

Administration of Medicines and First Aid Policy

Introduction

- **THIS DOCUMENT IS** a statement of the policy for the administration of medicines at Bushy Hill Junior School.
- **THIS POLICY WAS LAST REVIEWED IN** Summer 2018
- **THIS POLICY WILL BE REVIEWED IN** Summer 2020

At Bushy Hill School, the welfare of the children is paramount. If children are well enough to be in school, but have been prescribed medicine by their GP, we will liaise with parents/carers as to the best course of action for administering the medicine.

We do however acknowledge that under the standard terms and conditions for the employment of staff, there is no legal duty for them to administer or to supervise a child taking medication. Administration of medicines by any member of school personnel is undertaken on a purely voluntary basis and individual decisions will be respected.

We ask parents/carers to administer medicines out of school hours wherever possible.

Should it be detrimental to the child's health if the medicine were not administered during the school day, we will encourage the parent to come to school to administer the medicine themselves. If this is not possible, we will administer prescription medicines during the school day provided the parent/carer:

- reads a copy of this policy;
- brings the medicine to school in person, along with spoon or syringe, discusses its use with the necessary staff member and collects it at the end of the day (unless it is to remain at school);
- completes a consent form detailing doses and times;
- supplies the medicine in the original, labelled container it was dispensed in;
- ensures the medicine is within its use by date;
- collects any medication no longer required.

We will also:

- Devise *Individual Medical Care Plans*, in consultation with parents/carers, for managing long term medical needs;
- Ensure all staff have up to date training in administering Epipens;
- Ensure all staff involved in administering medicine are appropriately trained;
- Keep inhalers where they are readily accessible in a tray in the child's classroom;
- Supervise the self administration of inhalers;
- Store prescribed medicine in a cabinet or the fridge in the office area;
- Store controlled (any drugs marked with 'CD') drugs in a locked cabinet which can only be accessed by an adult;
- Document all administration of medicine, with the exception of inhalers.

However, we will not:

- Administer any medication (prescribed or non-prescribed) unless a *Pupil Medication Request Form* has been filled in by parents/carers;
- Administer any medication (prescribed or non-prescribed) unless the appropriate measuring device has been given in along with the medicine ie. spoon or syringe;
- Administer inhalers – these should be self administered by the children;
- Children under the age of 16 will never be administered Aspirin;
- We will not administer Ibuprofen or Paracetamol before 10.00am or after 2.00pm.

Medication and Off Site Activities

- A member of staff will have responsibility for management of medication. This person must be given all the relevant information in writing by the parents/carers (doses, times, possible adverse reactions to watch for etc).
- Adults will carry first aid kits for minor first aid incidents (e.g. plasters).
- Teachers will carry a bag with their group of pupils' inhalers so that the pupils can self-administer these under supervision when necessary.
- A school inhaler is taken on trips for use in emergencies.
- For residential visits, parents/carers will be asked to give written consent for administration of Calpol or Piriton should it be required.
- All administration of medicine will be recorded.

Should any child show signs of an adverse reaction after the administration of medicine, the parents/carers will be contacted immediately, and if necessary, the child will be taken to hospital.

First aid training

- Staff receive first aid training which is refreshed at least every 3 years.
- Mrs Wright is responsible for checking medical supplies and re-ordering these when necessary.
- Mrs Wright is responsible for ensuring all medication is in date.
- All medicine is administered and children are treated in the first aid room in the office, unless in exceptional circumstances.

Record keeping

- All injuries are recorded in the injury log which is kept in the office.
- All records are kept for a period of three years as required by law.

Cuts

- In the case of cuts, the child will be treated in the medical room.
- The first aider will wear gloves.

- The cut will be washed and appropriately dressed.
- In the case of severe cuts, parents/carers will be informed immediately and further medical advice sought as required.

Head Injuries

- Any bump to the head, no matter how minor is treated as serious and the child is sent to the medical room.
- All bumped heads are treated with an ice pack for at least 10 minutes.
- The child will receive a bumped head sticker and the parent/carer is always informed.
- Staff should monitor the child closely for the remainder of the day.
- Children with a bumped head will be given a head injury letter to take home.

Splinters

- Splinters will be removed, where possible, with tweezers.

Burns

- A compress will be applied.
- If appropriate, an ambulance will be called.

Head Lice

- If head lice are suspected,, the parents/carers will be called and requested to take their child home in order to administer treatment and therefore prevent further cases.
- A letter will be sent to all parents/carers of the child's class informing them of this.

Chicken Pox and other illnesses with rash type symptoms

- If a child is suspected of having chicken pox, measles or any unexplained rashes etc, parents/carers will be contacted to take their child to the Doctor for further medical assessment.
- If more than one child is suspected of to have the same illness/rash in one class, a letter will be sent home to all parents/carers in that class to allow them to check for symptoms
- The school will decide if there is an outbreak of infectious diseases and will report it to the local HPU (Health Protection Unit) as appropriate.

Allergic reactions

- All staff are trained in recognising the signs of serious allergic reactions and in the administration of epipens.
- In the case of less serious allergic reactions, signed permission is required in order to administer medication e.g Piriton or Calpol

- Children with known allergic reactions all have an Individual Health Care Plan (See Supporting Pupils with Medical Conditions policy).
- The child will have 2 clearly labelled epipens - one to be kept in the teachers desk in the classroom and the other in the medical room cabinet.
- The school also have 2 epi-pens for emergency use. Both of these are kept in the medical room cupboard in the office.

If a child is seen by an external agency as a result of an injury that occurred in school, an Oshens Report must be completed and submitted to Surrey County Council within one week of its request.

Employees/Staff

- The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek First Aid from any of the qualified First Aiders. All First Aid treatment to staff should be recorded. In case an accident/incident results in the individual being taken to hospital, where they receive treatment and are absent from work for 3 days or more, the accident/ incident will be reviewed and the Head Teacher will decide if it needs to be reported to the HSE.

