



First Aid and Administration of Medication Policy

Administration of Medication

The Governors and staff at Parkfield Primary School endeavour to follow the advice given by the DFE. Section 100 of the Children and Families Act 2014 places a duty on the governing bodies to make arrangements for supporting pupils at school with medical conditions.

1. Aim:

This policy aims to:

- Provide a clear policy and set of procedures which will be understood and adopted by staff, parents and pupils. It will provide a sound basis for ensuring that pupils with medical needs receive proper care and support at the school.
- Set out the necessary safety measures to support pupils with medical needs (including long term or complex needs)
- Explain the procedures to ensure the safe management of any medications

2. Responsibilities:

Parents/Guardians:

- Parents/Guardians are responsible for ensuring that their child is well enough to attend school.
- Parent/guardians must disclose medical information on the 'data capture form' (the form filled-in when the child begins to attend the school).
- It is the parent/guardian's responsibility to discuss any medical concerns regarding their child with the class teacher or the Inclusion Manager (Ms Polya).
- Ideally, any prescribed medication should be administered at home.
- The school accepts, however, that it may be necessary for some medication (4x daily dosage) to be administered during school hours. Before any medication can be administered to your child, you must complete a form (Medication Form) at the schools main office.

ALL MEDICATION FORMS MUST BE SIGNED BY THE PARENTS BEFORE ANY MEDICATION CAN BE ADMINISTERED.

- Under an arrangement made by the school, parents/guardians should provide the Inclusion Manager/Headteacher/Dep.Headteacher with sufficient information about their child's medical condition and treatment or special care needed.

- Parents/ guardians are responsible for ensuring that medical details are up to date. Please speak with the Inclusion manager/Mrs M Patel (First Aid Lead) if any changes need to be made to the medical information held about your child.
- Parents are responsible for ensuring that any medicines that need to be administered during the school day are prescribed by a qualified medical practitioner. The details of the medication and the administration of it needs to be set out clearly on the bottle/packet. It is the parent/guardian's responsibility to ensure that the medication is in-date.
- School staff must check the date, name and dosage information again before administering it. Administration of medication must be recorded with the date, time and signature of the person administering.
- Where appropriate, parents/guardians' should be involved in drawing up a Health Care Plan (HCP) for their child. The decision to write a HCP plan will be made in consultation between the SENCO/Inclusion Manager (Ms Polya), the parents and any other relevant professionals e.g. school nurses, GPs.

The School

- The school is responsible for requesting information concerning details of all pupils' medical conditions and treatment/care
- Only school staff who are authorised and trained (certified first aiders) in the giving of medication may administer it
- Other teaching staff are not obliged to administer medication
- No other member of staff is authorised to give, or oversee, the taking of medication.
- The school will only oversee the administration of medicines prescribed by a qualified medical practitioner
- After any injury, a request will be made for parent/guardian to collect the child from school, even if they are an independent traveller

The school makes its arrangements for administering medication in line with the government guidance in 'Managing Medicines in Schools and Early Years Settings' and 'Supporting Pupils at school with medical conditions'.

The Inclusion Manager is responsible for:

- Ensuring that appropriate procedures are in place.
- Ensuring the formulation of individual Health Care Plans where necessary.
- Appointing appropriately trained staff.
- In consultation with the trained staff, for drawing up and implementing emergency medical procedures and First Aid arrangements.
- Ensuring that staff who agree to accept responsibility for administering prescribed medication to a pupil, have appropriate training and guidance.
- Ensuring that all parents are aware of the school's policy and procedures for dealing with medical needs.
- Ensuring that arrangements are in place for requesting and receiving information from parents
- The Headteacher is responsible for trained staff acting in loco parentis during the Academy day – i.e. between 8.00 a.m. - 6.00 p.m.



Only prescribed medication will be administered by designated school staff after a consent form has been signed by the parent/guardian.

If a child does appear with medication un-prescribed this will be put away securely and parents informed that this is not safe.

