

First Aid and Administering Medicines Policy

This policy applies to all children in school.

Staff at Riverbank will NOT administer medicines to children in their care unless this is absolutely essential.

This policy takes account of the following documents and guidance:

- MOSA Guidance "First Aid Provision and Training in Schools" October 2006
- Guidance on First Aid for Schools – a good practice guide DfE 2013
- Public Health (Control of Disease) Act 1984
- Health Protection Legislation Guidance (2010)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- Managing medicines in schools and early-years settings DfE 2013 (website accessed 31.1.14)
- The Education Act (1996)
- Medicines Act (1968)
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Misuse of Drugs Act 1971
- Equality Act 2010

Please read the following related policies alongside this First Aid/Administering Medicines are covered in different areas:

- Drug Education
- Health and Safety, Out of School Activities and Visits
- Risk Assessment
- Safe Handling of Medications policy
- ECHPs for each student
- Risk assessments

INTRODUCTION

Medicines should only be brought into school when it would be detrimental to a child's health if it were not administered during the school day. Staff should only accept medicines which are correctly labelled with a child's name, are in date and the medicine should always be provided in the original container as dispensed by a pharmacist.

AIMS

To ensure that all the staff are aware of the correct procedure for the safe storage and administration of medicines to children ensuring that children with medical needs receive proper care and support whilst at school.

To ensure equality of opportunity in all aspects of school life for all children who have medical needs which require them to take medication.

To ensure that all staff are aware of the procedure for the safe storage and administration of medicines to children.

To ensure that all children with medical needs receive proper care and support whilst at school.

To ensure that a child's medical needs are adequately supported to reduce any effect on their ability to learn and make progress.

To make parents/carers are aware of this policy.

To ensure all medicines are kept under the care of the designated First Aider on duty and only be administered by them.

RESPONSIBILITIES

Director of Education

1. To agree and approve the policy for administration of medicines and arrange for its review on a regular basis.
2. To ensure that there is a named person (Ava Dyson) with responsibility for administration of medicines within the school and that the named person monitors the effectiveness of the policy.
3. To ensure that staff receive proper support and training where necessary.
4. To report to parents/carers on how the administration of medicine policy works in practice.
5. To ensure that all parents/carers and all staff are aware of the policy and procedures for the administration of drugs and the safe handling of medication.

Staff

- a. The first aider is responsible for recording the administration of the medicine and this signed/dated record will be kept for up to two years.
- b. To ensure medication is clearly labelled with the child's name and stored safely. Medicines will be kept in a locked non-portable container. Children who need access to their medication such as Inhalers and Epipens, have them stored safely in their classrooms and class teachers are responsible for ensuring that the child has immediate access to their medication if it becomes necessary.
- c. To ensure permission is obtained from the child's parent/carer BEFORE any medicine or topical creams are administered/applied. Permission slips to be obtained and stored in the child's file.
- d. To undertake appropriate training if administration of the medicine requires technical

knowledge which the staff do not possess e.g. administration of insulin intramuscularly in a child with Diabetes.

- e. The first aider who accepts the medicine must:
 - i. Ensure permission slip is signed
 - ii. Check medication is labelled with child's name
 - iii. Check expiry date
 - iv. Check dose and frequency
 - v. Check that the medication has been administered before with no adverse effects
- f. If in doubt about any procedure staff should not administer the medicine but check with parents/carers before taking further action.
- g. To inform parents/carers when a medicine has been administered. Any change in the child's condition will also be reported to parents/ carers.
- h. To ensure all used medicine containers or medicine no longer required is returned to the parents/carers of the child in person.
- i. To protect the child's right to confidentiality.
- j. If a child refuses to take medicine, staff should not force them to do so, but should note this in an individual child's records. Parents/carers should be informed on the same day.
- k. To apply topical application of creams as per parental/ carers instructions and by the designated members of staff.

Parents and Carers

All parents have access to the **First Aid and Administering Medicines policy**, or they can request a copy. We would always recommend that children should be kept at home when they are unwell or may be infectious. However, we will make reasonable adjustments to ensure that we do not discriminate against children with medical needs which means they need to have medication administered during the school day. The procedure is:

To notify class teacher and First Aider as appropriate

Ensure that the medication is in its original container, within date and clearly labelled with the child's name To complete a written, signed permission slip

The school must be informed of any changes to the child's condition or medication as soon as possible If a child becomes unwell during the school day we will contact the parent/guardian/ carer and keep the child comfortable until they are collected.

Children

1. To treat other children with or without medical conditionsequally.
2. To show care and concern for others in their daily lives in school.

Designated Person for Administration of Medicines

All members of staff are aware of the First Aid & Administering Medicines policy Sam Dickinson is responsible for the implementation of the policy and the care of the child.

