



Basildon CE Primary School

Policy on Administration of Medicines and First Aid in School

Created: August 2015
Adopted: September 2015
Reviewed: October 2018
Next Review: October 2020
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Introduction

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance to maximise their potential both academically and physically during their time at Basildon CE Primary.

Management

As in all matters of health and safety, the Headteacher is the responsible person for managing the administration of medicines and first aid in school. The School Business Manager is the nominated person for the operational management of the administration of medicines and first aid in school.

It is the responsibility of the nominated person to

- update all staff on current practice, and ensure all staff aware of practice and procedures in the school. First Aid will be an agenda item at an INSET day/staff meeting each term as appropriate
- ensure first aid boxes are always fully equipped and ensuring the ordering of further supplies as necessary
- ensure paperwork is checked monthly and reviewed termly with the Health & Safety governor
- ensure sufficient supplies of the school green first aid registers and ensuring the ordering of further supplies as necessary
- be first port of call in an emergency or for advice to deal with accident/injury etc.
- accompany a casualty to hospital when neither the parent/carer nor teacher are available.

The Role of Parents/Carers

Parents/carers retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

Parents/carers must complete the authorisation form, '**Parental request for school to give medication**' (available from the Admin office or website) prior to any medicine being administered by school staff. Full details of the medication must be disclosed on this form to enable administration. In such cases typically only one dose will be given to a child during the day. Children are never given non-prescription medicine, such as analgesics or antihistamines, without prior written request to the Headteacher.

The Role of Staff

Teaching staff are not required to administer medicines to children. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school must receive appropriate training.

All staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines.

The school fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following school guidelines.

Communication

Communication is a vital, two way relationship which supports every aspect of school life, not least when considering matters of health and safety.

As such, the attending first aider or supporting staff member will ensure that for every medical incident, a feedback will be given to the parents/carer of the child. Typically, this will be via the school green incident slip appropriately completed with the details of the issue at hand. This slip is sent home with the child in their school bag. This may be supported by a phone call to the listed familial contacts where there is any additional concern.

When a child presents with sickness, diarrhoea or symptoms of any significant illness, contact will always be made by a phone call to the listed familial contacts.

When a child presents with sickness or diarrhoea symptoms they should remain absent from school for 48 hours further to the last bout of illness. The parent/carer is required to advise the school.

Prescribed Medicines

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. Medicines provided by parents/carers will be stored in a secure cabinet or locked fridge, as appropriate.

Controlled Drugs

In certain circumstances, further to parent/carer and Headteacher agreement, the school will look after prescribed medicines that are scheduled under the Misuse of Drugs Act. The administration of such will be restricted to no more than two doses in a day. Only with prior Headteacher approval will more than one day's worth of medication be securely stored in a location known only to the Headteacher, School Business Manager and Admin team.

Non-prescribed Medicines

Staff should **never** give non-prescribed medicine, such as analgesics or antihistamines, without prior written request to the Headteacher. Parents/carers must complete and return a '**Parental request for school to give medication**' form (available from the Admin office or website) prior to

any medicine being administered by school staff. In such cases only one dose should be given to a child during the day. Details of the medicine administered must be recorded.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Administering Medicines

Upon receipt of the completed authorisation form and medication by the Admin team:

- an email will be sent to medicine@basildonprimary.org.uk (teachers, Admin & Basildon Extra staff) advising of the name of the pupil, the medicine and the time it is required
- an alarm will be set in the Admin office to prompt in the event a child is a no show for their medication
- verify the identity of the pupil and check the instructions on the medication prior to delivering the required dose
- medicine administered will be recorded under 'OTHER' section with appropriate date/time/comments completed on the school green first aid slips
- administration will also be recorded on the authorisation form at the earliest opportunity and the Admin team will ensure this record is up to date on a weekly basis

Normally medicines will be kept securely under the control of the Admin team unless other arrangements are made with the parent/carer.

When a child refuses medicine the parent/carer should be informed, if practical, on the same day.

Administration of Medicines on Trips and Visits

Basildon CE Primary will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

Self-Management of Medicine

Children are supported and encouraged to take responsibility for managing their own medicines from an early age.

Children may not carry medicine e.g. epi-pens, asthma relievers etc. except where a thorough review with the Headteacher, parents/carers and healthcare professional(s) has been completed and deemed it necessary/appropriate.

Children may self-medicate medicines e.g. asthma relievers, eczema creams etc. with decreasing levels of adult supervision as they progress through our school further to a review with the Headteacher and parents/carers.

Children with Long-Term or Complex Medical Needs

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with Headteacher, SENDCo, parents/carers and relevant health professionals.

Health alerts containing pertinent information are provided for staff information in a medical folder held in staff room. This is routinely reviewed and updated by the School Administrator.

Children with Diabetes

Pupils with diabetes will be monitored in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes **must not** be left unattended if feeling unwell, or sent to the Admin office unaccompanied.

Sharp boxes should always be used for the disposal of needles and can be obtained by parents/carers from the GP or pharmacy and should be returned to the parents/carers when full for replacement.

Asthma Management in School

Basildon C.E. Primary is aware of the guidance 'The use of emergency salbutamol inhalers in schools' from the Department of Health (March 2015) which gives guidance on the use of emergency salbutamol inhalers in schools (March 2015). The document can be found under the downloads for schools section on www.leedswestccg.nhs.uk/childrensasthma. The key points from this policy are summarised below. All staff are required to complete annual asthma awareness course.

As a school we are able to purchase salbutamol inhalers and spacers from community pharmacists without a prescription. We can do this using the NHS request form, which can again be found under the downloads for schools section on www.leedswestccg.nhs.uk/childrensasthma.

We understand that salbutamol is a relatively safe medicine, particularly if inhaled, but all medicines can have some adverse effects. Those of inhaled salbutamol are well known, tend to be mild and temporary and are not likely to cause serious harm. The child may feel a bit shaky or may tremble, or they may say that they feel their heart is beating faster.

The emergency salbutamol inhaler will only be used by children who have been diagnosed with asthma and prescribed a reliever inhaler OR who have been prescribed a reliever inhaler **AND** for whom written parental consent for use of the emergency inhaler has been given.

The name(s) of these children will be clearly written in our emergency kit(s). The parents/carers will always be informed in writing if their child has used the emergency inhaler, so that this information can also be passed onto the GP.

The school Asthma Emergency Kit is held in the main school office. The school asthma lead is Mrs Hadrill and she ensures that:

- On a monthly basis the inhaler and spacers are present and in working order, and the inhaler has sufficient number of doses available;
- replacement inhalers are obtained when expiry dates approach;
- Replacement spacers are available following use;
- The plastic inhaler housing (which holds the canister) has been cleaned, dried and returned to storage following use, or that replacements are available if necessary. Before using a salbutamol inhaler for the first time, or if it has not been used for 2 weeks or more, shake and release 2 puffs of medicine into the air

Any puffs should be documented so that it can be monitored when the inhaler is running out. The inhaler will be replaced as required. The spacer cannot be reused. We will replace spacers following use. The inhaler can be reused, so long as it hasn't come into contact with any bodily fluids. Following use, the inhaler canister will be removed and the plastic inhaler housing and cap will be washed in warm running water, and left to dry in air in a clean safe place. The canister will be returned to the housing when dry and the cap replaced. Spent inhalers will be returned to the pharmacy to be recycled.

Anaphylaxis Management in School

Basildon C.E. Primary is aware of the guidance 'Guidance on the use of adrenaline auto-injectors in schools' from the Department of Health (October 2017) which is in effect allowing schools to keep spare adrenaline auto-injectors (AAI) for emergency use. This allows school staff to administer an emergency AAI to any pupil who has been assessed as being at risk of anaphylaxis. All staff are required to complete annual allergy awareness training which includes AAI administration.

Anaphylaxis, also referred to as anaphylactic shock is a sudden, severe and potentially life-threatening allergic reaction. These reactions may include the following symptoms:

- Difficulty breathing
- Feeling faint
- Reduced level of consciousness
- Lips turning blue
- Collapsing
- Becoming unresponsive

Anaphylaxis is commonly treated by administering AAI filled with adrenaline or epinephrine, e.g. through EpiPens or other AAI, schools should ensure that all pupils who require life-saving medication keep theirs on their person at all times. Upon learning of a pupil, or pupils, with an allergy, schools should conduct risk assessments to ensure the chance of pupils coming into contact with allergens is mitigated.

The emergency AAI will be used by children who have been diagnosed with anaphylaxis with an allergy plan in place.

The school holds emergency AAIs securely in a locked medical cabinet. The school anaphylaxis lead is Mrs Slingsby and she ensures that:

- they stored securely;
- they have not been tampered with or misplaced accidentally;
- replacement AAIs are obtained after use;
- replacement AAIs are obtained when expiry dates approach.

All AAIs are single use items. Once used, they will be disposed appropriately. This may be via the paramedic in attendance or through the school's sharps kit.

General Health Information

This information is available from the School Administrator and includes guidelines for dealing with;

- Meningitis
- Control of head lice
- Sun safety action policy
- Information sheets on various infections
- Emergency treatment of asthma in schools
- Emergency management of severe allergic reactions

First Aid Procedures

At least two people who hold a current paediatric first aid certificate must be on the premises at all times when the children are present. On all outings there must be at least one person who has a current paediatric first aid certificate. The members of staff holding a current First Aider certificate are the designated persons responsible for first aid.

Every incident must be recorded and a slip must be issued for parental information.

When the incident, be that an accident or sickness, is considered significant or the child is displaying significant difficulty, the parents/carers will be contacted immediately.

A first aid manual is available for reference in the First Aid rack opposite the School Business Manager's office.

Responsibilities of Duty First Aider

When responding to an accident, the duty first aider will

- recognise their own ability to manage a situation and wear appropriate personal protective equipment
- advise the Admin staff by radio when a child is coming in for assessment or reassessment,
- as first on the scene, will complete the accident report log in the green first aid log in the First Aid rack opposite the School Business Manager's office,
- if the accident was due to a physical hazard, will record this on the hazard log in the green folder in the First Aid rack opposite the School Business Manager's office,
- advise the School Business Manager of any urgent reparations required to make the area safe,
- in the event of more serious injury, will complete the *CREST* report with the School Administrator, or in their absence School Business Manager, on the **same day** as the incident.

When attending to cuts, grazes & bumps, the first aider,

- as first on the scene, will assess the severity,
- where there is no evidence of significant blood loss or injury, will send the child to wash the affected area (with peer support, if required) and ask them to report back,
- will send the child (with peer support, if required) to the Admin office if there are any further concerns.

When attending to head bumps, the first aider,

- as first on the scene, will assess the severity,
- where there is no evidence of significant swelling, bruising, disorientation or concussion, will console the child, encouraging them to take some time out quietly,
- will reassess after a five minute rest.
- will send the child with peer support to the Admin office if there are any concerns,
- will accompany the child to the Admin office if there are any significant signs of swelling, bruising, disorientation or concussion for further assessment.

When attending to nose bleeds, the first aider,

- will apply basic first aid principles and bring the child to office.
- will note time nose bleed started.
- Will stay with the child to maintain calm until the Admin staff able to support.
- will advise the Admin staff of any additional symptoms witnessed.

When attending to sprains or suspected fractures, the first aider,

- as first on the scene, will assess the severity,
- where there is no evidence of major injury but a sprain or fracture is suspected, will send the child (with peer support, if you are not able to accompany them) to the Admin office,
- will advise the Admin staff, via the radio or with clear information from the peer support, of any additional symptoms of particular concern.

In the event of sickness, the first aider,

- will accompany the child to Admin office,
- will stay with the child to maintain calm until the Admin staff are able to support,
- will advise the Admin staff of any additional symptoms witnessed.

In the event of the exhibition of spiking temperatures, the first aider,

- will bring the child to the Admin office,
- will stay with the child to maintain calm until the Admin staff are able to support,
- will advise the Admin staff of any additional symptoms witnessed.

With respect to the use of plasters and dressings,

- where there is no significant wound or risk of infection, cuts heal better without a dressing,
- a child may seem to feel happier if a plaster is given, it is school policy to explore positive alternatives such as stickers,
- where the wound is significant or at risk of infection, an appropriate dressing will be applied further to the wound having been cleaned with saline.

Location of First Aid Stations

Basildon CE Primary believes a safe environment is vital to support a creative curriculum, therefore every class is provided with

- a first response bum bag for minor injuries
- latex free gloves to protect against HIV, Hepatitis B Virus, and other common infections
- sickness bucket and bags
- 'spills' powder to absorb spillage of bodily fluids
- a mop & bucket to deal with immediate hazards

The primary first aid and medical incident room are in the Admin area close to the School Business Manager's office. All appropriate first aid supplies are stored in this area.

Location of Epi-pens

Epi-pens are retained in clearly marked plastic wallets containing a photo of the pupil and a copy of the action plan to be adhered to in the event of administration.

Typically, the parents/carers of a child requiring an epi-pen to treat anaphylaxis will provide two pens

- one is held in the kitchen
- one is held in the Admin office

The locations of these are reviewed case by case and staff are advised accordingly if these treatment pens are stored in alternative locations.

Location of Asthma Inhalers

These are held in the Admin office with other pupil medication. Pupils are reminded as required, how to access these particularly during PE lessons and other physical activities.

Disposal of Medication

The Admin team are responsible for identifying medication that has or is due to expire and advising the parents/carers accordingly. It is the responsibility of the parents/carers to dispose of these medicines safely at the pharmacy.

Training of Staff

Basildon CE Primary is committed to ensuring the best care for the children in its community and the professional development of its staff. As such it will routinely or annually if required, offer training in the following:

- paediatric first aid procedures
- emergency first aid at work
- asthma awareness
- anaphylaxis and the use of treatment pens



ADMINISTRATION OF MEDICINES & FIRST AID IN SCHOOL – INFORMATION FOR PARENTS

Introduction

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- asthma awareness
- anaphylaxis and the use of treatment pens

Copy of 'Parental request for school to give medication' form below.



Basildon CE Primary

Parental request for School to give medication

Dear Headteacher

I request that (Full name of child).....

in Year is given the following medication:

.....
(name of medicines(s) and dosage)
at the following times during the day:
.....

The above medication has been prescribed by the family doctor. It is clearly labelled indicating the contents and child's full name. I understand that the medicine must be delivered personally to school office personnel and accept that this is a service which the school is not obliged to undertake.

This medication needs to be stored in the fridge Yes/No

Signed..... (Parent/Guardian)

Address.....

Date.....

Note: Medication will not be accepted by the school unless this letter is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.

The Governors and Headteacher reserve the right to withdraw this service.

Child's Name _____

Medication _____

Date	Time	Dosage	Initials