



SCHOOL POLICIES

Medication & First Aid

Mission Statement

Horton Education and Care supports children, young people and adults through their difficulties, fosters their ability to manage their own behaviour, and develops their knowledge, skills and independence, enabling them to live as full and rich a life as possible.

Policy Title:	Medication & First Aid	Date of Implementation:	July 2013
Policy Reference:	General Policies Health & Safety (First Aid) Regulations 1981 DfE Guidance On First Aid <i>'Supporting Pupils at School with Medical Conditions'</i> (April 2014) RIDDOR 2013 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf	Date of Next Review:	August 2017

Medication & First Aid Policy

1.0 INTRODUCTION

The School wish to ensure that pupils with medication needs receive appropriate care and support within the School. The Head Teacher will accept responsibility in principle for members of staff giving or supervising pupils taking prescribed medication.

The School recognises that it has a responsibility to provide a safe and healthy environment and acknowledges that this includes ensuring the provision of adequate numbers of trained first aiders and adequate first aid equipment and facilities. This responsibility will be regularly reviewed in accordance with current guidelines, regulations or statute.

All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the School.

Please note that parents should keep their children at home if acutely unwell or infectious.

2.0 MEDICATION PROCEDURE

Parents/responsible adults are responsible for providing the Head Teacher with comprehensive information regarding the student's condition and medication.

Prescribed medication will not be accepted by the School without complete written and signed instructions from the parent/responsible adult.

Staff will give a non-prescribed medicine to a student if there is specific prior written permission from the parents/responsible adults. Otherwise, medicines such as paracetamol will only be given after speaking to the parent and obtaining permission.

Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time).

Where the student travels on LA transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during camping/residential trips.

Each item of medication must be delivered to the Head Teacher or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school/home will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of the reach of students. All medication to be administered in the school will be kept in a locked medicine cabinet.

The school will keep records, which they will have available for parents/responsible adults.

If students refuse to take medicines, staff will not force them to do so, and will inform the parents/responsible adult of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, emergency procedures will be followed.

It is the responsibility of parents to notify the school, in writing, if the pupil's need for medication has ceased.

It is the parents/responsible adult's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each student with long-term or complex medication needs, such as diabetes or epilepsy, the Head Teacher will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary under staff supervision. Parents/responsible adults will be asked to confirm, in writing, if they wish their child to carry their medication with them in school.

Staff who volunteer to assist in the administration of medication will receive appropriate training.

Staff will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

3.0 FIRST AID PROCEDURE

The following rules and procedures will be applied in relation to this area:

The School will ensure that adequate and appropriate equipment, facilities and personnel are provided to enable first aid to be given to pupils, staff and other persons if they are injured or become ill whilst at the School.

The level of provision of first aid facilities in the School will be determined by an assessment of the particular circumstances and risks involved.

Suitable and sufficient first aid boxes/bags will be available in the School, on trips and the Company vehicles.

Where there are no significant risks, first aid boxes will contain a minimum stock of the items recommended by HSE guidance.

First aid boxes will be located in conveniently accessible positions for staff/first aiders but away from pupils.

The School will ensure the appointment of suitable and adequate first aiders in accordance with current guidelines. Free advice is available from St John Ambulance or The Red Cross or on their websites.

A list of current first aiders will be displayed in the School office and/or staff room and be brought to the attention of all staff.

All first aiders will receive suitable and sufficient training in accordance with HSE guidance and will receive appropriate refresher training as and when required.

4.0 ACCIDENT BOOK & RIDDOR

A record must be kept of any first aid treatment given by first aiders and include:

- Date, time and place of incident
- Name and form / year group of the injured or ill person
- Details of the injury /illness and what first aid was given
- Outcome of visit i.e. returned to class, sent home, hospital etc.
- Name of the First Aider who administered treatment

- Parents or guardians will be contacted by the first aider or School Office if a pupil suffers anything more than a trivial injury, or if they become unwell, or if the School has any worries or concerns about their health. In the case of a head injury, parents/guardians will always be informed of any cause for concern.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), some accidents or injuries must be reported to the Health & Safety Executive. A record must be kept of any reportable injury, disease or dangerous occurrence or near miss.

5.0 CALLING AN AMBULANCE

An ambulance will be summoned if necessary after consultation with a senior member of staff. An appropriate adult will accompany the pupil to hospital and will remain with them until the arrival of a parent/responsible adult.

All injuries requiring hospitalisation must be reported to senior staff. This should include any occurring off site, to ensure that a follow up call can be made by relevant staff. The Head Teacher and class teacher must also be informed.

6.0 EMERGENCY MEDICAL TREATMENT

Every effort will be made to contact parents, but in the event that we are unable to establish contact and consent is urgently required for emergency medical treatment, such as general anaesthetic or an operation, a member of staff acting in loco-parentis, will give that consent. By accepting a place at the School parents authorise the School to give consent in an emergency situation.

7.0 ASTHMA MEDICINES

Immediate access to reliever medicines is vital and pupils with asthma are encouraged to carry an inhaler with them at all times as soon as the child's parent, doctor or asthma nurse agrees that they are mature enough to do so. We also ask that we are provided with a spare inhaler to be kept securely, in case a pupil's own inhaler runs out or is lost or forgotten.

At the beginning of the School year we will send a School Asthma Card to all parents/responsible adults of children with asthma in order to obtain helpful details about their medicines, triggers, and individual symptoms. This card should be filled in and returned to School as soon as possible.

8.0 EPIPENS

For children who are prescribed epipens for serious allergic reactions, we ask that 2 pens are supplied to be kept in School.

Parents/carers will be asked to fill out a care plan at the beginning of the academic year enabling the School to gain a better understanding of how a child's allergies affect them and

outlining the specific steps that staff would be required to take in the event of an emergency.

A copy of this care plan will be kept with the child's medicines.

9.0 CONFIDENTIALITY

All medical records will be stored for the appropriate timescale after which they will be securely destroyed. Access to these records is restricted to the appropriate staff.

Audit Trail

Version	Change	By Whom	Date
1.0	New Policy		July 2013
1.1	Update policy & format	Janjer Ltd	June 2015
1.2	Updated	Principal Plus(SJH)	August 2016