



First Aid and Administering Medicines Policy and Procedures

Roseacres Primary is committed to the training of its entire staff in Basic First Aid and emergency response. We aim to have a minimum of **two** nominated staff trained, with Paediatric First Aid, and wherever practical and possible one will work within Early Years. We endeavour to enable all staff to gain a recognised and accredited Basic/ Emergency First Aid qualification, with a particular focus upon 'Paediatric First Aid', and update this as required on a rolling program.

Additional training will be organised for new staff that join the school wherever practical and feasible. When a child joins the school with an identified medical need, e.g. child who may require an epi- pen to be administered in an emergency; appropriate training for key staff will be sought and delivered. A staff training log is maintained by the school.

The named key personnel and their level of qualification is provided on the front cover of this document and contained in the Business Continuity Plan, in the event of an emergency situation. Named 'First Aider' posters are displayed in key locations around the school building.

This policy sets out the agreed procedures in our school.

Minor first aid in the main, will be administered during school sessions by support staff as appropriate, e.g. learning support assistant (LSA), Mid-day Assistant (MDA), or office staff.

Appointed **Paediatric** staff **MUST** be asked to attend to more serious injuries or for a second opinion, if in doubt to ask as a precautionary measure.

First Aid Incidents:

First Aid / Accident Log Book (pupils): GREEN FIRST AID BAG

A GREEN FIRST AID (PE style) BAG with general medical supplies containing a class record file for first aid incidents is located in each classroom.

This bag includes a GREEN RECORD FOLDER which **MUST** be used to record any incident that requires medical attention, in particular, any injury that leaves a mark, or any form of head injury (even if no mark is visible). The following must be recorded: **child's name, date, time, nature of injury (with brief outline of context), and treatment/ action, and signature of the adult.** This **MUST** be returned to the medical bag afterwards. Spare supplies may be requested via the main office or obtained from the welfare room.

More serious incidents/accidents **MUST** be recorded in the main accident log book kept in the main office. (This is a carbonated record book whereby the white sheet (top) goes home and the pink carbonated copy remains in school). A parent may also be called to alert them or to

advise that their child may need to be collected or to seek further medical advice. The head teacher/office administrator **MUST** be alerted to these incidents.

More serious incidents may in addition require a school incident/ accident report form to be completed, so the incident/accident may be logged, investigated and reported to the governors and/or Health & Safety Executive as required. These forms are available in main office.

At the end of the lunchbreak, Green First Aid Log books are returned to the main office. The office administrator checks the injuries and contacts parents/carers if required. She returns the class log book to the class teacher drawing their attention to any injuries at lunchtime.

The head teacher has overall responsibility for deciding upon the required action to be taken as to whether parents should collect their child, or hospital treatment sought. Each individual case will be assessed as to the level of intervention required. Decisions made will take into account the circumstances, the injury and any recommendation made by the attending Paediatric trained member of staff.

If hospital treatment is required, the parent should be called to take/ accompany the child. In the absence of the parent a member of staff should accompany the child but may **NOT** authorise any treatment. There is a casualty department at Harlow, 'Princess Alexandra', Bishops Stortford, 'Minor Injury Unit' or Chelmsford, 'Broomfield'. In addition a member of staff will be required to complete a Health & Safety accident/incident form in order to formally record the incident. Riddor procedures will be followed as necessary. If an ambulance needs to be called then follow the contacting Emergency Services procedure (appendix 1, form 1 – Contacting the Emergency Services).

First Aid Points: Welfare Room, Practical Room. The First Aid Points contain the mobile first aid bags, additional supplies of the recommended medical supplies, posters of the most up to date guidance for asthma, emergency asthma inhaler, medical/ care plan file . Only recognised supplies should be used. Cotton wool should never be used. Disposable gloves should always be worn and all used materials disposed of appropriately and safely. All mid-day assistants are advised to carry a spare pair of disposable gloves in their uniform.

Additional Supplies: can be found in the Welfare Room. A reference leaflet of necessary supplies is kept inside each mobile First Aid Bag. The office administrator is responsible for checking all class and mobile first aid bags, plus stocks held, and for ordering further supplies. We recommend that each mobile first aid bag is checked upon return from each educational visit by designated member of the office staff.

