

St. Peter's CE Primary School, Heswall

Management of First Aid and Administration of Medicine Policy



John 8:12 "I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life."

ST. PETER'S CE PRIMARY SCHOOL

firm foundations, shining bright

Matthew 16:18 "You are Peter and upon this rock I shall build my church."

OUR VISION

Like St Peter, we build upon the rock of Jesus to enable us to shine: achieving our God given potential and loving ourselves, others, the world and God.



2021 – 2022

First Aid and Illness

The School has registered First Aiders, Paediatric First Aiders and staff who are trained in Emergency First Aid.

Children who feel unwell should be sent to the School Office.

Monitoring of unwell children will be responsibility of the Administrative Staff and the Head Teacher or a member of the Senior Leadership Team (SLT).

The decision to send unwell children home will be solely the responsibility of the Head Teacher or a member of the SLT.

Staff will be made aware of children with Individual Medical Care Plans. In the event of illness, these plans will be followed. A checklist for each class will be kept in the registers for supply staff and other teachers. Full details will be kept in the office and medical records.

A first-aid kit is always taken with a group to any off-site activity. All first-aid equipment can be found in the School Medical Room (ICT Suite). All classrooms have an emergency first aid kit and the school does have access to two defibrillators.

Accident Procedure

For more serious injuries, the injured person will be seen by an adult and referred a registered First Aider, Miss Partridge or Mrs Jordan.

If the First Aider believes that hospital treatment is required, that person will, in consultation with the Head Teacher or member of the SLT:

- Arrange for the emergency services (999) to be summonsed if necessary
- Arrange for the parents to be informed
- Arrange for the child/adult to be transported to the Accident and Emergency Department at Arrowe Park Hospital by car taking another adult as the driver
- All accidents will be fully recorded in the Accident Book by the person who dealt initially with the incident
- Parents will be informed by the class teacher, or Head Teacher of significant accidents and the treatment given

At playtimes, a member of classroom staff will deal with minor injuries.

At lunchtimes, the lunchtime staff will deal with minor injuries.

Parents will be informed of any head injury by the child taking home a 'bumped head' letter and in most cases a telephone call.

Managing Medicines on School Premises

The following guidance should be observed in cases where medicines are administered within educational establishments.

Medicines should only be administered in educational establishments when it would be detrimental to a child's health or school attendance not to do so. Where possible, parents/carers should be encouraged to discuss with the prescriber the suitability of medicines being prescribed in dose frequencies which enable them to be taken outside school hours.

It is generally unacceptable practice to require parents or make them feel obliged to attend school to administer medication or provide medical support to their child.

Each request for medicine to be administered to a young person in school should be considered on an individual basis.

No child under 16 should be given prescription or non-prescription medicines without their parent's written consent.

The school must receive a written request from the parent giving clear instructions regarding how to administer the required dosage. The necessary form should be completed by the parent whenever a request is made for medicine to be administered on each and every occasion. This request should be reviewed termly.

School staff should be aware of, and must take into account the needs of pupils with medical conditions that they teach. There is no legal duty that requires school teaching staff to administer medicines, but all staff have a common law duty of care to act like any reasonable prudent parent.

The school should also consider the requirements for whole school awareness training so that all staff are aware of their individual roles and responsibilities.

Prescribed Medicines

Staff should never give prescription medicine to a young person under 16 without their parents written consent.

Prescribed medicines are those that have been prescribed by a doctor, dentist or other healthcare professional. These medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. **Schools should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions without first consulting with the parent and the prescriber and/or community pharmacist.** Ideally medicines should be prescribed in dose frequencies which enable them to be taken outside

school hours and parents should be encouraged to ask their prescriber about this.

Non- Prescribed Medicines

Staff should never give a non-prescribed medicine to a young person under 16 without their parent's written consent. See **NHS Wirral Commissioning Group Letter "Over the Counter Medicines in schools and nurseries"** states- ***"This is clear that administration of non-prescription medicines (over the counter medicines) can be administered following written permission by the child's parent and/or carer. GPs and other prescribers should not be required to write to confirm that it is appropriate to administer over the counter medicines – parents can provide this consent"***

Staff should check that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case – a note to this effect should be recorded in the written agreement for the school/setting to administer medicine. Where a non-prescribed medicine is administered to a child it should be recorded on a form – 'record of medicine administered'.

If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

No child under 16 should be given medication-containing aspirin unless prescribed by a doctor.

Pain relief drugs should only be given to children under the age of 16 when parents have given prior written permission. Medication should never be administered without first checking the maximum dosage and when any previous medication was taken. In these circumstances, specific members of staff should be authorised to issue the medication, keeping a record of child's name, time, date, dose given and the reason. Parents should be informed of any doses given.

During an Educational Visit involving a residential or overnight stay (when a parent is unlikely to be available to administer pain /flu relief to their child) appropriate pain/flu relief may be administered so long as the parent has given consent as specified the medicine on the 'Parent/Guardian Consent for an Educational Visit' form which is available in the Edsential Policy and Guidance for Educational Visits and Offsite Activity.

Delivery, Receipt and Storage Arrangements

Prescribed medicines should only be accepted if they are in date, labelled and provided in the container as originally dispensed by the pharmacist and include the young person's name, instructions for the administration, dosage and storage arrangements. The label on the container supplied by the pharmacist should not be altered under any circumstances. The exception to this is insulin which still must be in date but will be generally supplied in a pen or pump rather than its original container.

It is not appropriate or acceptable for pupils to bring in their own medication. All medication should be handed directly to the Head teacher or School Office Staff by the parent or carer.

Medication should be stored safely and away from public areas, sources of heat, moisture or direct sunlight, as these elements can cause the medicines to deteriorate. Medicines such as school asthma inhalers, adrenalin pens and blood testing meters should be ready available and not locked away – Head Teacher's Office.

Medicine cupboard/cabinets should be of a suitable size to store all medication and have a quality lock fitted where required.

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container, clearly labeled and kept in the main body of the fridge to reduce temperature fluctuations. There should be restricted access to refrigerators holding medicines.

In the event of storage of a controlled drug the storage container should be secured to a wall. Only named staff should have access to the medication. A record should be kept of any doses used and the amount of the controlled drug held in school.

Where individuals have an Individual Health Care Plan (IHCP) this should detail where their medication will be kept in the event of an emergency and for day-to-day use.

A young person should know where their own medicines are being stored and who holds the key.

It is recommended that the master file of parental consent and record of administration forms is kept in close proximity to the medication store for ease of reference.

Administration of Medicines

If a child requires medication during the course of the school day, the parent/carer will be asked to complete a Request for School to Administer Medication Form. The medication must be prescribed by a medical professional and have the name of the child clearly marked on it. The medication will be administered by Mrs Nickson or Mrs Nash and will either be stored in the fridge in the Staff Room or, in the case of controlled drugs, in the locked cupboard by the School Office.

In the case of Asthma, inhalers are kept in the classrooms by the teacher and are administered by that teacher. Two emergency inhalers are kept in the Head Teacher's office.

When medication is administered to a child the member who administered the medicine will complete the relevant medical form - 'record of medicine administered'.

Record of Medicine Administered to all Children

Name of school/setting	St. Peter's CE Primary School, Heswall
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