

Policy	First Aid and Administration of Medicines Policy
Rationale	<p>HCS School endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day to day experiences at school. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their life in school is minimised as far as possible and that all staff who work with the pupil understand the nature of their difficulties and how best to help them. While there is no legal or contractual duty on teachers to administer medicines or supervise pupils taking their medicines nevertheless we would wish to support our pupils where we can.</p> <p>Teachers and support staff are ‘in loco parentis’ and may need to take swift action in an emergency, both in school and offsite.</p> <p>The prime responsibility for a pupil’s health lies with the parent or carer who is responsible for the pupil’s medication and should supply the school with all and any relevant information.</p>
Aims	<ul style="list-style-type: none"> • Assist parents in providing medical care for their children • Educate staff and pupils in respect of special medical needs • Arrange training for staff who volunteer to support individual pupils with special medical needs as appropriate • Liaise as necessary with the medical services • Adopt and implement national guidance in relation to medication in schools • Make clear responsibilities for first aid provision and the administration of medicines
Organisation	<p>Prescribed Medicines</p> <p>We will only accept medicines in school if deemed absolutely essential ie where it would be severely detrimental to a child’s health if the medicine were not to be taken during the school day. Our preferred approach is to encourage parents wherever possible to administer medicines before and after school, and just before bedtimes. Parents are encouraged to refer to their GP on issues of dosage with this in mind.</p> <p>We will only accept medicines that have been supplied by a registered doctor, dentist, nurse or pharmacist prescriber. The medicines must be provided in the original container (as dispensed by the pharmacist) and include prescriber’s instructions for administration.</p>

ONLY the named first-aiders below are authorised to administer prescribed medicines:

Mrs Di Jarvis & Mrs Elspeth Appleton (SS matrons) Mrs. A Kalirai

We will NOT accept medicines that have been removed from their original container nor make changes to dosage on parental instruction.

The school will keep all prescribed medicines in the Sick Bay in the SS and in the JS in the Medical Room under the close supervision of Mrs Kalirai. Staff will not dispose of medicines – these will be returned to the parents/carers who supplied them.

Record Keeping: Clear records will be maintained of all prescribed medications brought into the school in a 'Medications Register.'

The Medications Register will :

- Be in an approved format
- Show the name of the person for who the medicines were supplied
- Give the name of medicine supplied
- Details the quantity of amount supplied
- Detail the amount administered each time
- Detail the amount left each time
- Detail any side effects
- Note the expiry date

Register entries must:

- Be made in ink
- Be in chronological order and at the time
- Show the date the medicine was obtained or supplied
- Show the name and address of the person from whom the medicine was obtained
- Show the name of the person who accepted the medication
- Show the name of the person for whom the medication was prescribed
- Show the amount of medication supplied
- Show the form in which it was supplied (e.g. liquids, capsules)

All registers will be kept until the child has attained the age of 22 years.

Non-Prescribed Medicines

It is the schools policy not to allow on site or administer non-prescribed medicines to the children in our care; these include over the counter medicines such as Calpol/Aspirin etc.

	<p>In the event of parents requesting this they should be referred to the Head who may arrange for the HCS Matron to administer such medicines.</p> <p>Epi-Pens and Inhalers These are considered to be part of our first aid provision; however, they must all be entered into the Medicines Register as above if used.</p> <ul style="list-style-type: none"> • All staff are expected to familiarise themselves with the children in school who carry epi-pens. • Details of all serious medical conditions and allergies are clearly displayed in the staffroom and the Medical Room and are circulated via our database records annually. • All staff are expected to familiarise themselves with the location of epi-pens in school (x3 in school – Form Room, JS Office, JS Kitchens) and in SS Kitchens, staffroom and in Matron’s Office • All staff are expected to familiarise themselves with those children who carry inhalers. • Children with inhalers are expected to have been educated in their use by parents or carers. • Children with inhalers are expected to know their whereabouts and to take them to sports activities, fixtures, day trips and swimming. <p>First Aid Only head or serious injuries that happen in school must be formally recorded by the named first-aiders. Attendant staff at the scene of an accident should use their judgement to decide whether the injury requires further attention. If so, then the procedure for recording accidents, located in the staff handbook (section 25) should be adhered to.</p> <p>In the event of a serious incident or emergency the first course of action will be to call an ambulance and then alert the Matron or JS Head (or Deputy Heads in her absence).</p> <p>In the event of any uncertainty regarding serious illness or injury the first course of action will be to alert the Matron SS, JS Head (or Deputy Heads in her absence) and then call an ambulance if appropriate.</p>
<p>Roles and Responsibilities</p>	<p>The Principal/Head</p> <ul style="list-style-type: none"> -ensures that appropriate measures are taken to prevent the misuse of medicines. -ensures the rolling programme of first-aid training for staff is up-to-date -work with the Educational Visits Co-ordinator to ensure adequate first-aid and administration of medicines measures are in place for all off-site trips

	<p>Four-Day First Aiders -must familiarise themselves with the schools policy & advise the Head if for any reason something prevents them from following the procedures set out above. -be the only members of staff to administer prescribed medicines and treat serious injuries</p> <p>Teachers -use their first-aid training awareness to make judgements on whether accidents or incidents require the attention of four-day first aiders and/or the Head -use their first-aid training awareness to treat minor injuries -refer any administration of medicines requests from parents to the four-day first aiders or the Head or matron in SS</p>
<p>Legislation</p>	<p>The above procedures are recommended by the National 'Pastoral Practitioners Organisation' who also advise that all schools develop effective management systems to support individual children with medical needs, in accordance with the <i>'Medicines Standard of the National Service Framework for Children'</i></p> <p>It is also advised that all schools attain the requirements of these guidelines as they are now considered not only best practice but as a professional standard. Here, at HCS, we understand that failing to comply with them could make the school and staff both civilly and criminally liable.</p> <p>At HCS we must adhere to the following areas of legislation:</p> <p><i>The Medicines Act 1968</i> <i>The misuse of Drugs Act 1971</i> <i>The controlled Drugs (Penalties) Act 1985</i> <i>The Health and Safety at Work act 1974</i> <i>Management of Health and Safety at Work Act 1999</i> <i>Control of Substances Harmful to Health Regulations 2002</i> <i>The Education (School Premises) Regulations 1999</i> <i>The Education (ISS) (England) Regulations 2003</i> <i>Part 4, The Disability Discrimination Act as amended by the SEN and Disability Act of 2001.</i></p>
<p>Review Date</p>	<p>January 2007</p>

First Aid Procedure – Games & PE

There must always be a suitable qualified first aider in attendance. Matron must be informed of any fixtures happening on site.

If an incident happens during PE, Games or fixtures, that requires first aid.

- 1) Only a qualified first aider should deal with the incident.
- 2) Ensure the other group members are safe.
- 3) Matron must be immediately informed of the incident.
- 4) Staff should stay with the pupil until parents or matron has taken responsibility for the welfare of the pupil. This includes escorting the pupil to hospital if required (normally away matches). As such away matches should always have at least two members of staff or designated responsible adults with them.
- 5) An incident report/ injury form must be filled in and a copy passed to RDM.
- 6) A record of what care was given must be placed in the Injury form file.
- 7) If the incident was serious enough for an ambulance, or parents, to be called to transport the pupil to hospital, then a member of SLT and the school receptionists must also be informed.

At all times the welfare of the pupils is of paramount importance.