



Cleeve Prior School
A Church of England Voluntary Controlled
Primary School

**The Policy for First Aid and the
Administration of Medicines 2024-25**

Our vision

Our vision is to provide a safe, caring and nurturing environment, where everyone is given opportunities to learn, discover and grow in our changing world. We will live out our Christian values of Respect, Hope, Love, Forgiveness, Trust and Honesty and strive to guide our community into leading fruitful lives, learning from Jesus' teachings, to love themselves and one another in order to achieve success. 'Teach children how they should live, and they will remember it all their life.'

Proverbs 22:6

Introduction

The school policy for First Aid has the agreement of the teaching staff and the Governing Body and is reviewed annually.

Named First Aiders: Mrs S Laughlin and Mrs J Gwilliam

Purpose of the policy

We aim to keep all adults and children safe in our school. This policy outlines how we manage accidents, injuries and illnesses in school.

Injuries

The following procedure applies to the treatment of injuries sustained during school hours:

In the event of an injury to a child during playtime or a lesson, the member of staff on duty will determine the extent of the injury and:

- a) comfort and console the child;
- b) direct the child to one of the named first aiders, who will assess and treat minor injuries or
- c) recommend to the Head of School that parents are contacted for further treatment outside school. All accidents must be recorded in the accident book.

All children receive a letter to home if they have a bump to the head. This letter is signed by the Head of School and handed to the child's class teacher for distribution. In the event of a serious head injury, parents will be contacted immediately.

Plastic gloves must always be used in the treatment of injuries. These are kept by the first aid box outside the office.

Medicines

No medication will be administered to a child unless the child's parents have filled in the 'medicines form' and spoken to a member of staff. Only medicines prescribed by a Doctor can be administered in school.

Medicines are kept in the school office or in the refrigerator in the staff room.

A named First Aider will administer the medication and will be witnessed by another member of staff to do so. The administration will be recorded in the medicines book, kept in the office.

The school will keep on the premises prescribed medication which might be needed in known cases of unpredictable need, e.g. for children who are known to suffer from epilepsy or asthma.

Anaphylaxis

Anaphylaxis is a state of immediate hypersensitivity following exposure to a foreign protein or drug with a massive release of histamine. A severe reaction will follow the injection of a foreign substance, much more quickly than ingestion. Allergens can be many and varied, e.g. penicillin or other antibiotics, animal serum products, local anaesthetics, shellfish, milk and milk products, chocolate, latex, peanuts and pecans, egg whites, insect or wasp, bee or hornet stings.

With the introduction of the allergen into the sensitive person, the reaction is the release of a large amount of histamine into the blood stream.

This will have effects locally, e.g. swelling, itching or red weals, or systemically, e.g. swelling around eyes, flushing and feeling of warmth, generalised red blotches, swollen tongue and throat, difficulty in breathing, tightness in chest or other effects, e.g.

nausea, cramps, bloating, vomiting, diarrhoea, headache, dizziness, confusion, feeling of impending doom.

Anaphylaxis needs immediate, aggressive management or the patient can die in minutes. Conscious patient: lie down with legs elevated. Reassure and calm the patient. Phone for an ambulance. Administer Adrenaline via an EPI Pen or Piriton as appropriate for patient. Unconscious patient: use the recovery position to help maintain their airway. Phone for an ambulance. Administer Adrenaline via an EPI Pen. Piriton is not appropriate for an unconscious patient.

The most common device available to administer Adrenaline is the EPI Pen. This delivers a specific dose into the patient's quadricep. It must be used as soon as symptoms are noticed.

First aiders have been trained on how to administer EPI pens. All other staff will receive training on how to do so when appropriate.

Asthma

We will encourage and help children with asthma to participate fully in all aspects of school life. We recognise that asthma is a condition affecting many school children and that immediate access to inhalers is vital. We will ensure that other children understand asthma, thereby enabling them to support their friends.

Asthmatic children are allowed to keep their inhalers with them at all times. They should be clearly named.

Children who need supervising with their inhalers have a record sheet, which is signed and dated by the member of staff present. These and the inhalers are stored in the office and the children are encouraged to be as independent as possible taking the responsibility for the management of their condition.

