

# Aylesford School

and Sixth Form College



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## MEDICATION IN SCHOOL AND FIRST AID POLICY

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**Via:** Finance and Premises

**'from potential to reality'**

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## CONTENTS

- Medication in School
- The Legal Aspects
- Aims of this Policy
- To achieve the Policy Aims, the School will
- Asthma, Epilepsy, Diabetes and Severe Allergic Reactions
- First Aid Room
- First Aid Boxes and First Aid Travel Bags
- First-Aiders
- First Aid Information
- In the event of an accident/asthma attack
- Accident reporting
- Recording Information and Communication
- Reference used in compilation of this policy
- Appendices

## **MEDICATION IN SCHOOL**

Aylesford School and Sixth Form College is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regards to all staff, students and visitors.

Most students may at some time have a medical condition which may affect their participation in school activities. This is likely to be short-term. Others, may, have medical conditions which, if not properly managed, could limit access to education. These are regarded as having medical needs and extra care may need to be taken in supervising these students in some activities.

The School complies and accepts responsibility, in principle, for First Aiders giving or supervising students taking prescribed medicine during the school day.

Medication should only be taken when absolutely essential. Parents should ask the prescribing doctor to prescribe in dose frequencies which will enable it to be taken outside school hours. The school does not have storage facilities for medicines. If necessary the prescribed dose should only be brought to school each day. Students should be discouraged from having medication in school because of possible misuse by themselves or dangers to other students. A student suffering from acute pain, such as migraine, should have written authorisation from a parent with instructions about when the child should take the medication. The student should be supervised by a member of staff and parents notified in writing that medication has been taken. (A First Aider could be asked to supervise and notify parents). This documentation is located in the General Office.

NB. Prescribed or non-prescribed medication (painkillers / analgesics) should only be administered by staff at student services and only when parents have completed and signed the "Parental agreement for administering medication" form. Clear instruction of administration dose and frequency must be detailed by the parent and reference to any doctor's instructions highlighted. Non-prescribed medication must not be administered to primary age students.

## **THE LEGAL ASPECTS**

This policy aims to comply with Part 3(14) of the schedule to the Education (Independent School Standards) (England) Regulations 2010. Aylesford School is the employer and is ultimately responsible, through the governing body and Headteacher, for the implementation of the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First Aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the students.

Anyone on the School premises is expected to take reasonable care for their own and others' safety.

This policy is part of a number of school policies aimed at safeguarding children in all circumstances.

## **AIMS OF THIS POLICY**

To ensure that the School has adequate, safe and effective first aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

- To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury
- To ensure that medicines are only administered at the School when express permission has been granted for this
- To ensure that all medicines are appropriately stored and locked away
- To promote effective infection control

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

## **TO ACHIEVE THE POLICY AIMS, THE SCHOOL WILL**

- Have suitably stocked first aid boxes as instructed during the First Aid course
- Appoint sufficient First Aiders to take charge of first aid
- Provide information to employees, students and parents on the arrangements for first aid
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents
- Review and monitor arrangements for first aid as appropriate on a regular basis (and at the very least on an annual basis)

## **ASTHMA, EPILEPSY, DIABETES AND SEVERE ALLERGIC REACTIONS**

All these conditions may require medication during the school day. At secondary age, students should have become mature enough to be responsible for administering it.

Students are responsible for carrying their own inhalers for treatment/prevention of asthma attacks. Diabetics will normally be on medication taken out of school hours but care must be taken to ensure that meals and snacks are taken at regular intervals and physical activity taken into account.

Anaphylaxes (severe allergic reactions) can be very serious. Where severe anaphylaxis is known about, the student should carry the prescribed dose of adrenalin (EpiPen) for immediate administration. First Aiders are trained to administer this.

## **Primary School Medication Administering**

Parent must inform the class teacher about the medication requirement of their child. The teacher will fill in a medication form and sign. The parent must fill in a parent consent form before any medication is given.

Medication will only be given when prescribed by a doctor or dentist. Medicines will only be accepted in the original container as dispensed by a pharmacist and should include the prescribers instructions for administration. School staff are unable to administer non-prescription medicines for primary students.

It is the responsibility of parents/carers to ensure that medication is collected at the end of the school day and is not out of date.

Students who have inhalers should have them available where necessary. Inhalers should be kept in a safe but accessible place. This could be a cupboard or drawer or a teacher's desk. Depending on the needs of the individual, inhalers should be taken to all physical activities.

## **FIRST AID ROOM**

The Education (School Premises) Regulations 1996 state that a school should have accommodation for medical or dental examinations, treatment and for care of students during school hours. Aylesford School and Sixth Form College has a designated First Aid Room which is located near to Student Services, Room G12 and clearly marked by a sign on the door.

## **FIRST AID BOXES AND FIRST AID TRAVEL BAGS**

The first aid boxes are located in the following locations:-

- Student Services
- Science Department (classrooms G6; F7; F15 and F20)
- PE Department (Boys Changing Room Office and Girls Changing Room Office/Kit Bag)
- Technology Department (classrooms G1; G2; G10 and Food Technology Office)
- Staff Corridor at bottom of Staff Room Staircase
- Art Department (Office)
- Site Management Office
- Primary Griffins room

Very minor injuries can be dealt with by any member of staff and each First Aid Box contains the items as outlined in the DfE Guidance on First Aid For Schools Document. First Aid boxes are also in each school minibus and a kit is available to be taken on school journeys.

It is important to keep the first aid boxes fully stocked. If an item is used it should be replaced immediately by the Principle First Aider in the General Office. In addition, the School Business Manager will ensure that each box is checked by the Principle First Aider every year. If First Aiders find that supplies are running low it is their responsibility to replace missing items.

## **FIRST AIDERS**

The main duties of First Aiders are to give immediate first aid to students, staff or visitors with common injuries or illnesses when needed and to ensure that an ambulance or other professional medical help is called when necessary.

The school identifies the need for trained first aiders in sufficient numbers and at suitable locations to enable first aid to be administered without delay. The practical, physical education and sports departments are areas where first aid assistance is readily available at all times.

A first aider must hold a current Certificate of Competence in First Aid at Work issued by an organisation approved by the HSE, e.g. St John's Ambulance. Training courses normally take four days and the certificate is valid for three years. The school maintains a record of employees who have undergone first aid training, kept in the General Office, which can be requested from the Principal First Aider and School Business Manager.

## **FIRST AID INFORMATION**

First Aid Notices indicating the location of the first aid boxes and the names of the School's First Aiders are displayed in the following locations:

- 1 Reception
- 2 Room G2 (Technology)
- 3 Room F15 and F20 (Science)
- 4 Primary School Office

## **IN THE EVENT OF AN ACCIDENT/ASTHMA ATTACK THE FOLLOWING APPLIES**

- 1) In the case of serious injury, the student must not be moved and a First Aider notified.
- 2) The member of staff to refer the student to Student Services/General Office who will contact the designated First Aider.
- 3) The First Aider will decide whether a referral to hospital is necessary. If not he/she will deal with the matter.
- 4) If transfer to hospital is necessary Student Services will telephone the emergency services and/or the parents/emergency contact of the student to request them to meet at the hospital.
- 5) The member of staff must check with Student Services and First Aider, that the situation has been resolved at the earliest opportunity.
- 6) If no 'emergency' contact can be made with the relevant family and a referral to hospital is necessary then:-
  - a) A member of staff not teaching will accompany the student to hospital if the parents are not contactable or available
  - b) Student Services will continue to attempt to contact parents
  - c) If a member of staff has had to wait until the end of treatment, they will have to take the child home and explain the situation to parents, if this is possible.

## **NOTE:**

- 1) Teachers/tutors are expected to deal with routine sickness/headaches. Please keep students in lessons as long as possible. If necessary contact the relevant Head of Student Progress / Primary Class Teacher.
- 2) Following any bump/knock to the head the student, parents are contacted and asked to take the child to hospital.

- 3) As per 6-a) (stated above)
- 4) If a member of staff does not wish to use their own car a taxi will be called. Claims via 'travel' expenses are perfectly legitimate for any car journey made.

The legal position is that a student must be accompanied to hospital by an adult. An adult accompanying a child by car/ambulance/taxi must stay at hospital until parental contact is made/parents arrive.

### **ACCIDENT REPORTING**

All accidents are recorded on official accident forms, usually by the member of staff responsible for the student at the time of the accident. All reports are then checked by the Head Teacher and the Site Manager for follow up action as deemed necessary. All reportable accidents/incidents (RIDDOR) are reported to the HSE by the Site Manager. Records are kept in the Accident Reports Folder in the Site Management Office.

### **RECORDING INFORMATION AND COMMUNICATION**

Parents are asked to supply information about medical conditions on the Admissions Form. This information is transferred to Health Care Lists which are produced annually, to inform all staff of students with health problems, major and minor. Information which is supplied during the year is added to a copy held by the Principal First Aider. Heads of Student Progress **or class teachers for the Primary School** also hold information about serious medical conditions of students in their year group and pass this information on to first aiders and staff who come into contact with these students. Information is updated also by discussion with the School Health Adviser following health interviews and medicals, where the information is not confidential. This ensures that information can be added to (or deleted from) the Health Care List.

### **REFERENCE USED IN COMPILATION OF THIS POLICY**

- DfEE Circular 14/96 'Supporting pupils with medical needs in schools' (Updated 2005 by DfE&S/DoH with 'Managing Medicines in Schools and Early Years Settings')
- DfEE – a good practice guide (as above)
- DfEE - Guidance on First Aid For Schools

### **APPENDICES**

- Specimen Accident Form
- Request for administration of medicine
- Request for child to carry medication
- Agreement to administer medication
- Record of school administration of medication
- Record of First aiders (kept in the General Office).