



## First-Aid and Managing Medicines in School Policy

<b>Policy Review</b>	
Review schedule	<b>2 years</b>
Reviewing Committee	<b>Local Governing Body</b>
Date of Last Review	<b>September 2019</b>
Date of Next Review	<b>September 2021</b>

Grove Road Primary School is committed to equality of opportunity for all pupils, staff, parents and carers. This policy has been written and reviewed with due regard to the Equalities Act 2010.

## **First-aid procedures**

At Grove Road Primary School, we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

### During lessons:

Any minor incidents that occur during class time should be dealt with by the class teacher or TA. If the floor needs to be cleaned, the site manager needs to be informed. Further assistance should be sought if the incident is deemed to be more major. If the emergency services are required, staff will make the necessary phone call and inform the Headteacher, Deputy or member of the SLT immediately.

### During Playtimes and Lunchtimes:

Any playtime injuries should be assessed by the member of staff on duty who will decide if the child needs further medical attention. The First Aid area in KS1 is manned during break times by a trained first aider. Accidents that occur in Nursery will be dealt with by the staff on duty. See section on reporting and recording to inform parents/carers.

## **Intimate care**

We seek to strike a balance between protecting the pupils' modesty and ensuring staff are compliant with the safeguarding procedures in line with our policy on intimate care.

If a child needs changing due to a toileting accident, injury or sickness, parents will be informed wherever possible. Our priority is to ensure children are comfortable and clean. Where a pupil is distressed or has issues linked to toileting, dressing or undressing, parents will be consulted.

## **Transport to hospital**

If it is necessary for a pupil to go to hospital, the parents/carers will be informed immediately. If the parents/carers are unavailable to accompany the child, a member of staff will be designated to travel with the pupil.

## **Recording and reporting**

- All incidents that require medical attention are recorded.
- A book for reporting visits to First Aid is kept in the KS1 and EYFS areas.
- In the event of a head injury, a red form will be issued. These are written in duplicate and one copy is retained by the school whilst the remaining copy is sent home with the child.
- Children will return to class wearing a sticker so that the teachers and TAs know to observe the pupil, for any further problems, during the rest of the day.
- A phone call will also be made to the parent/carer by a member of staff if they feel the head bump or injury was significant.
- Any medication taken by a child or given to a child will be recorded on the PRESCRIBED MEDICATION RECORD FORM which is kept in the school office.
- Any major injuries to children or adults must be reported to the SBM, who will then notify RLP.

- Mandy Lyons (Business Manager) will provide the necessary RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences) forms to be filled in.

### **Training**

A central record of all training related to first aid is held by the Inclusion Lead. This is reviewed annually to ensure that training is renewed within timescales.

### **Sending children home**

If a child has been sick or is deemed too ill to remain at school, a phone call to the parent or carer will be made in order for the child to go home. Prior to the phone call being made, the Headteacher, Deputy or member of the SLT must be informed. This is so that the absences can be monitored to encourage all children to have a good attendance, ensuring their continuous access to education. Children going home will wait in the classroom, being closely monitored, until an adult reports to reception to pick them up. Children will then be accompanied to reception and signed out before leaving the premises.

## Managing Medicines in school

*This policy should be reading in conjunction with the Supporting Pupils with Medical Needs Policy.*

### Training

- Staff must not administer medication or undertake healthcare procedures without appropriate instruction, information and training. This should be proportionate to risk and in line with any specific requirements detailed in pupil's individual health care plans (IHCP).
- If any specific training need is identified as a result of the IHCP (e.g. in relation to diabetes, anaphylaxis etc.), the School Nursing service should be contacted for advice and provision in the first instance.
- In order to continue to meet the care needs of individual pupils, school will plan for the potential impact of staff absence, offsite visits, extra-curricular activities etc. when determining the numbers of staff to be trained.
- It should be ensured that an appropriate level of insurance and liability cover is in place. Grove Road Primary School is covered by the DfE's Risk Protection Arrangement (RPA) meaning that trained staff would be covered for 'common' treatments such as the administration of oral medication, inhalers, epi-pens, pre-packaged doses via injection etc.
- For pupils with significant medical needs, school will contact Risk Protection Arrangement (RPA) for further advice and to ensure coverage.

### Administration of medication:

- It is standard practice for schools to request pupil medical information and updates regularly. The onus is on parents/carers to provide relevant and adequate information school staff.
- Parents/carers will be encouraged to provide support and assistance in helping the school accommodate pupils with healthcare needs.
- Medication will only be administered by schools when it would be detrimental to a child's health or school attendance not to do so.
- A documented record of **all** medication administered (both prescribed and non-prescribed) should be kept.
- No child under 16 should be given any medication without their parent's written consent, except in exceptional circumstances.
- Pupils with an IHCP will have these reviewed regularly or sooner if the child's needs have changed in the interim. Details of medication requirements (dose, side effects and storage) should be detailed in the IHCP.
- Schools should have a robust system to inform and update staff of the relevant content of pupil's IHCPs (triggers, risks, emergency actions etc.).