If a child has an attack, ensure that the inhaler is taken quickly. This should open up narrowed air passages. Stay calm and reassure the child; the child will probably have experienced an attack before. Help the child to breathe, slowly and deeply. Most children find it easier to sit upright; do not lie them on their backs. Loosen tight clothing around the neck and offer a drink of water. Call a doctor if the inhaler has no effect after five to ten minutes or you have doubts about the child's condition. If a doctor is unavailable, call an ambulance.

Asthmatic children should be encouraged to take part in PE lessons. Teachers should be aware of their condition and ensure that inhalers are taken to the hall, field or swimming pool.

Epilepsy

For a child or children with a diagnosis of epilepsy, care plans are put in place. These plans, along with the relevant documentation, are highly visibly around school should they ever be required in an emergency. All relevant staff have been trained in identifying and treating episodes.

Administration of Medication

Although regular school attendance is expected, if a child is ill they should remain at home until well enough to cope with the demands of the school. Some children however who have a long-term illness/physical condition may require medication to be administered in school.

The Governors and staff of Cleeve Prior CE Primary School wish to ensure that pupils with medical needs receive the care and support in school that they need, subject to the guidelines outlined in this policy.

Our aims

- To provide an appropriate, safe policy in relation to the administration of medicine in school following national and local educational guidelines.
- In a partnership approach, to identify clearly the responsibilities of the school and parents/carers in respect of a child's medical need and the roles and responsibilities of staff who volunteer to administer medication in school.
- To ensure that members of staff know that there is no legal responsibility for non-medical staff to administer medication or to supervise medical procedures.
- To ensure that all staff know they must be adequately trained before undertaking this role.

It is the decision of the Head of School as to whether school staff should be asked to administer medication during the child's formal education.

Where agreement is reached that trained members of staff should administer medication, a consent form (see Appendix A) must be completed and signed by the parent.

Members of staff who administer medication in accordance with the school's policies and procedures are covered for insurance under the school's policy with the Local Authority.

It is the parents/carers responsibility to collect medication which has been used or has expired.

Children with complex medical needs

A child will require a Care Plan if they have complex medical needs/more than one prescribed medication/medical procedure. A Care Plan must be formulated in collaboration with parents and any relevant professional body e.g. Hospital and Community School Nurse/Paediatric Teams. An up to date Care Plan should be in place for a child with complex medical needs as outlined above before they are admitted to school and school staff are requested to administer medication.

The overall management of medical treatment for children is the responsibility of the parent/carer and it is also their responsibility to provide the school with up to date information regarding their child's medical needs and to keep the school informed of any change.

It is the parents/carers responsibility to ensure there is sufficient, in date medication in school. Medication must always be provided in its original container with the pharmacist's original label and clearly stating directions for use (see Appendix A).

To ensure the well-being of the child and to safeguard staff, specific training should be given by a suitably qualified person, to all those who volunteer and before they are required to administer medication or undertake a medical procedure. It is important that lunchtime supervisors are included in any training in order for them to be able to recognise an emergency situation and respond appropriately.

Training should be updated as advised by medical directives in collaboration with School Health.

Medication is only kept in school whilst the child is in attendance. It is the parents/carers responsibility to replace medication which has been used or has expired. Parents/carers are requested to collect all medication at the end of each academic year and to return it as required at the start of the next academic year. Any medication not collected at the end of the academic year will be returned to a pharmacy for disposal.

All emergency medication must be easily accessible as identified in the Care Plan and the whereabouts known to the child and all staff.

Where disposal of sharp items e.g. needles is required, the appropriate safety measures must be followed as identified in the child's Care Plan.

Confidentiality

Information regarding a child's medical needs is kept in the school office. While it is essential for staff to be fully acquainted with individual medical needs, this information must only be shared with relevant members of staff.

Short term antibiotic medication

Where possible, GPs will prescribe antibiotic medication in such a way that it can be given outside school hours e.g. 3 times a day. If antibiotic medication has been prescribed 4 times a day, and the child is well enough to benefit from lessons, parent/carers are asked to come into school at lunchtime, if possible, to administer the second dose of the day. If parents/carers are unable to do this then a consent form must be completed. Parents/carers are responsible for the collection of this medication at the end of each day and at the end of the completion of the course of medication.

