



**MEDICINES  
&  
FIRST AID IN SCHOOL  
POLICY**

**November 2021**

# MEDICINES

## Introduction

Parents have the prime responsibility for ensuring their child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to school. They must also ensure that emergency contact details are current and operational.

## Staff Duties

All staff, governors, parents/carers and members of Holly Primary School community will be made aware of and have access to this policy. There is a copy available on the School website.

School staff have no legal obligation to administer medicine to pupils nor supervise them while they take medicine, unless contracted to do so.

Staff may volunteer in the administration of medicine but must be given appropriate training and guidance. The school office will administer prescribed medication according to the details on the signed medication administration form and record the details on the reverse of the form. The Headteacher must authorise a staff member to allow them to administer medication.

As of September 2021 the staff members who can administer prescribed medication are:

- Duncan White – Headteacher
- Sophie McGuinness – Deputy Headteacher
- Jacqui Steel – School Business Manager
- Elisabeth Tyler / Melanie Trenowden – Administration Assistants
- Caroline Savage – Teacher

As a school, we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

## **Process for the Administration of Medicines in School**

### **-short term medical needs**

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health if the medicine were not taken during the school day). In the vast majority of cases, doses of medicine can be arranged around the school day, thus avoiding the need for medicine in school. Antibiotics, for example, are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents will be invited into school to administer the medicine to their child themselves. However, where this is not possible, they may request that one of the nominated members of school staff administers the medicine.

Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

If school staff are to administer medicine, the parent must supply the medicine in the original pharmacist's container to the school office and must complete a 'Request for school to administer medicine' form (Appendix 1).

On no account should a child come to school with medicine if he/she is unwell.

The school will only accept:

- Medicines prescribed by a medical practitioner.
- Medicines that need to be administered in excess of 3 times per day and it is not possible for the parent/carer to come into school to administer the medicine.
- Medicines in their original container with clear labelling, identifying the child by name and with original instructions for administration.

(For use of inhalers see Asthma Policy)

### **Storage**

The medicine will only be accessed by named adults, or with the permission of the Headteacher. Medicines will be stored in a fridge in the staff room which is clearly labelled or in the school office.

Emergency medicines such as inhalers and EpiPens are kept in the classroom under close supervision of the class teacher. When administering, an adult must complete the form showing the date and time and details/dosage of the medication. Inhaler use must be closely monitored by the class teacher. The expiry date of medicine held in class must be checked at the start of each half term and the office must be notified if a new medicine is required so the parent can be contacted.

Staff ensure that emergency medication is available during outside PE lessons and that it is taken on educational visits.

If a child refuses to take their medication, parents/carers will be informed immediately.

## **Non-prescription Medicines**

Non-prescription medicines including paracetamol / Calpol or other painkillers are not administered at school and pupils must not bring them to school for self-administration. Cough or throat sweets are not permitted due to choking risks. Non-prescription travel sickness medication will be administered by staff provided that they are supplied in the original packaging and accompanied by a 'Request for school to administer medicine' form.(Appendix 1)

Sunscreen is not a medicine and children are welcome to use this on sunny day to protect against sunburn.

## **Process for the Administration of Medicines in School**

### **- long term or complex medical needs (*DfE - Supporting pupils at school with medical conditions Sept 2014*)**

Where a child has long term medical needs, parents or carers should provide the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school. In such cases an Individual Healthcare Plan will be written with representatives from the Health profession. The parent will need to supply the necessary medication and ensure the school is aware of any changes to the prescription. We will only administer medication described in a care plan when staff have been properly trained by a health professional. An individual administration form will be completed (Appendix 3).

#### **Pupils taking their own medication**

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma and reference should be made to the school's Asthma Policy. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's health care plan.

#### **Who and when will medicines be administered?**

Mr White, Miss McGuinness, Mrs Steel, Mrs Tyler, Mrs Trenowden and Mrs Savage have volunteered to administer medicines under the guidance of this policy. The correct record of the administration must be completed.

#### **Bringing and Collecting Medicines**

The parent/carer is responsible for the bringing and collecting of medicines. If the child attends a Breakfast or After School club it is the parent's responsibility to ensure arrangements for any necessary transfer to take place.

#### **Disposal of medicines**

School staff must not dispose of medicines. Parents should be asked to collect medicines held at school at the end of each term. Parents are responsible for the disposal of date-expired medicines.

#### **Hygiene/Infection Control**

All staff should follow basic hygiene procedures. Staff must have access to disposable gloves and take care when dealing with spillages of blood or other bodily fluids and disposing of dressings or equipment. Spillages must be cleaned up immediately.

When a child says they have been sick, either a first aider or the MDSA must observe the vomit in order to begin making treatment decisions.

#### **Emergency Procedures**

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Care Plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the office telephone in the school office (appendix 4). A member of staff should accompany a child in the ambulance and remain with

the child until the parent/carer arrives. Taking children to the doctors/hospital in staff cars is not advisable but in the case of an emergency another adult will also accompany the child.

**Educational Visits**

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they have completed a consent form and supplied a sufficient amount of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication) cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc should therefore be provided, if necessary, on prescription.

**Staff, Students and Volunteers with Medical Needs**

Staff, students and volunteers with medical needs are expected to ensure the school is aware of their needs and what to do in an emergency and that any necessary medication is kept in school as needed. Any medication should be stored in the school office where children do not have access.

**Appendix 1**
**Holly Primary School  
Request for School to Administer Medication to Pupils**

If you wish medication to be administered to your child you will need to complete and sign this form. The Head Teacher will then decide if it is appropriate for the school to do this.

**DETAILS OF PUPIL**

Name \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Date of Birth \_\_\_\_\_

Condition of illness \_\_\_\_\_

**MEDICATION**

Name/Type of Medication (as described on the container) \_\_\_\_\_

For how long will your child take this medication \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Tel No. \_\_\_\_\_

Date dispensed \_\_\_\_\_

**Full directions for use:**

Dosage and method \_\_\_\_\_

Timing \_\_\_\_\_

Special precautions \_\_\_\_\_

Side effects \_\_\_\_\_

Self administration **Yes / No**

**CONTACT DETAILS**

Name \_\_\_\_\_ Daytime Tel No. \_\_\_\_\_

Relationship to pupil \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

***I understand that I must deliver the medicine personally to the school office and accept that this is a service which the school is not obliged to undertake.***

Date \_\_\_\_\_ Signed \_\_\_\_\_ Parent/Guardian

Relationship to pupil \_\_\_\_\_

## **Appendix 2**

### **Contacting Emergency Services**

#### **Request for an Ambulance**

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

1. Your telephone number  
**01623 477280**
2. Give your location as follows  
**Holly Primary School, Holly Drive, Forest Town, Mansfield**  
**(Field gate is located on Attlee Avenue)**
3. State that the postcode is  
**NG19 0NT**
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 at the gate and taken to the child's location

**Speak clearly and slowly and be ready to repeat information if asked**

Put a completed copy of this form by the telephone



# FIRST AID

This policy was updated: June 2021

This policy will be reviewed: September 2022

Statutory policy: Yes

## **Procedures for the administration of First Aid and After-care**

### **Full First Aid at Work qualified:**

Mrs Steel, Mrs Savage

### **Emergency first aid for teachers qualified:**

Headteacher, Deputy Headteacher, full time teachers, teaching assistants, Senior MDSA

## Notes for all staff including those qualified

- If you think a child is not well enough to stay at school, a trained first aider must carry out their assessments and continue their duty of care procedure as the next course of action
- Children must not be in the classrooms without your direct supervision
- If you are qualified, do not pass the child onto someone else for treatment. You will take appropriate action following the 'duty of care' policy
- Children must not fetch an icepack for self-treatment
- Children must not fetch the black first aid book
- If a parent has requested that their child stays in at playtime or lunchtime, the child must be seated on the chairs between the kitchen and the staffroom. The child may not choose someone to stay in with them
- During playtimes each member of duty staff will have a mini-first aid kit with them and there must be:
  1. A member of staff on the hard-court
  2. A member of staff positioned by the outdoor classroom so they can supervise the smaller section of the playground, behind the climbing wall as well as the larger playground section
  3. A member of staff positioned by the fence next to the Foundation canopy to supervise that end of the playground
  4. A member of staff supervising the KS1 toilets

First aid kits are kept in Locations around school and take the form of a three draw green tower.

