



First Aid and Medication In School Policy

Company Secretary

Review History

Reviewed	Determined	Cycle	Review	Notes
Aut-17	Aut-17	1	Aut-18	Adapted from Coopers Policy



First aid, accidents and incidents

1. A First Aid Risk Assessment will be carried out on an annual basis in each Trust school. The risk assessment will take into account:
 - I. The size of the school
 - II. The location of the school and accessibility for emergency services
 - III. The number and age range of pupils
 - IV. The number of staff
 - V. Particular hazards within the school and specialist areas
 - VI. Accident records
 - VII. Provision at breaks, lunchtimes and during holiday periods
 - VIII. Provision for school trips

This risk assessment will inform the number of trained first aid staff that we have in each Trust School, and the first aid procedures. Trust schools will always have an appropriate number of trained first aiders, who have completed the relevant 'first aid at work qualification' within a valid time frame.

2. In larger Trust schools a 'lead' first aider will be appointed from the trained first aid staff. This person will, where possible, administer the majority of first aid incidents in School and keep records accurate in an accident log.
3. **It is emphasised that Trust schools only have qualified first aiders and NOT trained doctors or nurses.**
4. Only basic first aid will be administered in Trust Schools, to include ice packs and light supports/ bandages. No emergency medicine will be administered unless prescribed for a student. In the event of minor cuts and grazes, staff will administer first aid to the best of their endeavour.
5. In the case of minor injury, a member of staff will contact parents/carers immediately. Parents should come into School in order to accompany their child to have the injury checked. In the exceptional circumstance of a parent/carer not being able to reach the School in the time required, a member of staff will accompany the student in appropriate transport to the nearest hospital, but they **MUST** be met at the hospital by a parent/carer.
6. In the case of serious medical situations an ambulance will always be called. A member of staff will contact parents/carers immediately. Parents/carers should attempt to come to school in order to accompany their child in the ambulance. If this is not possible in the time required, a member of staff will accompany the student in the ambulance, but **MUST** be met at the hospital by a parents/carers. If a parents/carers refuses to meet at the hospital the MASH TEAM should be contacted via the School Safeguarding Team. In non-life threatening cases ambulance response times may mean that it would be faster for the student to be escorted to hospital by a parents/carers.
7. The procedures apply equally to off-site situations such as school trips or sports activities.
8. If a student feels unwell during the School day, School staff are not permitted to issue any medicine unless it is prescribed for the student and handed in with the completed medication in school form to the school office/medical room. If a student is deemed to be unable to remain in lessons, parent/carers will be contacted and will be expected to arrange for the student to be collected by an approved named adult.
9. First aid boxes will be stored at key locations around Trust Schools. A trained first aider will administer any first aid to students.



-
10. Staff administering first aid will wear disposable plastic gloves if appropriate. These will be disposed of in a sealed plastic bag. All body fluid spillages (eg urine, vomit, diarrhoea and blood) must be cleaned immediately. Gloves must be worn. Absorbent granules should be dispersed over the spillage and the area cleaned as thoroughly as possible.
 11. All accidents and incidents (near misses) must be reported and recorded using the accident/ Incident report book on the day of the accident or as soon as possible. Accidents and injuries to members of School staff must be recorded in the accident book in the School Office/Medical Room. All parents should be informed if their child has received First Aid. At Coopers this would be via a logged phone call. At Mead Road Infants a note would be put in the book bag. At Mead Road in cases where a child's head has been hurt, however minor, parents are informed via a bumped head notes and the children receives a bumped head sticker. In incidents of bumps to the head, parents will also be informed via a phone call.
 12. Permission to be sent home may only be authorised by the Family Support Worker/Head of School.



Medication in School

General Principles

- **It is emphasised that Trust Schools have only qualified first aiders and NOT trained doctors or nurses.**
- The Trust will regularly review this policy making updates where appropriate.
- Trust Schools will provide the facility to store, administer, record and destroy individually prescribed medication.
- Trust Schools will ensure key staff receive appropriate training to administer significant and essential medication, and monitor staff who are assisting with the administration of medication.
- Any medication handed in to the school office/medical room must have the appropriate medication form completed and consent must be gained by the parent or carer.
- In the event that a student refuses to take a prescribed medication the School will advise the parent.
- Medications that are handed in that are not in their original dispensing containers will be rejected and the parent informed. This may result in a student being sent home from School.
- Parents are advised that Trust schools do not allow students to carry / administer medication and that all medication must be handed in to the school office/medical room on arrival at School.
- Trust Schools will notify parents/ carers, if required, should an outbreak of a contagious condition arise within the School. Advice on the periods of exclusion for contagious diseases will be available on request.
- All staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply.
- It is a parent/ carer's responsibility to provide medication to the School for their son/ daughter and to ensure that stocks are replenished. Schools will not contact parents when medication runs out.



