



Birdham CE Primary School

FIRST AID AND MEDICINE IN SCHOOL POLICY

Statement of Intent

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. The governing body Birdham CE Primary School will ensure that these arrangements fulfil their statutory duties and follow guidance outline in 'Supporting pupils at school with medical conditions 'April 2014'.

Establishment staff do not have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable the inclusion of pupils with medical needs, promote regular attendance and minimise the impact on a pupil's ability to learn. In an emergency **all teachers** and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Organisation

The governing body will develop policies and procedures to ensure the medical needs of pupils at school are managed appropriately. They will be supported with the implementation of these arrangements by the Head teacher and school staff. The lead for the management of medicines at school is **Mrs J Pownall**. In their duties staff will be guided by their training, this policy and related procedures.

Implementation monitoring and review

All staff, governors, parents/carers and members of the Birdham CE Primary School community will be made aware of and have access to this policy. This policy will be reviewed annually and its implementation reviewed and as part of the Head teacher's annual report to Governors.

All teachers and TAs are supplied with a copy of the school's "Awareness Register". A copy is available in the front or back of each class register, and is on display in a variety of rooms with high traffic, e.g. medical room

Insurance

Staff who follow the procedures outlined in this policy and who undertake tasks detailed in the WSCC medical audit are covered under WSCC insurance. The medical audit is available to view on WSGfL under 'guide to insurance for schools'. Claims received in respect of medical procedures not covered by the insurers will be considered under the Council's insurance fund.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a GP may prescribe a medicine has to be taken during the school day. Parents may call into the school and administer medicine to their child, or they may request that a member of school staff administers the medicine. When school staff administer medicines, the parent or guardian must supply the medicine in the original pharmacist's container clearly labelled including details of possible side effects to the school office and must complete a 'Parental agreement for setting to administer medicine' form (Appendix 1 Template B). On no account should a child come to school with medicine if he/she is unwell. It is the responsibility of the parent to collect and deliver such medicine to school each day.

Non-prescription Medicines

Only 2 non-prescription medications will be administered in school, 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.

Only non-prescription *travel sickness medication* and *antihistamine* (Piriton) can be administered in school, although Antihistamine can only be administered where a GP/Consultant has recommended or prescribed antihistamine for the treatment of a mild allergic reaction (i.e. itchy eyes or skin, rash or/and redness of the skin or eyes). The school can administer 1 standard dose of antihistamine (appropriate to age and weight of the pupil) and it is very important that symptoms are monitored for signs of further allergic reaction. During this time pupils must never be left alone and should be observed at all times.

These 2 non-prescription medications will be administered by staff providing they are supplied in the original packaging and accompanied by a 'Parental agreement for setting to administer medicine' form (Appendix 1 Template B). Medication must be suitable for the pupil's age, supplied by the parent (not the school) 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 pupils Individual Health Care Plan. The medication will be stored and administration recorded as for prescription medicines. The school will inform the parent / guardian the time and dose of the non-prescription medication that has been administered, at the end of each day.

If symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms then an adrenaline auto injector should be administered without delay and an ambulance called.

Piriton can cause drowsiness and therefore the school 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.

As a general rule the school is unable to administer antibiotics, analgesics and drops of any kind. This also includes non prescription medicines such as throat sweets, herbal remedies, bonjela, or calpol. There is no legal duty on staff to administer medicines or to supervise a child taking it.

Mild Allergic Reaction

Every effort will be made by the school to identify and reduce the potential hazards/ triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the school population. Antihistamine will be administered for mild reactions as detailed above.

Severe Allergic Reaction

An adrenaline auto injector should be used immediately in a severe reaction (see *Template A ~ Individual Health Care Plan* for details). If in doubt about the severity of an allergy reaction, administer the adrenaline auto injector and call an ambulance immediately.

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

Parental Responsibilities

It must be noted that the school does not administer antibiotics. If they have been prescribed by a GP they should be administered in the following way:

If it is 3 times a day they can be given at breakfast, after school and before bed by the parent. If required 4 times a day a parent or family member must administer them in school during lunchtime.