Education Visits: a green mobile First Aid Bag **MUST** be taken on each trip off site and it is the responsibility of the class teacher to ensure all relevant first aid and pupil medication is taken (e.g. pupil asthma pump). Pupils registered with medical needs or a care plan **MUST** be identified specifically on the Educational Visits Risk Assessment, with the necessary medication taken. Any group leaders or helpers will be briefed specifically about pupil medical needs where required and appropriate. Asthma pumps will be the responsibility of the group leader for their assigned pupils in their group or given to an older child if this is more appropriate. Individual record logs must be taken to record medication administered. It is our practice that pupils with

more significant medical needs will be in a staff members group, wherever practical and possible.

As per the EY Foundation Stage requirements, a named paediatric trained member of staff will accompany all trips for pupils in Reception class.

Administering medicines at school:

Documents supporting procedures and guidelines used: **Guidance on First Aid for Schools, DfE 2014** and **Guidance on the use of emergency salbutamol inhalers in schools, DH March 15.**

Parents are required to complete a medical form upon registering their child at school. If during the course of their education, a child's medical needs change, it is the parent's responsibility to inform the school and complete the necessary form and provide any medication as advised by their GP.

Children with serious medical conditions, e.g. asthma, diabetes, epilepsy, severe nut allergy etc, are recorded in the **medical register, the main list is held centrally and a copy placed in the medical file in the WELFARE ROOM, which also contains a copy of each child's care plan with parental permission.** A copy of the medical register may also given to class teachers and the school catering manager as appropriate.

The medical register is kept in:

- The Welfare Room
- The main office (pupil records)
- Class log (Yellow PE style bag)
- Class teacher pupil record file/ Catering manager (as appropriate)

Additionally, a photographic record sheet may be created, e.g. for food allergies/ intolerance or other special dietary requirements for the kitchen staff to refer to at lunchtime.

A separate file with parental permission forms for pupil's who need medication as and when prescribed (x4 times a day or more), will be kept in the Welfare Room. It is the responsibility of the office staff to complete this form with the parent and maintain this file.

The pupil record/s information is confidential and accessible to relevant staff only.

When children are off site on an educational visit their medication must accompany them (e.g. asthma pump). It is the responsibility of the staff organising the trip to ensure this (see above Educational Visits).

Administrative Procedure:

(see Appendix 3 –Parental agreement for school/setting to administer medicine):

- Upon starting school all parents are required to complete an emergency contact detail form and where required a medical form/ care plan.
- No child may bring medication to school- this is the responsibility of the parent/carer
- Antibiotics (required x4 times a day or more) may not be administered by any school staff – unless express permission is given by the parent and the relevant form completed. In the case of eye drops the school recommends that a parent administers this.

- Parents are required to make suitable arrangements to administer medication (less than x4 times a day).
- Written permission must be sought from the parent before any medicine can be given.
- The appropriate form located in the medical register file, must be completed by the parent and staff must record the administration of medication, with: date, time, dose and signature of administering adult (see Appendix 4 Record of medicine administered to an individual child).
- Medication can only be administered to the named child.
- The child will have easy access to the medication (e.g. asthma pumps in the classroom); though other medication will be stored securely and in an appropriate location.
- All medicine must be kept in the original container and labelled.
- All medicine to be correctly labelled with the child's name, dose, frequency of administration, cautionary advice and expiry date.
- Parents are responsible for ensuring that their child has the correct medication (in date) at the school which is replaced when necessary.
- The office staff are responsible for checking the expiry date of medication kept in school and informing parents of any action necessary. In respect of asthma inhalers, the expiry date will be checked regularly by the office administrator and the parent advised of the need for a replacement. However, the main responsibility remains with the parent to ensure that the correct medication, in date, is available to their child as appropriate.
- No staff member is legally required to administer medication but the cooperation of support staff is sought in this regard in order that pupils with medical needs are able to access their educational entitlement.
- Staff will be covered under the school (employer) liability insurance and be expected to act under duty of care placed upon them whilst children are at school.
- Staff who supervise pupils taking their asthma inhaler, as required, will use the medical file to check the dosage, and initial and date on the child's record form (see Appendix 4 – Form 5 (contd. Sheet) – 'Record of medicine administered to an individual child').
- Staff willing to administer medication will receive appropriate training from recognised personnel/body.
- Emergency procedures will be followed as outlined on a child's care plan or the usual emergency procedures followed in the event of a serious accident/injury or child's medical need (e.g. epileptic fit, administering of an epi- pen after an allergic reaction). (See First Aid Incidents for additional detail).
- Should a child refuse medication then the matter will be brought to the attention of the head teacher and parent the same day in order that appropriate action can be advised/taken.
- It is expected that each child is registered with a GP and this information held on the school central records.
- The school will liaise with health professionals, e.g. school nurse, Health Protection Agency to assist the head teacher with decisions regarding prevention of the spread of infection, staff training, updated medical guidance or action.

