



**Robert
Bakewell**
Primary School



FIRST AID / MEDICATION POLICY

Title: First Aid and Medication Policy
Agreed at FGB: Feb 2020
Review Date: Feb 2023

First Aid/Medication Policy

General Aims

To help everyone deliver, and benefit from Robert Bakewell School's Teaching & Learning policy, within a safe and secure environment. The teaching and learning policy states that we

- **educate our learners to become independent learners within a stimulating, challenging and caring environment**
- **educate all learners to realise their full potential**
- **work with families to prepare learners for life within an active rural and wider community.**

First Aid

The Governing Body acknowledges its responsibility for implementing the requirements of the First Aid Regulations and has identified an appointed person/people to ensure that the establishment has first aid cover at all times.

The school's first aid boxes are located in

- **medical room**
- **the staffroom**
- **the Acorn Suite**
- **travelling First Aid bags in the staff room**

They are marked with a white cross on a green background. It is the responsibility of the appointed person or the qualified first-aider to maintain the first aid boxes in accordance with the regulations.

All school staff are given the opportunity to train as **Appointed Persons**. **Training details** are kept on file in the office (due to GDPR guidance)

Staff are trained annually on the administration of the **EPIPEN** for learners with nut allergies, and for the administration of Epilepsy control medication. **Training details** are kept on file in the office (due to GDPR guidance)

Child protection training details are updated every year for all staff and every 2 years for the Appointed Senior Person – details are kept on file in the office (due to GDPR guidance)

Illness at school

The appointed first aid person will assess the situation and take appropriate steps.

- Parent/guardians will be contacted if it is a head injury

- Parents/guardian will be contacted if there is prolonged crying from the child
- Parent/guardian will be contacted if there **is any doubt** at all in the severity of the injury

In the case of learners, parents will be asked to provide at least two **emergency contact numbers** and to alert the school of any known health problems e.g. diabetes, asthma, etc. This record will be kept within the school office. Lists of medical conditions are also kept within the class registers and in the staffroom.

In the event of **serious illness/accident** the parents will be informed and an ambulance will be called or advice taken from a doctor. If a parent or emergency contact is not contactable then a member of staff will accompany the learner to hospital.

Accidents

The Governing Body has read and agrees to comply with the guidance detailed in Administrative Memorandum 39 – Reporting Accidents and Dangerous Occurrences.

The Governing Body acknowledges its legal duty to notify the Health and Safety Executive of major accidents and occurrences as identified in the RIDDOR regulations. From April 2010 these are now reported on line as per LA requirements.

Medication Policy

The Board of Governors and staff of Robert Bakewell Primary School wish to ensure that pupils with medication needs receive appropriate care and support at School. The Head Teacher will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the School day. Where possible, parents should be asked if they would be able to come in and administer medicine, or pupils should be encouraged to self-administer under supervision. It must be stressed that where prescription drugs are administered it shall be by those members of staff that have volunteered unless medically trained staff are employed at the site. Ideally, this would be a member of support staff attached to the class. It should not automatically be assumed that a qualified First Aider will fulfil this role.

- Staff will not give a prescribed/non-prescribed medicine or care unless there is prior specific written consent from parents.
- An individual care plan should be drawn up for the pupil.
- A secondary check must be made prior to medication being taken/given.
- The School will not accept items of medication in unlabelled containers.

Longer Term Medication

- In the first instance, the Head Teacher should be informed of an individual's diagnosis and prescription medication.

- An appropriate volunteer staff member will meet and discuss the issues with the parents/guardian of the pupil.
- The member of staff volunteering will be offered professional training and support in relation to the needs of the individual by a suitably competent person. (this maybe by a qualified trained nurse) Training records are maintained centrally.
- There will be regular review meetings scheduled to monitor the support required

Procedures –Shorter-Term Medication / Infrequent (according to need)

In the first instance, the Head Teacher or Deputy should be informed of an individual's diagnosis and prescription medication.

- An appropriate volunteer staff member (s) will be selected and allocated on a case-by-case basis, to ensure that medication is administered correctly. Ideally a member of support staff or failing that, a member of office staff.

Responsibilities

It is parents/guardian responsibility to provide

- A comprehensive information guide specifically relating to the pupil's condition and medication must be recorded.
- Only reasonable quantities of medication should be supplied to the School (e.g. maximum 4 weeks at any one time)
- Where pupils travel on School transport with an escort, Parents/Guardian should ensure that the escort has a copy of written instructions relating to medication of the individual.
- To notify school of changes in prescription drug issued by GP - must be given directly.
- To collect and restock medication if necessary from School at the end and start of every term in a securely labelled container as originally dispensed
- To ensure that Epi Pens and other medications are within date.

School Responsibility

- Medication will be kept in a known, secure place and some drugs may require refrigeration. Medication is kept in 'Medicines Area' in the school office.
- Where emergency medication is prescribed, this must remain with in a recognised location (i.e. Epi Pen in staff -room, Asthma inhalers in classrooms) local to the pupil at all times.
- Maintain and record dosage prescribed/administered.
- A second witness must sign to qualify the correct administration of medicine.
- Identify if additional training needs are required for staff. Source and arrange training.
- Locate and record care plan for individual identifying supporting staff where necessary.

- Care plans are kept in a centralised record and individual plans are in a confidential file in the classroom. Where emergency medication is kept on site the care plan is also kept with this.

- If a medical emergency develops activate the relevant procedures and call 999

G.P/Consultant/Medical Professional Responsibility

Prescriptive labelled drugs must contain:

- Pupils name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important) i.e. refrigeration
- Expiry Date

Consent Forms

See appendix A with supporting notes - contained within this document for completion.

Other documents:

Appendix B

- DfE Templates

- supporting pupils with medical conditions (note -Individual Care Plan page 4 to be used from Sept 2015, until this time current school documents to be used)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Appendix C

- Health forms for the treatment of epilepsy

Appendix D

- Emergency Action Plans

- Anaphylaxis (these are supplemented by school health care plans)

Appendix E

guidance for settings on the management of diabetes mellitus

Appendix F

- supporting pupils at school with medical conditions

Appendix G

- Guidance on the use of emergency salbutamol inhalers in schools

Appendix H

- School Asthma Policy

Appendix J

- Contact list advice on medical conditions

Monitoring and review

Policy written February 2020 and is monitored by the Governing Body and will be reviewed in 3 years or earlier if necessary.

Agreed & adopted by The Governing Body of Robert Bakewell Primary School

Signed.....

Chair of Governors

Date

Appendix A



Childs Name

Class

Class teacher

Date	Medication	Dosage/ instructions	Time administered	Signature	Name	School dose due	Date & time administered	Name of Staff member 1	Name of Staff member 2	Parent Acknowledgement

Form to be completed with

- Pupils name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing

Two staff members must sign and date and time when medication has been issued.