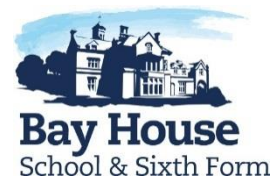


# First Aid and Administration of Medicines

## - Pupils



Date: January 2017

Date of next review: tbc

Policy approved by: Governing Body

Person in the School responsible for this Policy: Kirstie Andrew-Power (Designated Safeguarding Lead)

Bay House School (BH) undertake to ensure compliance with the relevant legislation with regard to the provision of First Aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. BH further undertake to ensure compliance with the relevant legislation and guidance in Supporting Pupils With Medical Conditions – Statutory Guidance 2014 – April 2014 with regard to procedures for supporting children with medical requirements, including managing medicines.

Responsibility for all administration of medicines at BH is delegated to the Senior Leads for The Pastoral Hub and the Virtual School, by the Head teacher and Senior Designate, who are the Responsible Managers. The Governors Personnel Committee will monitor and review First Aid and the administration of medicine practices and policies.

It is policy to ensure that all medical information will be created confidentially by BH colleagues. All administration of medicines is arranged and managed in accordance with the Supporting Pupils With Medical Conditions – Statutory Guidance 2014 – April 2014 document.

All colleagues have a duty of care to follow and co-operate with the requirements of this policy.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07 (First Aid).

### Contents

Administration of Medicines

Overview

Routine Administration

Prescribed Medicines

Non-Prescribed Medicines

Maintenance drugs

Non-Routine Administration

Emergency Medicine

Procedure for Administration

Storage

Disposal

First Aid Facilities

Medical Accommodation/Rooms

First Aid Kits

Trip Arrangements

Trained Persons

Training Basic Advice on First Aid at Work

Qualified First Aiders (QFA)

Emergency Arrangements

Emergency Arrangements – Medical Condition

Emergency Arrangements - Accident

Records

Crutches and/or Leg Braces

Asthma

Diabetes

Anaphylaxis

Epilepsy

Paracetamol

## Administration of Medicines

### Overview

The administration of medicines is the overall responsibility of the parents. The Senior Leads for The Pastoral Hub and The Virtual School have delegated responsibility for ensuring all children are supported with their medical needs whilst on site or off site activities led by BH colleagues and this may include managing medicines where appropriate and agreed with parents.

Administration of medicine requirements will be achieved by:

Establishing principles for safe practice in the management and administration of:

- prescribed medicines
- non-prescribed medicines
- maintenance drugs emergency medicine
- Providing clear guidance to all staff on the administration of medicines.
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines ☐ Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

Routine Administration

Prescribed Medicines

Policy is to manage prescribed medicines (eg; antibiotics, inhalers) where appropriate, following agreement with and receipt of a completed Administration of Medicines & Treatment Consent Form.

Containers must be clearly marked as follows:

- The child's name
- The product name
- The expiry date
- The dosage
- The name of the issuing pharmacist or doctor
- Storage details

Non-Prescribed Medicines

On occasions when children require paracetamol, our policy is to administer providing that written consent from the parents has been received and administration is in accordance with guidance provided in the Health Guidance for Schools document.  
This is to be reviewed, with the exploration of a process for collecting written consent at the start of a pupil's BH experience. To be produced if this practice is to be pursued: A BH Administration of Medicines & Treatment Consent Form.

Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the Head of School or Senior Link with responsibility for The Pastoral Hub who may decide to administer under certain miscellaneous or exceptional circumstances e.g. hayfever tablets, stings/insect bites.

Maintenance drugs

Policy is to manage the administration of maintenance drugs (eg. Insulin, Ritalin) as appropriate following consultation and on receipt of a completed Administration of Medicines & Treatment Consent Form.

Non-Routine Administration

Emergency Medicine

BH school first aiders manages the administration of emergency medicines such as (for example):

- Injections of adrenaline for acute allergic reactions.
- Midazdam Buccal liquid for major fits.

In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted as well as a completed Individual Health Care Plan with signed parental / carer consent.

Epipens should be carried by the pupil and spares will be held in the medical room for ambulance crews. Adrenaline pens will be kept in named bags in medical room if this is specified through the pupil's IHCP with signed parental / carer consent.

#### Procedure for Administration

Any pupil required to have medicines will require a completed IHCP.

When medicines are administered, a Record of Prescribed Medicines sheet will be completed each time the medicine is administered and this will be kept on file with the medication in a locked cabinet in the medical room.

If a child refuses to take medication the parents will be informed the earliest available opportunity.

\*Individual Health Care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

#### Storage

The storage of medicines is the overall responsibility of the Pastoral Hub First Aid Team, who will ensure that arrangements are in place to store medicines safely, including refrigerated storage when required.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of parents to ensure that the medicine container is clearly labelled and enclosed with a signed and fully completed IHCP

Containers must be clearly marked as follows:

- The child's name
- The product name
- The expiry date
- The dosage
- The name of the issuing pharmacist or doctor
- Storage details

It is the responsibility of the parents to provide medicine that is in date.

#### Disposal

It is not BH's responsibility to dispose of medicines. Expired medication will be returned to parents in a sealed envelope for safe disposal with the exception of Epipens where parents will be notified and asked to bring an up to date pen into school.

#### First Aid Facilities

#### Medical Accommodation

The Medical Room will be used for medicine administration/treatment purposes.

The Facilities Manager has overall responsibility for ensuring that the Medical Room has the following facilities:

- Hot and cold running water
- Several chairs
- Wheelchair
- Fully stocked, locked cabinet and accessible cupboard
- Yellow soft clinical waste bin
- First Aid bag

#### First Aid Kits

These are the responsibility of the Health and Safety manager. See First Aid kit section in the Health and Safety Policy.

#### Trip Arrangements

A medical report is produced for every trip which lists all attending pupils and highlights whether any of them have an Individual Health Care Plan. Where this is appropriate, the Trip Organiser is alerted and asked to contact the Pastoral Hub first aiders and /or the Head of School so that the IHC can be reviewed prior to the trip and appropriate arrangements made to support the pupil.

A First Aid Kit is provided for all trips – kits for residential trips include paracetamol and a medication log for use by staff when dispensing prescribed or non prescribed medication.

#### Trained Persons

##### Training

Where colleagues are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional advice and guidance from a competent source will be sought before commitment to such administration is accepted.

First Aid certificates will be held by the colleagues required to dispense medicines. Refresher training will be scheduled as legislation requires.

BH school will carry out a First Aid Needs Assessment to determine the first aid provision requirements for our premises. It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.

For 2016 -2017 The Children's Services First Aid Needs Assessment Form (CSA-002) will be used to produce the First Aid Needs Assessment for our site. This review ensures that there are sufficient numbers of trained first aiders on duty and available for the numbers and risks on the premises and that suitable and sufficient facilities and equipment are available to administer first aid.

The Governor Personnel Committee will, with reference to appropriate risk assessments, agree and ensure that the appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations. The Pastoral Hub Senior leads will ensure that information regarding any changes in practice will be circulated to all First Aiders by email to ensure that their information is current.

#### Basic Advice on First Aid at Work

All colleagues are asked to review the Basic Advice on First Aid at Work leaflet, circulated initially in January 2017, and then annually - with headlines and key messages delivered at different points through professional learning through the year. This supports all staff in their loco parentis role; they can assess the situation, make the area safe, assess casualties and send for help from Qualified First Aiders, without delay.

## Qualified First Aiders (QFA)

A Qualified First Aider is someone who has attended a 2/3 day First Aid at Work Certificate (renewed every 3 years). These colleagues are identified in each workspace. They will be responsible for administering first aid in accordance with their training when the Medical Room is unattended, on trips, or when presented with a situation where pupils or colleagues become injured or fall ill whilst at work or on the premises.

## Emergency Arrangements

### Emergency Arrangements – Medical Condition

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

### Emergency Arrangements - Accident

Upon being summoned in the event of an accident, the QFA is to take charge of the first aid administration/emergency treatment. Following their assessment of the injured person, they are to administer appropriate first aid and radio for a member of the Headship Team or the Site Manager to attend. They must then make a speedy and balanced judgement as to whether there is a requirement to call an ambulance. (If calling others results in a delay, the person taking charge of the situation must not delay the decision – based on their judgement, they should call for an ambulance.)

The QFA/Headship Team is always to call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of a significant head injury
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- In the event of a first time seizure, an epileptic shock or severe asthma attack
- Where repeated seizures last longer than 5 minutes

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if:

- It is considered to be a serious (or more than minor) injury. Telephone numbers will be used to contact parents and a message will be left should the parents not be contactable. Messages will also be sent via email and/or text. In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with parents every hour. In the interim, we will ensure that the QFA or another colleague remains with the child until the parents can be contacted and arrive.
- Requiring attendance at hospital or external agency. Telephone numbers will be used to contact parents and a message will be left should the parents not be contactable. Messages will also be sent via email and/or text.

In the event the pupil requires hospital treatment and the parents cannot be contacted prior to attendance, the QFA or another colleague will accompany the child to the hospital and remain with them until the parents can be contacted and arrive at the hospital.

- Head Injury – a major head injury will require attendance at hospital or external agency and will be dealt with as above.

## Records

All accidents requiring first aid treatment are to be recorded as soon after the incident as possible but no later than the same day in the Accident Book with at least the following information:

- Name of injured person
- Date and time of accident

- Type of accident (bump to the head etc)
- Treatment provided and action taken
- Persons informed

These books are reviewed at half termly Safeguarding meetings to identify patterns and/or concerns.

There are two levels of reporting

- Accident book - kept in the pastoral hub for pupils only, major accidents are reported to the H&S officer via a pupil accident form obtained from the intranet. These are logged in date order.
- Accident Reporting Form - for both Pupils and Staff kept on the intranet. All accidents involving adults are reported directly using a report form to the H&S officer and kept by the H&S officer logged in date order in each year.

Any accident or illness that requires attendance at hospital or external agency, emergency services/A&E attendance (for colleagues or adults) so that remedial actions can be identified and swiftly taken. The Headship Team link should be copied to all this correspondence for information.

Crutches and/or Leg Braces

All pupils who attend school on crutches or using a leg brace, provided to them by their GP or Consultant, whether on a temporary or permanent basis will require an assessment to be completed prior to their start date or return after injury. The assessment is to ensure that the pupil's return will be safe with appropriate adjustments and that they will not injure themselves further or cause injury to others.

Parents of pupils using crutches should telephone the school, as soon as possible, either on admission or return after injury and agree a date with the Health and Safety Manager or Pastoral Hub team for an assessment to take place before the child returns.

Asthma

BH acknowledges the advice and guidance of the National Asthma Campaign and the guidance on the user of emergency salbutamol inhalers in schools.

BH recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school welcomes all pupils with asthma and pupils will be able to achieve their full potential in all aspects of school life. All relevant colleagues will be given training on asthma management and will be expected to update this.

- All pupils with asthma will have an ICHP which highlights all the pupils' medication requirements and individual triggers.
- Spare inhalers for individual children will be stored in a labelled container in ??
- Colleagues will receive updates and if appropriate training, to ensure that they have a clear understanding of asthma and what to do in the event of an asthma attack.
- Pupils will be encouraged to understand the condition so that they can support each other.
- A list of pupils with asthma is produced annually, made available to colleagues, confidentially and this information is provided on SIMS
- All pupils who have asthma where parental consent has been obtained will be able to have use of the school's emergency asthma kit. This is located in the pastoral hub and medical room. Should this need arise, parents will be informed and the replacement of the pupil's own inhaler made a priority.

Minor attacks should not interrupt the pupil's involvement in the school day and they should return to activities when fully recovered.

## Diabetes

BH acknowledges the advice and guidance of the British Diabetic Society. It is recognised that diabetes is a widespread condition affecting many people and welcomes all pupils with the condition, recognising its responsibility in caring for them. All relevant colleagues will be given training on diabetes management as part of their first aid training.

- All pupils with diabetes will have an IHCP
- Parents are asked to provide spare supplies, eg; glucose tablets, biscuits, glycolgel etc in a named box to be kept in a locked cupboard in the medical room
- All First Aid trained colleagues have a clear understanding of diabetes and are able to recognise common signs and symptoms associated with the condition.
- Colleagues are informed each year of those pupils who have diabetes and this information is provided on SIMS

## Anaphylaxis

BH acknowledges the advice and guidance of the Anaphylaxis Society. It is recognised that allergic shock (anaphylaxis) is a serious condition that may affect a number of pupils across all phases of the school and recognises the responsibility it has in dealing with pupils' allergies appropriately.

- All pupils with potential anaphylaxis will have an IHCP
- There is a list with up to date photographs of pupils who carry epipens located in the Pastoral Hub
- All First Aiders will have an understanding of what it means to be allergic, whether it be a reaction of the skin, airborne, contact ingestion or injection. They will be able to recognise and respond to a pupil who may be having an anaphylactic reaction including the administering of emergency adrenaline pen.
- Colleagues will receive regular updates as appropriate to ensure that they have a clear understanding of what to do in the event of an allergic shock.
- BH will hold an epipen for those pupils who are prescribed it and also other antihistamine medicines in either tablet or syrup form to respond to more minor reactions.
- Spare medication will be labelled and stored appropriately in a container in the medical room, as appropriate. The container can be taken off site on school trips.
- All colleagues will be informed of those children who have this condition.
- The allergy will show SIMS alongside the child's photo and an allergy warning sign.

## Epilepsy

BH recognises that epilepsy is a condition which affects pupils at the school and welcomes pupils with epilepsy, ensuring through this policy that pupils will be able to achieve their full potential in all aspects of life. All QFAs need training on epilepsy management and what to do in the event of a seizure. QFAs will update and train all staff as appropriate.

The school works in partnership with the School Nursing Service and parents to provide a continuation of care for those pupils who suffer from the condition.

## Paracetamol

It is a legal requirement that we have parent's written permission in order to administer any pain relief medication.

BH are looking into consent being documented on a BH Registration/Medical Form completed during the Admissions process (whatever stage of entry) and for this to be recorded on SIMS.

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention.

- It is not recommended that pupils carry paracetamol around school with them.
- If, on occasion, a pupil needs to take paracetamol for pain relief, the Pastoral Hub will liaise with parents and make this judgement based on what symptoms are being displayed.

- If a pupil complains of pain as soon as they arrive at school and asks for painkillers, we would be reluctant to give paracetamol straight away as there should be at least four hours between any two doses of medicines containing paracetamol.
- The pupil is first encouraged to get some fresh air/have a drink/something to eat/sit in the shade (as appropriate) and paracetamol is only considered if these actions do not work.
- Only standard paracetamol tablets may be administered. Combination drugs which contain other drugs besides paracetamol, will not be administered.
- Paracetamol is stored safely as all other medicines and will not be kept in first aid boxes (with the exception of residential visits).
- Pupils can only be given one dose during the school day as follows: 1x 500 mg tablet for children who are 12 or under or 2 x 500 mg tablets for children over 12.

If this does not relieve the pain, we will contact the parent or emergency contact.

The person administering the paracetamol will record this in the medicine log and will sign to record that the drug has been dispensed.

If a pupil becomes unwell during a residential visit, it may be appropriate to administer paracetamol. The guidance above is followed but on a residential visit, it may be appropriate to administer more than one dose. Dosage will be strictly according to the amounts above, no less than 4 hours apart. Should paracetamol fail to alleviate the symptoms and/or should colleagues have any concerns about a pupil's condition, they will not hesitate to get professional medical attention.

UNDER REVIEW