Pupils with serious medical conditions (diabetes, epilepsy, asthma, severe nut allergy etc)

All the above procedures apply, in addition:

- A care plan will be drawn up with the parent and reflect current medical advice linked to the condition (see Appendix 2 – Health Care Plan Form).
- All relevant staff will be made aware of their contents and receive necessary training as applicable.
- Care plans will be reviewed regularly with the parent/carer but a minimum of annual review.
- It is the responsibility of the parent to inform the school of their child’s medical condition and needs and of any developments, at the earliest opportunity.
- It is the responsibility of the SENDCo, to oversee the care plan process, in liaison with the designated office administrator and parent in completing and maintaining an up to date care plan. S/he will also organise appropriate staff training and share the information to relevant staff.
- Care plan will include:
 - name and nature of the condition
 - special requirements
 - medication required and possible side effects
 - date of implementation

The information will be kept in the locations stated and be confidential and accessible to relevant staff only.

Pupils with asthma

The procedures outlined above will be followed as appropriate. In addition, a yellow (PE type) bag will be located in each classroom that is accessible to the adult/child. This will be taken to PE lessons and on any educational visit. For each child registered and recorded with asthma, it will contain:

1. Individual pupil log (to record the date, time, dose & supervising adult initial)
2. Individual care plan
3. Medication (pupil asthma pump/s and spacer if required).

In addition, the school has made the decision to have available a spare (Salbutamol) asthma pump, in case of emergency.

In this regard the *Guidance on the use of emergency salbutamol inhalers in schools, DH March 15 document is used to inform school practice.*

It states that:

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The protocol and recommendations have been incorporated into the wider medical support already in place.

In summary for pupils with asthma:

A register is maintained for:

1. Pupils with asthma.
2. Prescribed medication held at school and date of expiry.
3. Individual pupil log kept in the classroom with the child's prescribed medication Care plan in place, completed with the parent with signed permission to administer the child's prescribed inhaler/ medication; IN ADDITION, parental permission for use of the emergency inhaler; updated at least annually or earlier if advised by the parent following medical advice.
4. The emergency inhaler is kept in a secure area (the WELFARE room), only accessible by staff. A separate asthma recording log and a copy of the asthma register is kept with it, together with a copy of the Guidance on the use of emergency salbutamol inhalers in schools, DH March '15.
5. Asthma awareness and response posters are displayed in key locations in the school and included within staff training.
6. Named first aiders, including paediatric trained staff are on site and available. At least two members of staff are responsible and oversee the medication, systems and procedures in place.
7. Staff are not required to administer medication but are requested to do so. All staff are aware of the First Aid and asthma protocols and procedures as outlined in this policy. New staff are inducted accordingly.
8. The school works in partnership with the school nurse and other external providers to meet the needs of pupils with asthma.
9. Emergency procedures are activated where necessary and all staff aware of expectations. This is reviewed at least annually.

Guidance on First Aid for Schools, DfE 2014 and, Supporting pupils with Medical Conditions (Templates), DfE May 2014, and Guidance on the use of emergency salbutamol inhalers in schools, DH March '15, are available to all staff in the staff room.

Review: Annual

Appendices: Supporting pupils with Medical Conditions (Templates), DfE, May 2014

(NB: the main templates from the DfE guidance have been adopted, however, Roseacres has personalised the forms and added additional information to suit our circumstances. For the purposes of this policy, the DfE model templates are used for reference within this policy. Only Appendix 1 is revised).

Appendix 1 Contacting Emergency Services (template F) (revised)

Appendix 2 Health Care Plan (template A)

Appendix 3 Parental agreement for school/setting to administer medicine (template B)

Appendix 4 Record of medicine administered to an individual child (template C)

Appendix 5 Record of medicines administered to all children (template D)

Appendix 1

Template F: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number : Roseacres Primary School: 01279 879599
2. your name: (staff member)
3. your location as follows: Roseacres Primary School, Roseacres. Takeley.
Bishop's Stortford. Herts. CM22 6QY
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code: CM22 6QY
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Staff Name (phone call)	
Child's Name	
Staff member attending to child	
Time of call to emergency services	
Advice Given	Actions
Time call ended	
Time of arrival of paramedic/ambulance	
Time of departure of paramedic/ambulance	
Time of call to parent	

Appendix 2

Template A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Appendix 3

Template C: parental agreement for setting to administer medicine to an individual child

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
(as described on the container)

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(s)

Date

Appendix 4

Template B: parental agreement for setting 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(s)

Date