Teachers and Support Staff

- All teachers and support staff are responsible for keeping up-to-date with the medical needs of the children in their year groups. This information is contained in the Inclusion files.
- Scholarpack holds all medical information, in addition to filed paper copies. This must be reviewed and updated each term.
- If a new child joins the school, it is the teachers' responsibility to check with the Office Manager, JP, for any medical needs. In Early Years, the early years lead and key workers also have this responsibility. The teachers in charge of particular activities are responsible for ensuring that appropriate arrangements are made for pupils with medical needs during:
 - Educational Visits
 - Sporting activities

All staff are responsible for:

- Knowing the arrangements and following the procedures
- Reporting any problems to the person appointed to oversee the administration of medication.

After School Care

After school care staff members are responsible for checking the medical information for any child in their care. It is the parents' responsibility to ensure that after school staff know of any changes to medical conditions. This can be done directly or via the school office.

Policy on specific medical issues

The school welcomes all pupils and encourages them to participate fully in all activities.

The school provides advice and training to staff on the practical aspects of management of:

- i) Asthma attacks
- ii) Diabetes
- iii) Epilepsy
- iv) An Anaphylactic Reaction

Procedures for these are attached below.

All staff members receive ANNUAL epipen training (anaphylactic reaction).

All **asthma inhalers & epi-pens** are kept in the classrooms or in the medical room inside PLASTIC BOXES LABELLED WITH A GREEN CROSS so that they are easily accessible. Inside the boxes each individual inhaler or epipen is placed in a clear plastic zip wallet clearly labelled with the child's name.

Any Insulin will be kept in the FRIDGE IN THE WELFARE ROOM.

Trips



- Staff are responsible for taking named asthma inhalers, epipens and any other relevant medical equipment.
- A first aid kit and emergency asthma inhaler must also be taken on any trips, visits outside of the school.
- It is always good practice to have a first aider check the medical bag before leaving on a trip
- The welfare lead will also order any new resources as and when needed.
- In any emergency an ambulance should be called and the school informed.

First Aid



A list of all first aid trained staff is visible in key areas – main reception, nursery, first aid room and staff room. The school will ensure that there are designated first aiders in all phases. The school will provide the materials, equipment and facilities to be able to carry out first aid. There will be basic first aid kits located in all the classrooms and playgrounds. Basic first aid kits are taken outside at playtimes and PE sessions by the member of staff in charge or on duty.

Head Injuries



We recognise that injuries to the head can be extremely problematic, even for qualified doctors to assess, as the effects might not be immediately evident. All blows to the head, as well as substantial strains or swelling on body-parts **must be** recorded on an accident form

as well as scholarpack and parents will be informed about the treatment given and giving options for further treatment , i.e. taking to walk in clinic or A&E.

Assurance will be made to monitor the child. The completed form must be handed personally to the parent by the class teacher or by the first aider who dealt with the incident and a clear explanation of what happened given.

Unfortunately, children do sometimes bump themselves or sustain an injury which is not witnessed by an adult or they do not inform an adult in fear of getting into trouble because they have been doing something they were not meant to be doing. The school does all that is possible to try to avoid this happening. Please explain and regularly remind your children to report any bump to their head/any physical injury to a member of staff.

All injuries or medical issues must be dealt with by a first aider. The medical room is not manned. First aiders can be called upon by phoning the main office and they will allocate a first aider to deal with the injured party and where they will deal with it.

Reporting injuries:

- **Minor injuries:** cuts, bruises, nosebleeds, etc = white medical room slip to be given to the teacher who will hand this directly to the parent.
- **Major injuries:** head, open wounds, possible fractures, dental injuries = parents or emergency services called straight away and logged on scholar pack

If in any doubt about which is the appropriate course of action, call for second opinion from an additional first aider/SLT member or Mrs Patel (First Aid Lead)

Supply teachers

All supply teachers will be informed of the procedures.

Support staff should inform any supply teachers of any medical issues.

Equal Opportunities

In making, reviewing and implementing this policy TEFAT and the School will have regard to its equal opportunities policies, and in particular will have regard to the needs of any pupil with disabilities.

Monitoring and Review

The Headteacher/Deputy Headteacher will determine the monitoring and review arrangements in the school .The Headteacher and GB will consider the working of the policy and make any relevant recommendations to TEFAT. The Headteacher will report on the management and progress of the policy to the Governing Body annually.