

Three Lane Ends Academy



First Aid & Managing Medicines Policy

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First Aid and the Managing Medication in School Policy

Introduction

Parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition, obtaining details from the GP or paediatrician if needed.

There is no legal duty that requires school staff to administer medicines, but all staff have a common law duty of care to act like any reasonable prudent parent.

First Aid

First aid is the initial assistance or treatment given to a casualty for any injury or sudden illness.

The Aims of First Aid

To preserve life, to limit the effects of the condition and to promote recovery.

First Aiders and Staff Training

First Aiders have completed a course of theoretical and practical instruction. This is valid for three years. To keep knowledge and skills up to date, First Aiders must have further training as and when required.

First Aid Practice

By following the guidance given in the First Aid course all staff in school can give useful and effective first aid to deal with everyday ailments and injuries, such as abrasion, vomiting and bumps that may occur during the school day.

When a child's ailment or injury requires that they go home, parents/carers are contacted and asked to collect their child. A child is made as comfortable as possible until they can go home. The decision to send a child home is made in consultation with the Head of Key Stage or Headteacher.

If there is any doubt about the management of a disease, specialist advice may be sought from the Local Authority (LA) school nurse or community paediatrician.

When a child needs treatment from a doctor or at a hospital, parents/carers or, if necessary, other named adults are contacted and asked to collect their child.

When a child's ailment or injury needs immediate treatment at a hospital, a member of staff will dial 999 and ask for the ambulance service. Parents/carers will be contacted. A member of staff will accompany a child to hospital if parents/carers are not at school when the ambulance arrives. The member of staff who accompanies a child to hospital will take the child's personal details to the hospital.

Emergency First Aid

In an emergency situation the school staff will make every effort to contact a parent/carer or other nominee. It is recognised that a child may belong to a religious body which repudiates medical treatment. Parents/carers who have specific religious beliefs which have

implications for medical treatment will be asked to make their views and wishes known to the school so that these can be recorded.

First Aid Manual and Equipment

A First Aid Manual is kept in the First Aid Area. First Aid Boxes are located throughout the school and are checked regularly.

First Aid Records

Records of accidents and incidents, treatment given and action to be taken, are recorded on Accident forms which are kept in the Office.

Parents/carers receive a note or telephone call to let them know about their child's ailment or injury and the treatment given.

When a child has had a more serious accident/incident, such as an injury to the head, parents/carers will receive an injury letter telling them what has happened. The letter informing parents/carers about an injury to the head lists some signs and symptoms to look out for which would indicate the need for medical attention. Parents/Carers may also be telephoned depending on the injury.

Medical Conditions

When a child has a medical condition, for example, asthma or an allergy, all staff are made aware of this at the start of the school year (or at the point when the diagnosis is made).

The Administration and Storage of Medicine

In accordance with the local authority's recommendations, Three Lane Ends Academy will now follow the guidance which has been drawn up in accordance with the DfE guide 'Supporting pupils at school with medical conditions' and in consultation with the School Nurse.

The guidance states:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parents' written consent.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

The Statutory Framework for the Early Years Foundation Stage 2014 states:

- Medicines must not usually be administered unless a doctor, dentist, nurse or pharmacist has prescribed them for a child.
- Medicine (both prescription and non-prescription medication) must only be administered to a child where written permission for that particular medicine had been obtained from the child's parent/carer.

It is recognised that most children will at sometime have short-term medical needs i.e. finishing a course of antibiotics. Some children will also have longer term medical needs and may require medicines on a long-term basis such as controlled epilepsy etc. Others may require medicines in particular circumstances, such as those with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for inhalers or additional doses during an attack.

Ideally, it is preferable for parents/carers, or their nominee, to administer medicines to their children. When this is not possible and parents/carers would like staff to give medicine to their child at school, they must also fully complete, sign and date the appropriate form giving written permission for staff to do so. Staff will ensure that the supplied container is clearly labelled with a pharmacy label giving details of the name of the child, name and dosage of the medicine and frequency of administration and that all this information corresponds to the completed Medication Register. Each request for medicine to be administered to a pupil in school will be considered on an individual basis.

