



# **First Aid and Managing Medication in School Policy Statement**

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Review: Autumn 2019

# **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 Practice**

By following the guidance given in the First Aid Manual 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. When parents/carers do not have transport, a child may be taken home by two members of staff, (driver and escort), if staff can be spared to do this. 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.

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.

## **Medical Conditions**

When a child has a medical condition, for example, asthma or an allergy, all staff are made aware of this during Staff Briefings.

## **The Administration and Storage of Medicine**

In accordance with the local authority's recommendations, Dorin Park 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 Administration Request form. 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. They are kept in a locked cupboard in the designated Medical Room (clearly labelled) as appropriate. The keys are kept by a designated member of staff. A child's inhaler, kept in school in the unlikely event of need or when given as preventative treatment at specified times, is stored in the School Office. When a child is likely to need their inhaler at times in the day, the inhaler is kept in the child's classroom in a safe place, known to all staff, out of the reach of the children. All medicines and creams are marked with the child's name.

### **Record Keeping**

Medication will be administered by a designated member of staff and is witnessed by another responsible adult. 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 in the Medical Room. 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
- 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.

### **Over the Counter Medicines (OTC)**

The school will only accept and administer OTC medicines for minor conditions as and when required and only if written consent has been received from the parent/carers. Staff should **never** give a non-prescribed medicine to a child unless there is a specific prior written agreement from parents/carers. Please note, 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 a designated member of staff. 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.

### **Over the Counter Medicines (OTC)**

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 and specified the medicine on the 'Parent/Guardian Consent for an Educational Visit' form 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 Dorin Park they will only be administered by designated members of Staff where there is always a 2<sup>nd</sup> 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 Medical Room with access restricted to Staff and the key is kept in the School Office. 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.

Emergency Packs for named individuals are kept in the School Office.

### **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.

**Review**

The First Aid and Managing Medication in Schools Policy is reviewed every three years.

Date of next review is **Spring 2021**

**Person/s Responsible:**

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**Approved by the Full Governing Body**