal should be undertaken, identifying the subsequent action taken, by whom and at what time.

VI. Recording Keeping - It is good practice, but not a legal requirement, for schools to keep a record of medication given to pupils and of the staff involved. Records offer protection to staff and provide proof they have followed the agreed procedures.

Parents/carers or a doctor provide the following details as a minimum:-

- Name and strength of medication
- Dosage
- Time, frequency and method of administration
- Length of treatment
- Date of issue
- Expiry date
- Possible side-effects
- Storage details
- Other treatment

VII. School Trips - It is good practice for schools to encourage pupils with medical needs to participate in school trips. Reasonable adjustments should be considered to ensure the inclusion of all pupils. It is expected, particularly in light of the Disability Discrimination Act, that schools will encourage and support the participation of pupils with medical needs in school trips.

A risk assessment or additional safety measures for outdoor visits or activities are undertaken before any school trip. Staff on school trips should be made fully aware of the medical needs of pupils, the procedures for administration of medication and the relevant emergency procedures.

For further information relating to disability discrimination see "Disability Discrimination Act 1995" and The Disability Rights Commission "Code of Practice for Schools" July 2002.

VIII. Sporting Activities - Some pupils may need to take precautionary measures before or during exercise and/or need to have immediate access to their medications. Staff supervising sporting activities should be aware of the relevant medical conditions, medication requirements and emergency procedures. Most pupils with medical conditions can participate in the PE curriculum or sports that are sufficiently flexible for all pupils to follow in way appropriate to their own abilities/needs. Each child must take their inhaler with them to each lesson which is not held in their normal classroom, such as Music and PE and ICT.

Any restrictions should be appropriately recorded in their **Individual Health Care Plan**.

IX. Home/School Transport - parents/carers should alert the Local Authority, if it is felt a pupil requires or may require supervision on home/school transport.

X. Dealing with Medicines Safely - Some medicines may be harmful to anyone for whom they are not prescribed. Where schools agree to administer this type of medicine the employer has a duty to ensure the risks to the health of others are properly controlled. This duty derives from the Control of Substances Hazardous to Health Regulations (COSHH) 1994. A pupil should not take medication that has been prescribed for another pupil.

Staff should be aware of the procedures to follow in the event of a theft or burglary.

Storing Medication

The Headteacher is responsible for making sure medication is stored safely. It is advisable that all medication is stored where temperatures are not excessive or it is likely to be extremely humid.

Large amounts of medication should not be stored. Parents/Carers should be encouraged to bring the required dose to school on a daily/weekly basis. Where this is not possible, no more than one week's supply should be stored in school.

The medication should have been dispensed within the previous three months. Where pupils have more than one prescribed medicine, each should be in a separate container.

A few medicines, such as asthma inhalers, must be readily available to pupils and therefore NOT locked away. Other medicines should be kept in a secure place, not accessible to pupils.

All staff should know where to obtain keys to the medicine cabinet or refrigerator for emergency purposes.

Access to Medication

Pupils need access to their medication, when required, but it is also important to make sure the medication is only accessible to the pupil for whom it is prescribed. This should be considered as part of the school's policy on self-management/administration. Schools should consider access arrangements for emergency medication.

Disposal of Medication

School staff should NOT dispose of medication. This is the responsibility of Parents/Carers and any date of expired medication or any no longer required by the pupil should be returned to the Parents/Carers. Parents/Carers should seek the advice of their local community service pharmacist about suitable disposal methods.

Emergency Procedures

- All staff should know how to call the emergency services. They should also know who, in school, has responsibility for carrying out emergency procedures. A list of all trained staff has been displayed in central areas around the school.
- Any pupil taken to hospital by ambulance should be accompanied by a member of staff, who should remain until a parent/carer arrives.
- Generally, staff should NOT take pupils to hospital in their own car. However, in an emergency it may be the only course of action. Another member of staff should accompany the driver. The driver should have public liability insurance.

Hygiene / Infection Control

- All staff should be aware of basic hygiene precautions for avoiding infection, such as washing of hands before and after the administration of medication.
- Staff should have access to protective, disposable gloves and take extra care when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment.
- Where needles are used, a sharps container and adequate arrangement for collection and incineration should be in place.
- Health Authority staff will be able to provide further informative/advice about procedures and further guidance can be found in the DFEE publication "HIV and Aids: A Guide for the Education Service".

The person responsible for this Policy is Laura Abbey

Date of review: May 2017

Date of next review: May 2018