



## First Aid and Administering Medicines Policy

### First Aid

It is our responsibility to provide First Aid for staff, visitors and children who are on the academy premises. Any contractors who work on site 'out of hours' must be able to provide their own first aid, and this would be clarified with the contractor prior to work commencing. First aid must be available at all times when people are on site in directed time. Any member of the academy community working on site during school holidays, before 8.00am or after 5.00 pm, does so on the understanding that there may not be a trained First Aider on site able to assist them if necessary.

Southwater Junior Academy has a number of trained First Aiders and Appointed Persons. A First Aider is someone with a current certificate from a St John's Ambulance (or equivalent) course. Their main role is to give immediate help to an injured person. An Appointed Person is not a First Aider and must only give treatment for which they have been trained. An Appointed Person can take charge when someone is injured or becomes ill and can call the emergency services. They must have attended an Appointed Persons' Course.

As an academy we will ensure that:

- A list of named First Aiders with photos is visible in identified areas around the academy
- Appointed Persons are listed alongside First Aiders
- First Aid equipment is easily identified, tidy, fully stocked and readily available for First Aiders and Appointed Persons to use
- A member of mid-day supervisory staff carries some first aid equipment for dealing with minor injuries on the playground but anything other than minor grazes will be referred to the First Aider or Appointed Person on duty
- Children who are injured or unwell will be promptly dealt with by qualified staff.
- There is always at least one qualified First Aider available on the academy premises during the working day, during term time.
- Procedures are in place so that in an emergency, qualified First Aiders are able to come to the scene of the injury promptly (Emergency Cards are situated around the academy)

When first aid is required from a First Aider, the situation will be dealt with in the following way (these points are not in order as this will depend on the severity of the injury/illness and the ability of the child to communicate their symptoms and medical history):

- Reassure the child and find out what happened to cause the injury
- Follow accepted First Aid priorities for dealing with injury (Breathing and consciousness; Bleeding; Bone, joint or muscle injury)
- Elicit information from the child about their medical history (e.g. allergies/asthma) if this is possible, or look at child's record (especially where there are breathing difficulties)
- Treat bleeding in accordance with recognised First Aid practices
- Treat any potential broken bones in accordance with recognised First Aid practices
- Parents will be notified of any treatment that has been given and any suspected difficulties the child may be suffering
- Parents will be notified of any child who has received a bump to the head and be told what symptoms to look out for after the child returns home

## Recording Incidents

All accidents and incidents, even minor ones, should be recorded on the designated treatment recording slip with the following information:

- The name of the person involved in the accident or incident
- Details of the injury and what part of the body was affected
- Any treatment given
- The time and date it happened
- Enough notes about the incident to show any trends

This slip must be sent with the pupil to be given to their parents/guardians/carers.

Any accident or illness requiring a telephone call to parents or carers should have a record made of all the actions that happen before and following the phone call (information as above)

Major accidents and incidents requiring hospitalisation must also be reported to the Health and safety unit at West Sussex County Council Online Incident Reporting. Although accident information may be filled out by witnesses and those who may have dealt with the incident, it is the responsibility of the office staff to ensure Online Incident Reporting completed and submitted to West Sussex County Council.

Data protection requires that this information is stored where it is accessible to those requiring its completion but not available for unauthorised people to see.

The contents of the Accident and Incident Book and the contents and procedures for recording minor injuries are reviewed termly by the Governing Body.

## **First Aid Equipment**

First Aid equipment must be kept in a clearly marked location with a white cross on a green background. Any portable First Aid boxes must also be clearly marked in this way. There is no statutory requirement for the contents of a first aid cupboard or travelling first aid kit, although guidance is given on the HSE website [www.hse.gov.uk](http://www.hse.gov.uk).

Items will be located in the First Aid Cupboard situated in the Medical Room.

For offsite visits the academy will supply visit leaders with Travelling First Aid kits

As members of staff at Southwater Junior Academy, we have a duty of care to all members of the academy community both on and off the academy site, as such, individuals will always act in whatever way we consider best to help any victim of accident, illness or injury. In the event of serious illness or injury, in the first instance a First Aider will attend and take control. If a First Aider is not available, an Appointed Person will take control of the situation and, if deemed necessary, will call the Emergency Services. If there is no trained person available, an ambulance will be called immediately.

**NB No member of staff should transport any individual to hospital, if a parent is not available, an ambulance should always be called.**

**IF THERE IS ANY CONCERN BY ANY INDIVIDUAL AT ANY TIME, A 999 CALL WILL BE MADE**

### **ROUTINES FOR DEALING WITH ACCIDENTS**

**ALL NECESSARY FILES, LETTERS AND NOTIFICATION SLIPS ARE LOCATED IN THE RELEVANT FILES IN THE OFFICE.**

**ANY MEMBER OF STAFF DEALING WITH AN INCIDENT SHOULD COMPLETE THE RELEVANT INFORMATION IN AS MUCH DETAIL AS POSSIBLE**

- **Minor incidents - those which cause enough concern that a telephone call is made to parents or carer.**
- **Major incidents - those which may require a hospital visit or a follow up visit to a GP**
- **Non-prescription Medicines (e.g. Paracetamol) - Parental consent to be obtained. Details to be noted on 'Medication' slip and given to parents**
- **Prescription Medicines - Parental consent to be given, only original, named packaging to be accepted**

- Bumps to head - a parental slip is to be issued and where deemed necessary an information leaflet showing symptoms for parents to look out for

#### **In Minor Incident Folder Record:**

- Minor Incidents - details of what happened and what first aid has been given.
- Notification of any 'Bumps to Head' letter being issued
- Details of any Non-prescription medicines given + notification of 'medication' slip being issued
- Details of any prescription medicines given

#### **In Major Incident Folder Record:**

- Major incidents - details of what happened, who was involved and what happened afterwards
- WSCC Online Incident Reporting

## **Administering Medicines**

### **Prescription Medicines:**

Children who have to have medicine administered by Southwater Junior Academy Staff must have written consent from their parents and the medicine must be in the named prescription bottle/packaging or supported by a letter from the child's G.P. Parents will be required to complete the academy's Medicines Consent Form and asked to include details of any possible side effects. All medicines will be kept in the medical room fridge or secure lockable medicines cabinet and will be given by the member of staff responsible for administering medicines at the academy (office staff). The child must come to the office to be given his/her medicine and it is the parent's or child's responsibility to collect the medicine at the end of the day.

**It should be noted that most medicines should be administered at home but we do recognise that in some cases, it is necessary for medicine to be taken either with food or four times a day - if this is the case, we accept that it will be necessary for medication to be administered at the academy.**

## Non-prescription Medicines

The majority of non-prescription medication will not be administered at the academy and pupils should not bring them to the academy for self-administration. The majority of medication lasts 4-6 hours, therefore non-prescription medication can be administered at home prior to the start of the school day and it will last the duration of the school day. A parent may attend the academy to administer additional doses if necessary. The three exceptions to non-prescription medication are paracetamol, travel sickness and antihistamine medications. Details are as follows:

### 1) *Paracetamol:*

Occasionally paracetamol will be administered to pupils age 10 and over suffering acute pain from things like migraine and period pain. The academy keeps its own supply of standard paracetamol for administration to pupils over the age of 10.

- Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case - a note to this effect should be recorded on the consent form.
- Only 1 standard dose (appropriate to age and weight of the pupil) can be administered in school per day.
- Verbal parental consent must be gained during the day to administer paracetamol between the start of school day and 12pm and again from 2pm and until the end of school day. If parents cannot be contacted then paracetamol cannot be administered.
- The school can administer paracetamol without parental consent on the day between 12pm and 2pm.
- If paracetamol is administered at any time during the school day parents will be informed of the time of administration and dosage.
- The academy will keep records of the administration of paracetamol as for prescribed medication.
- Pupils must not bring paracetamol (or other types of painkillers) to school for self-administration.

Paracetamol may be used as pain relief for children under the age of 10, if a GP/consultant/dentist/nurse practitioner/school nurse has recommended its use and parental consent is gained. Circumstances that might warrant the use of pain relief in the under 10's include fracture, pre/post-operative toothache and post-operative general surgery (this is not an exhaustive list). Details of the pupil's condition and the requirement for on demand pain relief must be documented on the parental consent form. In addition to the protocol for the administration of paracetamol detailed above the academy will:

- Only administer paracetamol for a maximum of 1 week.
- The parent will supply daily a single dose of paracetamol for administration. This can be in the form of a tablet or liquid sachet.

- The requirement for pain relief will be regularly reviewed during the week; pain relief should not be given routinely each day. The review will be detailed on the parental consent form.

Paracetamol may not be administered to the under 10's for ad-hoc unknown pain/fever etc. If the academy is in any doubt if symptoms warrant pain relief the school nurse will be contacted for further advice.

**Under no circumstances will paracetamol be administered to keep an ill child at school and as such a child should not come to school with medicine if he/she is unwell.**

All other non-prescription medication will not be administered at school and pupils should not bring them to school for self-administration. The majority of medication lasts 4-6 hours, therefore non-prescription medication can be administered at home prior to the start of the school day and it will last the duration of the school day. A parent or guardian may attend school to administer additional doses if necessary.

## **2) Antihistamines:**

Antihistamine can only be administered where a GP/Consultant has recommended or prescribed antihistamine for the treatment of a mild allergic reaction (i.e. sneezing, facial swelling, itchy eyes or skin, rash or/and redness of the skin or eyes,) The academy can administer 1 standard dose of antihistamine (appropriate to age and weight of the pupil) and symptoms will be monitored for signs of further allergic reaction. During this time pupils will never be left alone and will be observed at all times. ***If symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms then an adrenaline auto injector will be administered (if already prescribed) without delay and an ambulance called.*** Antihistamine can cause drowsiness and therefore the academy will consider if it is necessary for pupils to avoid any contact with equipment that might cause harm i.e. P.E., Science, Design and Technology.

## **Mild Allergic Reaction**

Every effort will be made by the academy to identify and reduce the potential hazards/ triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the academy population. If the administration of antihistamine is required for mild reactions as detailed above, an Individual Healthcare Plan and Medicine Consent Form should be completed by the parent. Medication should be supplied in the manufacturer's packaging (with pharmacy label if applicable).

## **Severe Allergic Reaction**

An adrenaline auto injector should be used immediately in a severe reaction. If it is likely that a pupil should suffer a severe allergic reaction and requires an auto injector to be held at the academy, an Individual Healthcare Plan and Medicine Consent Form should be completed by the parent. If there is any doubt about the severity of an allergic reaction, the adrenaline auto injector will be administered and an ambulance called immediately.

**Hay fever** - antihistamine for the treatment of hay fever - parents should administer antihistamine before the pupil starts school, it is not necessary for the academy to administer antihistamine for the treatment of hay fever.

These non-prescription medications will be administered by staff providing they are supplied in the original packaging and accompanied by a Medicine Consent Form. Medication must be suitable for the pupil's age, supplied by the parent (not the academy) and in its original packaging, with manufacturer's instructions. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case - a note to this effect should be recorded on the consent form. The use of antihistamine will be detailed on the pupil's Individual Healthcare Plan. The medication will be stored and administration recorded as for prescription medicines. The academy will inform the parent the time and dose of the non-prescription medication that has been administered, at the end of each day.

### **3) *Travel sickness remedies:***

If a child needs to take medicine to prevent travel sickness on an off-site activity, written consent from the parent must be given. The travel sickness medicine must be provided in the original packaging and it must have the manufacturer's instructions included.

Where possible we ask that this is administered at home before coming into school unless the trip is to take place later in the day.

### ***Aspirin/Ibuprofen:***

Aspirin and Ibuprofen **will not** be administered by the academy without a doctor's prescription/ written consent.

## **Controlled Drugs**

The academy does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves. Controlled drugs will be stored securely in a non-portable container and only named staff will have access, controlled drugs for emergency use must also be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug held in school.

## **Admissions**

When the academy is notified of the admission of a pupil with medical needs the Lead for Managing Medicines will complete an assessment of the support required. This might include the development of an IHP and additional staff training. The academy will endeavour to put arrangements in place to support that pupil as quickly as possible. However the academy may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

## **Children with Long-Term Medical Conditions**

Any children suffering from long term medical and /or complex medical conditions who need continual support at the academy must have an Individual Healthcare Plan (IHP). Where children are mature enough and other risks are low, they may be responsible for their own medication - these details will be included in the IHP. IHPs will be reviewed annually or following a significant change in a pupil's medical condition.

## **Staff Training**

The academy will ensure that the staff who administer medicine to control specific chronic conditions are trained to administer those specific medicines, for example, Anaphylaxis (adrenaline auto injector), Diabetes (insulin) Epilepsy (midazolam). Training in the administration of these specific medicines is arranged via the school nurse. A record of training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required.

The academy will also ensure that other staff who may occasionally need to administer a prescribed medicine supplied by the parent with a valid consent form and/ or an IHP, are trained in the procedure adopted by the academy by the person who has completed the Managing Medicines course. A record of training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required.

The academy will ensure that a record is made of every dose of medicine administered at the academy. This record is completed by the person that administers the medicine.

## **Storage and Access to Medicines**

All medicines apart from emergency medicines (inhalers, adrenalin auto injectors, etc.) are kept in a locked store cupboard. Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key and staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as inhalers and adrenaline auto injector are either held by the pupil or kept in a clearly identified container in his/her classroom. The academy will make an assessment as to the competency of each individual pupil to carry their own medication. Parents will be asked to supply a second adrenaline auto injector for each child and they will be kept at the academy office. Staff must ensure that emergency medication is readily available at all times i.e. during outside PE lessons, educational visits and in the event of an unforeseen emergency like a fire

Medicines that require refrigeration will be clearly labelled and kept in the medical room fridge.

## **Record Keeping**

For legal reasons records of all medicines administered are kept until the pupil reaches the age of 24. This includes medicines administered by staff during all educational visits.

## **Emergency Procedures**

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has an IHP, the emergency procedures detailed on the plan will be followed, and a copy of the IHP will be given to the ambulance crew. IHPs will also be given to those companies and staff providing transportation of pupils to and from the academy, in order that the IHP can be passed to the ambulance crew in the event of an emergency. Instructions for calling an ambulance are displayed prominently by the telephone at the academy office.

## **Medicines on Educational Visits**

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they complete a Medicine Consent Form and supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from paracetamol, travel sickness medication and antihistamine for mild allergic reaction) cannot be administered by staff and pupils must not carry them for self-administration.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. Academy staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

## **Medicines on Residential Visits**

The academy acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Occasionally it may be necessary to administer non-prescription medicines i.e. paracetamol, antihistamine etc. to pupils suffering acute pain from things like migraine, period pain, toothache. Parents must give written consent prior to the residential visit using the academy's off-site medical form before non-prescription

medication can be given. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case - a note to this effect should be recorded on the consent form.

The academy will keep its own supply of standard paracetamol tablets and liquid suspension for administration to pupils during a residential visit and parental consent will be taken from the academy's off-site form in order for the academy to administer the supply. The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring paracetamol (or other types of painkillers) on the residential visit for self-administration.

### **Complaints**

Issues arising from the medical treatment of a pupil whilst at the academy should in the first instance be directed to the Head Teacher. If the issue cannot easily be resolved the Head Teacher will inform the governing body who will seek resolution.

Policy reviewed December 2015

Policy to be reviewed December 2018