Other prescribed medication

Some children require anti-histamine or asthma medication to be held in school for administration as required during the school day. This medication must be clearly labelled with the child's name and stored in the School Office.

Two members of staff must be present whenever this is administered and both must sign the medication log. The child's parent must be informed that medication has been administered and the time of administration. (Appendix B)

Over the counter medication

Over the counter medicines are regarded as non-essential and will not be administered in school in line with Local Authority guidelines. This also applies to homeopathic medicines.

Infectious diseases

Children who have an infectious childhood illness may return to school after the period in which they may pass the infection to other children and staff has elapsed.

Storage of medicines

All medication must be stored securely, in a cool place; any requiring refrigeration must be stored in the refrigerator in the Staff room.

Self-Administration

Where the child is recognised by a qualified person (parent/carer or medical staff) as being competent to self-administer, e.g. using an asthma inhaler, it will be specified on the School Consent Form. For all other medication see Appendix A.

School Trips/Off Site Activities

Each member of staff leading a group of children on an off-site activity, will carry a medical first aid kit equipped with basic medical equipment, Accident Slips and a list of any children who have a medical condition and /or Care Plan.

A child on an off-site activity who has been prescribed emergency medication must have a named trained person on the activity who will ensure that such medication accompanies the child at all times and is returned to the designated storage area in the school.

Record Keeping

If a medicine is administered by staff, there must always be a witness present, the date and time must be recorded in the Administration of Medication log book and signed by the administrator and the witness.

Any reason why a medication is not given must also be recorded. Staff must not force a child to accept medication but must record any refusal to do so and inform the parents as soon as possible.

When a child requires an individual Care Plan this is in collaboration with parents, staff and the relevant health professional e.g. School Nurse, Consultant, GP, Specialist Nurse.

Emergency Situations

The list of qualified First Aiders is displayed outside the School Office. Staff must never take any child to hospital in a car, it is safer to call an ambulance. Health professionals are responsible for any decisions on medical treatment in the absence of a parent/carer.

In the absence of a parent/carer and at the discretion of the Head of School, a member of staff, if available, may accompany the child to hospital and stay until the parent/carer arrives.

Any medical information including contact details should be taken with the child or given to emergency staff.

Emergency Medication

Specific guidelines are in place for emergency medication within a child's individual Care Plan. A copy of this Care Plan plus a photograph is stored in the School Office; parents also have a copy.

Additional Information:

Anaphylaxis

Catering staff will be informed regarding any child who has a food allergy or anaphylaxis. A photograph and associated dietary requirements are displayed in the Staffroom. This information must be kept up to date at all times.

Asthma

Some children, particularly younger ones, may need to use a spacer with their inhaler and be supervised in its use.

Diabetes

Staff will be offered support and training including that involved with blood glucose monitoring and administration or supervised self-administration of insulin if required.

Epilepsy

Emergency medication can be prescribed for the treatment of convulsions in which case a Care Plan will be in place.

Appendices:

- A parental consent to administer medication in school
- B Letter to parents/carers

Appendix A

Parental Request for Administration of Medicine

This form and medication must be handed into the office.

I request that the following medication (please name the medication)

.....

be given to (name of child)

The medication, clearly labelled with my child's name, is to be administered as follows :

Dosage

To be given at (please specify the hour)

The medication is to be taken home daily/left at school, until

..... (delete as appropriate), and I accept responsibility for the collection of the medication from school.

I retain full responsibility for the consequences of the administration of all medication and understand that I may carry this out at school myself, if I prefer.

.....

Signature (and print) Parent/Guardian

Date

Revised Feb 2022

File : Administration of Medication

Appendix B

Cleeve Prior CE Primary School
Main Street
Cleeve Prior

Evesham
Worcs
WR11 8LG

Tel/Fax: 01789 772276
office@cleeveprior.worcs.sch.uk
Web site: www.cleevepriorschool.com
Head of School: Mrs S Laughlin

Dear Parents / Carers

Childs name

Date.....

This is to inform you that displayed the following symptoms

.....
.....

and in accordance with your instructions was given

..... at
.....

This has been recorded in our Administration of Medication Log book.

Yours Sincerely

Mrs S Laughlin
Head of School