More rigid control measures are put in place for specific medication when required, e.g. where prescription medication is administered on a daily basis.

Medicines are stored strictly in accordance with the product instructions and in the original container in which dispensed. Those that need to be refrigerated are kept in a locked fridge in first aid area (clearly labelled) as appropriate. A child's inhaler, is stored in the Medical Box in the child's classroom. All medicine and creams are marked with the child's name are stored in a locked cabinet in the first aid area.

Record Keeping

Medication will be administered by a member of staff working with the child. Arrangements will be made within school to relieve the appropriate member(s) of staff from other duties while preparing or administering doses to avoid the risk of interruption before the procedure is completed. A record of medication administered is kept with the Medication Register. These records help demonstrate that staff have followed agreed procedures and will show:

For medication provided

- Child's name, DOB, address
- Date brought to school
- Who brought to school (Parent signature)
- Medication name
- Medication amount
- Expiry date
- Dosage regime

For medication administered:

- Date
- Name of Medication
- Amount given
- Amount left
- Time given
- Administered by
- Comments/action/side effect

The amount supplied, the amount administered and the amount left must tally exactly. This is essential in establishing a clear audit trail for medications.

If a child refuses to take medicine they will not be forced to do so. Staff will note this in the records and follow agreed procedures. Parents/carers will be informed of the refusal on the same day.

Prescribed Medicines

The school will only accept medicines that have been prescribed by a doctor, dentist or nurse. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescribers instructions for administration. **The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's/carer's instructions.** Ideally if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, parents/carers could be encouraged to ask their prescriber about this.

COVID – 19 – restrictions for prescribed and non-prescribed medications

All medication provided to school must be handed within a sealed bag and stored within the first aid room following the storage instructions. All children who attend the setting must provide their own inhaler if they have one prescribed the school inhaler will only be used in and emergency situation. If a school inhaler is used it must be used only once and then disposed of in the clinical waste bag within the medical room. Children who require Epi-pens will have their prescribed epi pen on the school site at all times. This will always be used if practicable in the first instance. School supply of Epi- pens are stored with protective containers and once used will be disposed of in the clinical waste.

Staff will adhere to infection control procedures whilst administering medication.

Non-Prescribed Medicines

Staff should **never** give a non-prescribed medicine to a child unless there is a specific prior written agreement from parents/carers, ideally is accompanied by a doctor's (or Health Professional's) note. For example, if a child suffers from frequent or acute pain the parents/carers should be encouraged to refer the matter to their GP. **A child under 16 should never be given aspirin unless prescribed by a doctor.**

Parents/carers are asked not to send non-prescribed medicines into school under the responsibility of their child, e.g. in their packed lunch/drink. Where possible the medicine, in the smallest amount, in its original packaging, should be brought into school by the parent/carer, or their escort and it should be delivered personally to the class teacher. If any medicine for which the Headteacher has not received written notification is sent into school, the staff will not be responsible for that medicine.

All Medicines, including controlled drugs, will be returned to the parent/carer when no longer required, for them to arrange for safe disposal. All medicines are returned at the end of the Summer Term. Any which are not returned will be taken to a local pharmacy for safe disposal.

Educational Visits and the Management Medicines

Reasonable adjustments will be made to ensure any child with additional medical needs is able to participate fully and safely on visits, i.e. review existing policy and procedures and ensure risk assessments cover arrangements for each identified child. Arrangements for

taking any necessary medicines will be taken into consideration. Staff supervising such trips will be aware of the medical needs and relevant emergency procedures. A copy of the child's Health Care Plan will be taken on the visit as this would prove useful in the event of an emergency.

Prescribed Medicines

The appropriate amount of medication needed for the duration of the visit will be the responsibility of a designated member of Staff.