Procedures

Prescribed medication:

Medicines should only be taken into Trust Schools or on School trips and fixtures when essential, where it would be detrimental to a student's health if the medicine were not administered during the School day. Trust Schools will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

Medication handed in at the school office/medical room will be recorded in a relevant log book held in the school.

Medication can only be administered if the appropriate medication in school form is completed.

Controlled drugs:

Any trained member of staff may administer a controlled drug to the student for whom it has been prescribed, providing it is in accordance with the prescribers' instructions.

Controlled drugs must be stored and administered in accordance with the following procedure:

- Drugs will be stored in a locked, non-portable container and only named staff should have access.
- It is the parent/carers responsibility to ensure the necessary amounts of medication required is kept by the School and reserves are replenished when necessary.

Non-prescriptive medication:

Trust Schools will not hold any non-prescription medication for use by students.

Short Term medical needs:

In certain circumstances, where non administration of a drug could be detrimental to the student's health, Trust Schools will hold antibiotics for administration throughout the School day.

Safety of medication supplies:

Large volumes of medicine should not be stored at Trust Schools. Medicines will be stored in accordance with the product instructions and in the original container in which it was dispensed. The container must be clearly marked with the student name, dosage and frequency of administration. Where two or more medicines have been prescribed each must be in a separate container.

Students should be made aware of how to access their medication and who is allowed to administer. Emergency medication such as asthma inhalers or epipens must not be locked away. Refrigeration will be available for products that require temperature control.

When no longer required, medicines should be returned to the parents to arrange for safe disposal

Risk assessments:

Under the Trusts health and safety policy, risk assessments will be regularly undertaken with regards all aspects of medical treatment, including but not limited to:

- Storage of drugs
- Hazardous waste/ clinical waste
- Administration of medication

Staff indemnity:

The Trust fully indemnifies its staff against claims for alleged negligence, providing they are acting within the scope of their employment and have been provided with appropriate training. For the purposes of indemnity, the administration of medicines falls within this definition and hence staff can be reassured about the protection their employer provides. In practice, indemnity means the school and not the employee will meet the cost of damages should a claim for negligence be successful. It is very rare for Trust staff to be sued for negligence and instead the action will usually be between the parent/carer and the employer. Staff should at all times follow the guidance provided by the Trust.



Guidelines for specific illnesses/disorders:

Students requiring Adrenaline Auto-Injector:

- The Auto-Injector should be readily accessible for use in an emergency and where student's are of an appropriate age the Auto-Injector can be carried on their person. It should be stored at room temperature, protected from heat and light and kept in the original named box.
- Once the Auto-Injector is administered, a 999 call must be made immediately. If two people are present, the 999 call should be made at the same time of administering the Auto-Injector. The used Auto-Injector must be given to the ambulance personnel.
- It is the parent/ carer responsibility to renew the Auto-Injector before the student returns to School.

Students with asthma:

- Where appropriate students should carry their inhaler on their person. It would be helpful if parents/ carers could supply a spare inhaler for student's who carry their own inhalers. This could be stored safely Trust Schools in case the original inhaler is left at home or the student loses it. These will be stored in an accessible unlocked cupboard.
- All inhalers should be labelled with the student's name.
- Trust staff should take disciplinary action if the owner or other students misuse inhalers.
- Parents/carers are responsible for renewing out of date and empty inhalers.
- If students are going on offsite visits they must take their inhalers with them.
- Trust Schools will hold asthma inhalers for emergency use. Consent will be gained from parents, prior to use of universal inhalers.
- Parents of students with Asthma are asked to inform the school of this diagnosis and will be asked to give consent to the student's details being entered into the Medical Alert Handbook. An additional IHCP will also be required.

Students with diabetes:

- Students with diabetes must be allowed to eat regularly during the day. This may include eating snacks during class time or prior to exercise. Parents must be responsible for providing their student with regular food for during the School day or ensuring that their student has sufficient money to buy food when required.
- Students are encouraged to carry their own treatment for hypoglycaemia (dextrose tablets, sugary drinks or dextrose gel) and a spare hypo kit be supplied and kept in the medical room.
- Parents of students with Diabetes are asked to inform the school of this diagnosis and will be asked to give consent to the student's details being entered into the Medical Alert Handbook. An additional IHCP will also be required.

Defibrillators in Trust Schools

- Where appropriate Trust Schools will keep defibrillators on site and staff will be suitably trained in the use of this equipment.