### Prescribed Medication

- Where possible, medication should be prescribed in dose frequencies which enable it to be taken outside of school hours. E.g. medicines that need to be taken 3 times a day can be managed at home. Parents/carers should be encouraged to ask the prescriber about this.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

- Schools should never accept medicines that have been taken out of the container nor make changes to prescribed dosages on parental instruction. In all cases it is necessary to check:
  - Name of child
  - Name of medicine
  - Dosage
  - Written instructions (frequency of administration, likely side effects)
  - Expiry date

### **Controlled Drugs**

- Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act 1971. This school has chosen not to administer controlled drugs. Parents of a pupil who is prescribed a controlled drug are asked to contact the Headteacher.

### **Non-Prescription medication**

- Where non-prescription medicines are administered e.g. Piriton for allergies, written consent must be obtained from parents/carers.
- A member of staff should supervise the pupil taking the medication and inform parents/carers where medication has been administered.
- The administration of non-prescribed medication should be recorded in the same manner as for prescribed.
- Staff must also check the maximum dosage and know when any previous dose was given.

### **Refusing medication**

- If a child refuses to take medication, staff should not force them to do so, but note this in the records and inform parents/carers as soon as possible.
- If a pupil misuses their medication, or anyone else's, their parent/carer must be informed as soon as possible.

### **Storage of medication and equipment at school:**

- The school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc. are readily available wherever the child is in the school and on off-site activities, and are not locked away.
- Pupils will know exactly where to access their equipment. Those pupils deemed competent to carry their own medication/equipment with them will be identified and recorded through the pupil's IHCP in agreement with parents/carers.
- Protocols are in place to ensure that pupils continue to have access to emergency medication in situations such as a fire evacuation etc.
- This school will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin which will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect all medications/equipment at the end of the school year, and to provide in-date medication at the start of each year.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

### **Record keeping:**

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transition arrangements between schools.
- This school uses an IHCP to record the support an individual pupil's needs around their medical condition. The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have a statement or EHC plan, their special educational needs are mentioned in their IHCP. Appendix 1 is used to identify and agree the support a child needs and the development of an IHCP.
- This school has a centralised list of all medical needs as well as individual class overviews. Admin staff maintain the list of all medical needs. The Inclusion Lead has the responsibility for the register and the individual class overviews.
- IHCPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHCP. Other school staff are made aware of and have access to the IHCP for the pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents/carers before sharing any medical information with any other party.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Please see the appendices A – C below for Grove Road Primary School templates.

## **Disposal**

- Any unused medication should be recorded as being returned back to the parent/carer when no longer required. If this is not possible, it should be returned to a pharmacist for safe disposal.
- Approved sharps containers should always be used for the disposal of needles or other sharps. These should be kept securely at school (e.g. within first aid/medical room) and, if necessary, provision made for off-site visits. All sharps boxes to be collected and disposed of by a dedicated collection service in line with local authority procedures.

## **Offsite visits and PE**

- Pupils with medical needs are encouraged to participate in offsite visits. All staff accompanying such visits should be aware of any medical needs and relevant emergency procedures.
- Where necessary individual risk assessments should be conducted as part of the trip planning process.
- It should be ensured that a trained member of staff is available to administer any specific medication (e.g. adrenaline pen etc.) and that the appropriate medication is taken on the visit.
- Medicines should be kept in their original containers (an envelope may be acceptable for a single dose, provided this is very clearly labelled).

- Specific advice for offsite visits is provided by the Outdoor Education Adviser's Panel (OEAP) guidance doc [4.4d](#) covering medication.
- Any restrictions on a child's ability to participate in activities such as PE should be recorded in their IHP.
- If any adjustments to activities or additional controls are required these should be detailed via an individual risk assessment or in daily use texts such as schemes of work / lesson plans to reflect differentiation / changes to lesson delivery.
- Some pupils may need to take precautionary measures before or during exercise and may need to be allowed immediate access to their medicines. (e.g. asthma inhalers). Staff supervising sporting activities should be aware of all relevant medical conditions and emergency procedures.

### **Additional information**

- [Defibrillators in schools](#)
- [DFE Statutory Guidance Supporting Pupils with medical conditions at school](#)

Advice on medical issues should be sought from the designated school nurse, the schools local Primary Care Trust (PCT), which includes guidance on communicable diseases, NHS Direct or from the SEN Advisors.

## Appendix A

### Parent Consent Form to administer medication to their child

The school will not give your child medicine unless you complete and sign this form.

Name of school	
Name of child	
Date of birth	
Class	
Medical condition or illness	

#### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

#### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	St Rose's School Office

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school/setting policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

## Appendix B

### Grove Road Primary School Record of medicine administered to a child.

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

**Record of medicine administered to an individual child (Continued)**

Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials




