



Headteacher: Mrs F A Dean, M.A. (ED) NPQH (Interim)

Head of School: Ms T Wilden B.A. (HONS)

Initial Policy date		Next scheduled review	June 2020
Governor approved	6 May 2020	Key person/people	Business Manager
Model Policy		Model localised	Yes
Pupil leadership team review		<del>Y</del> / <del>N</del> /	N/A

## FIRST AID AND ADMINISTRATION OF MEDICINES - PUPILS

### Policy Statement

Test Valley School (referred hereon in as TVS) will undertake to ensure compliance with the relevant legislation with regard to the provision of First Aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

TVS will further undertake to ensure compliance with the relevant legislation and guidance in DfE *Supporting Pupils With Medical Conditions – Statutory Guidance 2014* – with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at TVS School is delegated to the Health & Safety Committee by the Headteacher, who is the Responsible Manager.

It is policy to ensure that all medical information will be treated confidentially by Test Valley colleagues. All administration of medicines is arranged and managed in accordance with the aforementioned *statutory guidance 2014* document. All colleagues have a duty of care to follow and co-operate with the requirements of this policy. All first aid provision is arranged and managed in accordance with the Children’s Services Safety Guidance Procedure SGP 08-07 (First Aid).

## Contents

<u>1</u>	<u>Administration of Medicines</u> .....	3
<u>1.1</u>	<u>Overview</u> .....	3
<u>1.2</u>	<u>Routine Administration</u> .....	3
<u>1.2.1</u>	<u>Prescribed Medicines</u> .....	3
<u>1.2.2</u>	<u>Non-Prescribed Medicines</u> .....	3
<u>1.2.3</u>	<u>Maintenance drugs</u> .....	4
<u>1.3</u>	<u>Non-Routine Administration</u> .....	4
<u>1.3.1</u>	<u>Emergency Medicine</u> .....	4
<u>1.4</u>	<u>Procedure for Administration</u> .....	4
<u>1.5</u>	<u>Storage</u> .....	5
<u>1.6</u>	<u>Disposal</u> .....	5
<u>2</u>	<u>First Aid Facilities</u> .....	5
<u>2.1</u>	<u>Medical Accommodation</u> .....	5
<u>2.2</u>	<u>Medical Rooms</u> .....	5
<u>2.3</u>	<u>First Aid Kits</u> .....	6
<u>2.4</u>	<u>Defibrillator</u> .....	6
<u>2.5</u>	<u>Trip Arrangements</u> .....	6
<u>3</u>	<u>Trained Persons</u> .....	7
<u>3.1</u>	<u>Training</u> .....	7
<u>3.2</u>	<u>Basic Advice on First Aid at Work</u> .....	7
<u>3.3</u>	<u>Appointed Persons (AP)</u> .....	7
<u>3.4</u>	<u>Qualified First Aiders (QFA)</u> .....	7
<u>3.5</u>	<u>Paediatric Qualified First Aiders (PQFA)</u> .....	7
<u>4</u>	<u>Emergency Arrangements</u> .....	8
<u>4.1</u>	<u>Emergency Arrangements – Medical Condition</u> .....	8
<u>4.2</u>	<u>Emergency Arrangements - Accident</u> .....	8
<u>4.3</u>	<u>Records</u> .....	8
<u>4.4</u>	<u>Crutches and/or Leg Braces</u> .....	9
<u>5</u>	<u>Asthma</u> .....	9
<u>6</u>	<u>Diabetes</u> .....	10
<u>7</u>	<u>Anaphylaxis</u> .....	10
<u>8</u>	<u>Epilepsy</u> .....	10
<u>9</u>	<u>Paracetamol</u> .....	10
<u>10</u>	<u>Unacceptable</u> .....	11
	<u>Practice</u> .....	13

## Administration of Medicines

### Overview

The administration of medicines is the overall responsibility of the parents. The Business Manager has delegated responsibility for ensuring all children are supported with their medical needs whilst on site or off-site activities led by TVS colleagues and this may include managing medicines where appropriate and agreed with parents.

Administration of medicine requirements will be achieved by:

Establishing principles for safe practice in the management and administration of:

- prescribed medicines
- non-prescribed medicines
- maintenance drugs emergency medicine
- Emergency medicines including AAI (Adrenaline Auto-injectors/Epi Pens) & inhalers
- Providing clear guidance to all staff on the administration of medicines.
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

### Routine Administration

#### Prescribed Medicines

Policy is to manage prescribed medicines (eg; antibiotics, inhalers) where appropriate, following agreement with and receipt of a completed **Administration of Medicines & Treatment Consent Form** (App 1 - available on our website). Containers must be clearly marked as follows:

- The child's name
- The product name
- The expiry date
- The dosage
- The name of the issuing pharmacist or doctor
- Storage details

#### Non-Prescribed Medicines

On occasions when children require paracetamol, policy is to administer, providing that written consent from the parents has been received in advance via the **Registration/Medical Form** (App 2) completed when a pupil joins TVS (at whatever stage of entry) and administration is in accordance with guidance provided in the *Health Guidance for Schools* document.

Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor or on receipt of a completed **Administration of Medicines & Treatment Consent Form**. This form is available to download from our website and should be completed and enclosed with the medication and delivered as follows:

*School pupils* – School Reception

Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the Responsible Manager who may decide to administer under certain miscellaneous or exceptional circumstances e.g. hayfever tablets, stings/insect bites.

### **Maintenance drugs**

Policy is to manage the administration of maintenance drugs (eg. Insulin, Ritalin) as appropriate following consultation and on receipt of a completed **Administration of Medicines & Treatment Consent Form**.

### ***Non-Routine Administration***

#### **Emergency Medicine**

TVS manages the administration of emergency medicines such as (for example):

- Injections of adrenaline for acute allergic reactions.
- Midazdam Buccal liquid for major fits.
- AAI (Adrenaline Auto-injectors)
- Salbutamol Inhalors

In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted as well as a completed **Administration of Medicines & Treatment Consent Form**.

### **School**

EPI PEN/Adrenaline pens should be carried by the pupil and spares will be held in the School Medical Room for ambulance crews.

### ***Procedure for Administration***

Any pupil required to have medicines will require a completed **Administration of Medicines & Treatment Consent Form** completed by the parent and kept on file and recorded in the Medical Tracker File which is kept in the school admin office. When medicines are administered, a **Record of Prescribed Medicines** sheet will be completed each time the medicine is administered and this will be kept on file with the medication in a locked cabinet in the School Medical Room.

If a child refuses to take medication the parents will be informed at the earliest available opportunity.

A number of pupils with pre-existing medical conditions have individual care plans where the action and response will be personalized to meet their requirements. To ensure that every pupil receives a high standard of care and support, that is both consistent and reflective of the pupils needs. A section on the SIMs system highlights if a pupil has a care plan.

When completing a pupil medical form as part of the application process parents are asked whether their child has any health conditions or issues. Information is also gathered from a pupil's previous school. Parents will be invited to meet with the Welfare Officer staff to formulate a suitable plan. This will be carried out in consultation with the designated School Nurse and other health professionals as necessary. Copies of the Health Care Plan will be made available confidentially to all key first aiders in school (as agreed with parents) and a central register of plans will be kept in the Admin office, where they are available for inspection by school staff. Parents may keep a copy if they wish. Confidentiality of plans should be respected. Health care plans will be reviewed annually in consultation with parents and health care professionals to incorporate any changes which may have taken place.

## **Storage**

The storage of medicines is the overall responsibility of the Business Manager, who will ensure that arrangements are in place to store medicines safely, including refrigerated storage when required.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of parents to ensure that the medicine container is clearly labelled and enclosed with a signed and fully completed **Administration of Medicines & Treatment Consent Form**.

Containers must be clearly marked as follows:

- The child's name
- The product name
- The expiry date
- The dosage
- The name of the issuing pharmacist or doctor
- Storage details

It is the responsibility of the parents to provide medicine that is in date.

## **Disposal**

It is not TVS's responsibility to dispose of medicines. Expired medication will be returned to parents in a sealed envelope for safe disposal with the exception of Epipens where parents will be notified and asked to bring an up to date pen into school.

## **2. First Aid Facilities**

### **2.1 Medical Accommodation**

The School Medical Room will be used for medicine administration/treatment purposes. The School Medical Room will be open during school hours.

### **2.2 Medical Rooms**

The Business Manager has overall responsibility for ensuring that the School Medical Room has the following facilities:

- Hot and cold running water
- Several chairs
- Reclining bed
- Fully stocked, locked cabinet and accessible cupboard
- Fan
- Yellow soft clinical waste bin and clinical waste bags
- Residential Trips Portable First Aid bag
- Day Trips Portable First Aid bag

### **2.3 First Aid Kits**

TVS First Aid Needs Assessment has identified the following first aid kit requirements:

First Aid Kits on the premises, situated as follows:

- |                                |                            |
|--------------------------------|----------------------------|
| 2 – PE (one fixed, one travel) | 2– Main Block              |
| 2– Reception/main office       | 2 – Mini buses (1 in each) |
| 1 – D&T Block                  | 1 - MFL                    |

8 – Trips (includes paracetamol and medication log) 1 - Arts/Drama  
1 - ROSLA

The Business Manager has the responsibility of monitoring that the Pupil Welfare Officer updates medical supplies and contents of the first aid cabinets in the School Medical Room and all the locations listed above, including all mobile first aid kits. Each First Aid box has a 'CSAF-003 First Aid Checklist form' inside to evidence the checking process. The Responsible Manager and/or Business Manager checks this within the routine 'books check' Health & Safety monitoring which is reported to Health & Safety Committee termly.

#### **2.4 Defibrillator**

The school does not have its own defibrillator. The nearest one is in Stockbridge High Street in the River Dental practice.

#### **2.5 Trip Arrangements**

A medical report is produced for every trip which lists all attending pupils and highlights whether any of them have an Individual Health Care Plan. Where this is appropriate, the Trip Organiser is alerted and asked to contact the Pupil Welfare Officer so that the IHC can be reviewed prior to the trip and appropriate arrangements made to support the pupil.

A Trips First Aid Kit is provided for all trips – kits for residential trips include paracetamol and a medication log for use by staff when dispensing prescribed or non-prescribed medication.

The school has a responsibility to ensure the health and safety of anyone taking part in off-site activities. All staff, whether first aid trained or not, who are attending off-site visits should be aware of any students with medical conditions and the associated information about how to act in an emergency. This should be addressed in the risk assessment for off-site activities.

Pupils with medical needs should be included in educational visits as far as this is reasonably practicable. School staff should discuss any issues with parents and the welfare officer in suitable time so that extra measures can be put in place prior to the visit. The school trips co-ordinator will provide a list of all pupils attending a trip/off site activity. This will highlight which of the pupils has a care plan. It is the responsibility of the Activity Coordinator in conjunction with The Welfare Officer to ensure they are familiar with the pupils needs and that the pupil takes any required medication with them.

### **3 Trained Persons**

#### ***Training***

Where colleagues are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional advice and guidance from a competent source will be sought before commitment to such administration is accepted.

First Aid certificates will be held by the colleagues required to dispense medicines. Refresher training will be scheduled as legislation requires.

TVS will carry out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.

It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.

The Children's Services First Aid Needs Assessment Form (CSA-002) will be used to produce the First Aid Needs Assessment for our site. This review ensures that there are sufficient numbers of trained first aiders on duty and available for the numbers and risks on the premises and that suitable and sufficient facilities and equipment are available to administer first aid.

The Health & Safety Committee will, with reference to appropriate risk assessments, agree and ensure that the appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations. The Pupil Welfare Officer will ensure that information regarding any changes in practice will be circulated to all First Aiders by email to ensure that their information is current.

### ***Appointed Persons (AP)***

An Appointed Person is someone who has attended a 1 day Emergency First Aid at Work Course (renewed every 3 years). These colleagues are identified on all noticeboards

### ***Qualified First Aiders (QFA)***

A Qualified First Aider is someone who has attended a 2/3 day First Aid at Work Certificate (renewed every 3 years). These colleagues are identified on all noticeboards.

They will be responsible for administering first aid in accordance with their training when the Medical Room is unattended, on trips, or when presented with a situation where pupils or colleagues become injured or fall ill whilst at work or on the premises.

## **Emergency Arrangements**

### ***Emergency Arrangements – Medical Condition***

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

### ***Emergency Arrangements - Accident***

Upon being summoned in the event of an accident, the QFA/AP is to take charge of the first aid administration/emergency treatment. Following their assessment of the injured person, they are to administer appropriate first aid. They must then make a speedy and balanced judgement as to whether there is a requirement to call an ambulance.

The QFA/AP is always to call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of a significant head injury
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- In the event of a first time seizure, anaphylactic shock or severe asthma attack
- Where repeated seizures last longer than 5 minutes

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if:





## **Asthma**

TVS acknowledges the advice and guidance of the National Asthma Campaign and the guidance on the user of emergency salbutamol inhalers in school.

TVS recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school welcomes all pupils with asthma and pupils will be able to achieve their full potential in all aspects of school life. All relevant colleagues will be given training on asthma management and will be expected to update this.

- All pupils with asthma will have an Individual Care Plan which highlights all the pupils' medication requirements and individual triggers.
- Spare inhalers for individual children will be stored in a labelled container in the Admin Office.
- Colleagues will receive regular training and updates to ensure that they have a clear understanding of asthma and what to do in the event of an asthma attack.
- Pupils will be encouraged to understand the condition so that they can support each other.
- A list of pupils with asthma is produced annually and made available to colleagues, confidentially

All pupils who have asthma where parental consent has been obtained will be able to have use of the school's emergency asthma kit. This is located in the School Medical Room. Should this need arise, Parents will be informed and the replacement of the pupil's own inhaler made a priority.

Minor attacks should not interrupt the pupil's involvement in the school day and they should return to activities when fully recovered.

## **Diabetes**

TVS acknowledges the advice and guidance of the British Diabetic Society. It is recognised that diabetes is a widespread condition affecting many people and welcomes all pupils with the condition, recognising its responsibility in caring for them. All relevant colleagues will be given training on diabetes management as part of their first aid training.

- All pupils with diabetes will have a Health Care Plan
- Parents are asked to provide spare supplies, eg; glucose tablets, biscuits, glycolgel etc in a named box to be kept in a locked cupboard in the School Medical Rooms.
- All First Aid trained colleagues have a clear understanding of diabetes and are able to recognise common signs and symptoms associated with the condition.
- Colleagues are informed each year of those pupils who have diabetes.

## **Anaphylaxis**

TVS acknowledges the advice and guidance of the Anaphylaxis Society. It is recognised that allergic shock (anaphylaxis) is a serious condition that may affect a number of pupils across all phases of the school and recognises the responsibility it has in dealing with pupils' allergies appropriately.

- All pupils with potential anaphylaxis will have a Health Care Plan.
- There is a list with up to date photographs of pupils who carry epi pens located in the School medical room, Food Tech Room and the Staff Room
- All First Aiders will have an understanding of what it means to be allergic, whether it be a reaction of the skin, airborne, contact ingestion or injection. They will be able to recognise and respond to a pupil who may be having an anaphylactic reaction including the administering of emergency adrenaline pen.
- Colleagues will receive regular training and updates to ensure that they have a clear understanding of what to do in the event of an allergic shock.
- TVS will hold an epipen for those pupils who are prescribed it and also other antihistamine medicines in either tablet or syrup form to respond to more minor reactions.

- Spare medication will be labelled and stored appropriately in a container in the School medical room. The container can be taken off site on school trips.
- All colleagues will be informed of those children who have this condition.
- The allergy will show on the School biometric system alongside a photo and an allergy warning sign.

## Epilepsy

TVS recognises that epilepsy is a condition which affects pupils at the school and welcomes pupils with epilepsy, ensuring through this policy that pupils will be able to achieve their full potential in all aspects of life. All QFAs and PQFAs will be given training on epilepsy management.

All APs should have a clear understanding of what to do in the event of a seizure.

The school works in partnership with the HCC School Nurse and parents to provide a continuation of care for those pupils who suffer from the condition.

Colleagues are kept informed of pupils at the school who have epilepsy via noticeboards in the School Staffroom. A copy of Health Care Plans (where provided) are available for colleagues to inspect

Advice and further information on individuals is available from Pupil Welfare Officer.

## Paracetamol

It is a legal requirement that we have parent/carer written permission in order to administer any pain relief medication. Consent is documented on the **Registration/Medical Form** completed during the Admissions process (whatever stage of entry) and is recorded on SIMS.

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention.

- If, on occasion, a pupil needs to take paracetamol for pain relief, the Pupil Welfare Officer will make this judgement based on what symptoms are being displayed.
- If a pupil complains of pain as soon as they arrive at school and asks for painkillers, we would be reluctant to give paracetamol straight away as there should be at least four hours between any two doses of medicines containing paracetamol.
- The pupil is first encouraged to get some fresh air/have a drink/something to eat/sit in the shade (as appropriate) and paracetamol is only considered if these actions do not work.
- Only standard paracetamol tablets may be administered. Combination drugs which contain other drugs besides paracetamol, will not be administered.
- Paracetamol is stored safely as all other medicines and will not be kept in first aid boxes (with the exception of residential visits).
- Pupils can only be given one dose during the school day according to the instructions on the medication.

If this does not relieve the pain, we will contact the parent or emergency contact.

The person administering the paracetamol will record this in the School medicine log and will sign to record that the drug has been dispensed.

If a pupil becomes unwell during a residential visit, it may be appropriate to administer paracetamol. The guidance above is followed but on a residential visit, it may be appropriate to administer more than one dose. Dosage will be strictly according to the amounts above, no less than 4 hours apart. Should paracetamol fail to alleviate the symptoms and/or should colleagues have any concerns about a pupil's condition, they will not hesitate to get professional medical attention.

## Unacceptable Practice

We will not:

- Prevent children administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.