Non-Prescribed Medicines

Any Educational Visit involving a residential or overnight stay (when a parent/carer is unlikely to be available to administer pain relief to their child) an appropriate pain relief may be administered so long as the parent/carer has given consent signed the Medication Register provided before the trip takes place.

Long-Term Medical Needs

It is important that the school holds sufficient information about the medical condition of any child with long-term medical needs. Where any of these conditions are identified or medication is given on a long-term basis a Health Care Plan will be developed involving parents/carers and any relevant health care professional. This plan will include:

Identification details

- Name of the child
- Date of birth
- Address
- School/setting ID (Class, Year etc)

Medical Details

- Medical condition
- Treatment regime
- Medication prescribed or otherwise
- Side effects
- Action to be taken in the event of an emergency

Contact Details

- Parents/Carers
- Alternate family contact (persons nominated by parents/carers)
- Doctor/Paediatrician/Pharmacy
- Any other relevant Health Professional

Facilities required

- Equipment and Accommodation
- Staff training/management/administration
- Consent
- Review and update

Controlled Drugs (Controlled by the Misuse of Drugs Act)

Although any nominated member of staff may administer a controlled drug to a child for whom it has been prescribed (in accordance with the prescriber's instructions), at Three Lane Ends Academy they will be administered where there is always a 2nd person present to check doses etc. Whilst a child who has been prescribed a controlled drug may legally have it in their possession, this will not be permitted at school. All controlled drugs are kept in a lockable cupboard in the School Office with access restricted. Records of the quantities used/stored are kept for audit purposes.

Emergency Procedures

In the event of an emergency situation protocols are followed by Staff appropriate to the child and their medical needs.

Circumstances Requiring Special Caution / Invasive Procedures

There are certain circumstances which require special attention before accepting responsibility for administering medicine and or invasive procedures. For the protection of both staff and children careful consideration will be given by the Headteacher before procedures are agreed.

COVID – 19

Infection control must be adhered to at all times. When a child or staff member presents symptoms of COVID 19 the procedure in place must be followed - See Appendix 1

General First Aid – staff must use appropriate PPE to deal with general first aid conditions. All wipes and cloths, equipment, PPE used to treat the child must be disposed of in the clinical waste bin in the medical room. The medical room will be cleaned daily by cleaning staff.

Review

The First Aid and Managing Medication in Schools Policy is reviewed every three years. Date of next review is **May 2023**

Appendix 1

COVID 19 – Procedure

This is to be read alongside the first aid and medication policy.

ROUTINE FIRST AID

- If a child requires 1st aid due to slips, falls, bumps etc, they will be requested to visit the first aid room with an allocated first aider.
- The first aider will wear gloves, a mask and an apron to administer first aid due to the close proximity of the role.
- All PPE equipment will be disposed of in a lidded bin following each use.
- Once first aid has been administered and the child has vacated the room, it will be cleaned and sanitised.
- In the event of a child requiring an inhaler, the child's own inhaler **MUST** be used. School inhalers **will not be used** until further notice.

COVID 19 SPECIFIC PROCEDURES

THIS GUIDANCE HAS BEEN TAKEN FROM AND WRITTEN ALONGSIDE GOVERNMENT GUIDANCE.

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting>

Should a child or staff member become unwell with a new continuous cough or high temperature they must be sent home immediately.

Staff will be asked to leave the building immediately and follow the government guidance in relation to COVID – 19. They will be advised to seek a test for COVID- 19.

In the case of children they will be moved to the COVID 19 restricted area – Room has been allocated between both Year 1 Classes.

- Parents will be immediately contacted to collect the child and advised to follow the government guidance.
- Staff will use appropriate PPE whilst they ensure the safety of the child whilst in school care.
- Children and Staff who have been in contact with the child/adult with the suspected case of COVID 19 within school will be advised to follow the government guidance in relation to a suspected case of COVID – 19
- Disposal of equipment and cleaning regime will be followed as per the government guidance for COVID – 19.
- Health and Safety forms will be completed within school with details of the incident.