- a. Parents should provide full information about the child's medical needs when the child joins school, or as the medical need arises.
- b. Long term medical needs, e.g. asthma should be clearly identified, and arrangements for treatment discussed with the Head Teacher. This information will be recorded on the Health Care Plan.
- c. Parents should ensure that the child is well enough to attend school and refrain from sending them when they are unwell.
- d. Parents should follow the agreed procedure, in the event of their child requiring medication to be administered by the school staff, and are responsible for its safe transportation to and from the school each day.
- e. Parents are responsible for the provision to school of in-date medication e.g. Inhalers to treat long term medical conditions.

Pupils with Long-term or Complex Medical Needs

Parents or carers should provide the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, head teacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in an Individual Health Care Plan (IHCP) or Educational Health and Care plan (EHCP). These plans will be reviewed by the school annually or following a significant change in a pupil's medical condition.

Admissions

When the school 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 school will endeavour to put arrangements in place to support that pupil as quickly as possible. However the school may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

Staff Training

The school 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. (Appendix 1 Template C)

The school 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 school 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. (Appendix 1 Template C)

The school will ensure that a record is made of every dose of medicine administered in school, and this is completed by the person that administers the medicine in the *Medicine Administration Book*.

Storage and Access to Medicines

Any medicines, (apart from emergency medicines e.g. inhalers, adrenaline auto injector, etc.) are kept in a locked cupboard in the *Office*. 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 kept in a clearly identified container in the Medical Room. The school 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 in the *classroom*. 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 are kept in the *School Kitchen* fridge, clearly labelled in an airtight container.

Record Keeping

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational visits. A parent or guardian will be informed if their child has been unwell during the school day.

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

This Accident Report Book is kept in the Medical Room at all times. For any significant accident or near miss, these should be recorded using the Capita *Online Reporting* system: <https://wscc.info-exchange.com/Default.aspx>

Medicines on Educational Visits

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they complete a consent form (Appendix 1 Template B) and to supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication and antihistamine for mild allergic reaction) cannot be administered by staff. 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. School 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 school 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 e.g. paracetamol, anti-histamine etc. to pupils suffering acute pain from things like migraine, period pain, toothache. Parents must give written consent prior to the residential visit using a, 'Parental agreement for setting to administer medicine' form (Appendix 1 Template B) 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 school 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 required in order for the school 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.

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 Individual Health Care Plan (IHCP), the emergency procedures detailed on the plan are followed, and a copy of the IHCP is given to the ambulance crew. IHP's will also be given to those companies and staff providing transportation of pupils to and from school, 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 in the school office.

First Aid Kit Requirements

Our First Aid Needs Assessment has identified the following first aid kit requirements: Three first aid kits on the premises, all located in the medical room, one of which is for use at after-school clubs.

It is the responsibility of the emergency/qualified first aiders to check the contents of all first aid kits every twelve months and before and after use. Checklists are visible on the wall of the medical room. The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Three First aid kits
- Couch
- Epipens
- Washing facilities

Complaints

Issues arising from the medical treatment of a pupil whilst in school 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.

Qualified First Aiders

(Those completing the HSE approved 3-day first aid course)

At Birdham CE Primary School there are five qualified first aiders as follows, so that there is a first aider in every classroom:

- Mrs Jill Pownall (Teaching Assistant)
- Miss Rochelle Napper (Teaching Assistant)
- Mrs Elaine Emerick (Teaching Assistant)
- Mrs Anna Wright (Teaching Assistant)
- Mrs Emma Osborne (Teaching Assistant)

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Template A ~ INDIVIDUAL HEALTH AND CARE PLAN

Name of Child:		Class:	
Date of Birth:			
Address:			
Emergency Contact Numbers:			
Parent:			
Parent:			
Others:			

Nature of medical needs i.e. asthma, ADHD, allergies etc

Medication required, i.e. name/dosage/times etc

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

I/We agree to bring the correct dosage/medicine to school in a suitable container labelled with the child's name, class etc at the beginning of each week/term.

Signed: Date:
 Parent/Guardian

Signed: Date:
 School

This form should be reviewed annually and signed by the parent/school

Template B ~ parental agreement for SCHOOL to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
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	[agreed member of staff]

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

Signature:		Date:	
Parent signature:		Print Name:	
Date:		Review Date:	
Copies to:			

Template C:
Staff training record for First Aid and Medicines in school

Name of school/setting	Birdham CE Primary School
Name	
Type of training received	
Date of training completed	
Training provided by	
Refresher/update training date	
Profession and title	

I confirm that has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature	
Date	

I confirm that I have received the training detailed above.

Staff signature	
Date	
Suggested review date	