- 1) Between Mr McIlwaine's and Mrs Freer/Miss McGuinness' classroom (KS2)
- 2) Between Mrs Baggaley and Miss Beety's classroom (KS1)
- 3) On the window sill below the cupboard in Foundation
- 4) School Office
- 5) Medical cupboard in Staff Room

- If you use the last blue slip in the first aid book, it is your responsibility to store the used record sheet correctly and set up a new set of slip
- If you use any first aid equipment, please re stock the kit from the stores in the staff room

### Jacqui Steel's responsibilities

- Ensure there is enough stock in the central store
- Report online those cases where children have been to hospital
- In partnership with Mr White, ensure that procedures are correctly followed.

## **MDSA's First Aid Policy September 2021**

Lunchtime at Holly now runs from 11.30am until 1pm and this policy outlines the procedures to be followed by all lunchtime supervising staff.

There are 5 types of incident you may encounter.

### **Type 1**

#### **TLC (Tender Loving Care) - incidents that leave no mark**

You can see no visible signs of injury and you think that no treatment is needed apart from a cuddle, some reassurance and a bit of TLC. This type of incident does not need reporting.

### **Type 2**

#### **Very minor cuts, grazes and bumps - incidents that leave a mark**

If you can see a very minor injury, you may administer a wet paper towel (or wipe) and possibly a plaster. As these injuries leave a mark on the child and they have needed treatment, you must complete an accident slip.

### **Type 3**

#### **Head bumps**

All head injuries require an accident report slip to be completed and the child should be assessed by Miss Clifton or another first aider.

### **Type 4**

#### **Nosebleeds**

In the event of a child having a nosebleed, please sit the child down and use paper towels/clean toilet roll, pinch the soft part of the nose and have the child tilt their head down and send someone to fetch any trained first aider who will continue the duty of care. This should be recorded in the medical book if it has occurred following an incident. For other nosebleeds please let the office know and the parent will be contacted for information purposes.

### **Type 5**

#### **Any other injury**

For any other injury please send for a trained first aider at any time with a description of the incident and they will treat the child at the site of the incident.

**If you are in any doubt about the type/level of injury the child has, please speak to Mrs Clifton first and then to any trained first aider.**

## **First Aid duty of care for qualified First Aiders**

At the point when the qualified first aider is with the injured person, the following procedure must be followed at the scene or appropriate first aid point.

### **Initial assessment**

1. Make a mental note of the time
2. Ask the child where they are hurt and make additional diagnostic observations
3. Ask the child if they are hurt anywhere else (under clothing etc)

### **History**

1. Ask the child what happened – be clear in your mind as to the cause of the injury
2. If the child's version of events is unclear, refer to the witness for a clear picture of the incident

### **Treatment**

1. Continue treatment
2. If an icepack or any other medical equipment is required and you do not have it in your possession, send an adult to get them from the staff room
3. When initial treatment is complete, keep the child with you and complete a record slip
4. If unsure on the severity of injury always seek a second opinion from a member of staff (a trained First Aider)

## **Immediate Aftercare**

### **If the child is well enough to stay in school**

Give the child the completed slip and ask them:

1. Where are you going to put it? Either book bag or pocket are acceptable
2. Who is picking you up from school? Tell them to give this slip to either mum or dad
3. If the child is not being picked up from school by their parent, make a phone call out of courtesy to inform them that their child will be coming home having received treatment and has a record slip in their book bag or pocket
4. If the child is being picked up by a parent at the end of the day, make contact with the child's teacher and ask them to speak to the parent of the injured child at the end of the school day

**If the parent or carer of the injured child is on the premises, you must speak to them directly giving them the details and hand over the responsibility of aftercare to them for any secondary treatment.**

## **Immediate Aftercare**

### **If the child is not well enough to stay in school**

As a trained first aider, it is **your** responsibility to phone the parents/carers and inform them of the situation. You must speak to them directly and advise them to come to school and pick up the child. The section on the record slip then needs completing with the name of who you spoke to.

If you cannot contact the parents straight away, you must ask the school office to keep trying them until such a point when **you can** speak to them directly. In this instance where speaking to the parents is delayed, you must complete the unable to speak to parent section on the record slip and then follow the record slip procedure.

The child must then wait either in class under the supervision of the class teacher, or in the staff room under the supervision of a member of staff.

Following your communication with parents, school needs to know what aftercare the child received after they left the building.

If the child received professional medical attention an online report will be completed by Mrs Steel within 24hrs.