1. To monitor the effectiveness and implementation of the First Aid & Administering Medicines policy.
2. To review the policy according to the set dates.
3. To make sure all staff are aware of the policy and the procedures to be followed.
4. To check the storage of inhalers and epipens in each classroom.
5. To check that individual inhalers are taken on all trips to the swimming baths and

- trips and activities out of school.
6. To help keep good communication links between parents, staff and the children in matters relating to administering medicines.

The Administration of First Aid

All first aiders complete a training course approved by Health and Safety Executive (HSE) every 3 years. Their main duties are to give immediate help to children or adults with injuries or illnesses and when necessary to ensure that an ambulance or other medical professional is called in an emergency. At least one qualified first aider is on the School site when children are present.

First Aid/Medical Room

The school has a First Aid provision where pupils can be looked after if they are injured or are ill or need to lie down on the bed provided. This room, the corridor and any First Aid equipment is kept scrupulously clean. Regular monitoring of the room equipment takes place by the School First Aider to ensure that items used are replenished and the room and bedding is appropriately cleaned.

Location of first aid boxes

The First Aid box is located in the staff room. The Director of Education will ensure that any new members of staff are provided with this information as part of their Induction Training.

Dealing with illnesses and injuries – (See also Health and Safety Policy re procedures in the event of illness/ injuries)

1. All illnesses/injuries will be recorded in the Accident/ Illnesses Log Book kept by the school staff. Any member of staff witnessing an injury must provide appropriate information and sign and date the written record. (Confidentiality Code is respected). These records are kept for a minimum of 3 years.
2. Parents/carers MUST be informed immediately if their child has received an injury which causes concern
3. e.g. it is more than a minor graze. (see appendix 2)
4. When parents/carers come to collect their children at home time staff MUST inform them of any significant injuries that have occurred during the school day. (see Health and Safety Policy).
5. All injuries will be dealt with by one of the school's First Aiders. The Lead teacher must be kept informed and involved in any decision making involved in treating a child.
6. Children who become ill during their time in school will be removed from their classroom to be cared for by a suitable person, authorised for this role. Parents/carers will be informed immediately by phone if their child becomes ill and will be asked to collect their child from school. All children will be carefully supervised and cared for whilst they are waiting to be collected by their parents/carers. Relevant information about their child's illness will be passed onto parents/carers before they remove their child from school. (see appendix 3)
7. Gloves must be used at all times when dealing with spillage of body fluids. Care must be taken to prevent other children coming into contact with the fluids. Appropriate measures should be taken to clean up immediately and the refuse discarded into appropriate bin.
8. Riverbank is aware of their duty to prevent the spread of infection. Parents will be informed via a newsletter or phone when an infectious illness is circulating within the school. Parents will also be provided with a list of minimum exclusion periods for infectious illnesses.
9. An ambulance should be called if it would be detrimental to move the casualty or if there is a life threatening condition. The decision to call the ambulance will be made by the First Aider treating the child. See Appendix 4 – contacting Emergency Services
10. All infectious illnesses will be recorded by the school and held in a confidential file by the administrative staff. All notifiable diseases will be reported to the Health Protection Agency.
11. Parents/carers will be fully informed about the agreed procedures and policies adopted by the

school for dealing with injuries and illness when their child is first registered at the school. School Policies are always available to parents. If any changes/amendments are made to these procedures/policies, parents will be informed.

12. Report incident under RIDDOR 1995 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if appropriate: 0845 300 99 23 and complete form 2508 within 10 days.
13. For arrangements for pupils with particular medical conditions such as asthma, epilepsy and diabetes, please see individual risk assessments.

List of communicable diseases that are notifiable to Calderdale Authority Officers under the Public Health Regulations 1988.

Acute poliomyelitis Anthrax Plague Rabies

Cholera Diphtheria Relapsing Fever Rubella

Dysentery Food poisoning Scarlet Fever Small

Pox Malaria Measles Tetanus Tuberculosis

Meningitis Typhoid fever Leprosy Yellow Fever

Mumps Viral hepatitis Whooping cough Meningococcal septicaemia Swine Flu Paratyphoid fever

This policy was created in September 2020

reviewed on 08.01.2024

Signed: Tayyaba Ahmed, Director of Education

Next review date: August 2024

Appendix 2

Pathway for provision of First Aid (Injury)

Call an
Ambulance
Discuss PJW
Inform
Parent/carer
Accident Form
Refer to First Aider
for

Appendix 3

Pathway for the care of an unwell child (No Injury)

Needs to go home Discuss

Inform Parent & Class Teacher

Keep for

OBSERVATION

Review after 15 minutes No

Treatment

Back to class or play-time

Refer to First Aider for

Assessment

Call an Ambulance

Discuss Inform Parent/carer

REVIEW

Send back to class

OBSERVE for further 15 minutes

REVIEW

No change

Inform parent

Class teacher

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Appendix 4

Contacting Emergency Services Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number – 01422 415529

2. Give your location as follows:

Riverbank Primary School

MillFold

Ripponden

HX6 4DH

4. Give exact location in the school/setting

5. Give your name

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty