

# **FIRST AID, ADMINISTRATION OF MEDICINES AND SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY**

This policy has been updated to reflect the statutory guidance '*Supporting Pupils at School with Medical Conditions.*' (Sept 2017) and is implemented via appropriate School procedures

## **FIRST AID**

- The Local governing body:
  - acknowledges that First Aid can save lives and prevent minor injuries becoming major ones.
  - accepts it's responsibility
    - to provide adequate and appropriate equipment and facilities for providing first aid in school.
    - for the health and safety of their students, employees and anyone else on the school premises. This includes:
      - Arrangements for first aid
      - Number of first aiders/emergency first aiders at work
      - Number and location of first aid containers
      - Arrangements for offsite activities and visits
      - Out of school hours arrangements, for example, lettings, parents' evenings
- The relevant head teacher is responsible for:
  - ensuring that the policy is put into practice,
  - that parents are aware of the School's health and safety policy, including arrangements for first aid.
- Staff are:
  - expected to use their best endeavours at all times to secure the welfare of students at the school in the same way that parents might be expected to act towards their children.
- The local governing body has arranged for adequate and appropriate training and guidance for appropriate staff, who volunteer to be first aiders and that there are enough trained staff.
- The school is required to provide first aid for employees and, in the light of legal responsibilities, considers the likely risks to students and visitors and makes allowances for them when training first aiders.

- The School keeps a record of all first aid accidents, incidents and illnesses in the record book kept in first aid. These records are kept in accordance with the Data Protection Policy. The following information is recorded:
  - The date, time and place of incident
  - The name of the injured or ill person
  - Details of the injuries or illness and the first aid given
  - What happened to the person immediately
  - Name and signature of the first aider who dealt with the incident
- In case of serious or significant incidents, the Principal First Aider or any other member of staff administering first aid will assess the need to call for an ambulance and act accordingly.
- Wherever appropriate, parents will be contacted by telephone.
- All residential trips will be accompanied by a member of staff who is first aid trained. For all other trips, the first aid arrangements will be assessed according to the nature of the visit on an individual basis.
- Major out of school events and hours will be covered by a member of staff who is first aid trained.

## **ADMINISTRATION OF MEDICINES**

- The Local governing body recognises that students may at some time need to take medication at school. While parents retain responsibility for their child's medication, the School has a duty of care to the students while at school, and the Local governing body wishes to do all that is reasonably practical to safeguard and promote children's welfare.
- The school expects that normally parents will administer medication to their children and medicines will only be administered when it would be detrimental to the student's health or attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent. A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- Prescribed medicines will only be accepted if they are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which still must be in date, but can be used inside and insulin pump or pen, rather than the original container.
- All medicines are stored safely in the locked medicine cabinet in first aid or in the bottom drawer of the fridge in the office if required, with the exception of epipens and inhalers, which must not be locked away and are kept readily accessible on a shelf in the Reprographics Room by First Aid. Children should know where their medicines are at all times and be able to access them immediately.
- When no longer required, medicines will be returned to the parent to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence.
- All controlled drugs kept by school are stored in the locked medicine cabinet in first aid.
- A record book is kept with them, documenting any doses used and the amount of controlled drug held
- School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.

- A record of all drugs administered to children is kept, stating what, how and how much was given, when and by whom and a note made of any side effects experienced. This record will be kept in accordance with the Data Protection Policy and the Data Retention Policy.
- The expiry date of all medicines, including inhalers and adrenalin auto injectors will be checked every half term. Auto injectors will also be checked to ensure the content is clear.

## **SUPPORTING STUDENTS WITH A MEDICAL CONDITION**

- Following guidelines from the Department of Health's Statutory Guidance for supporting students at school with a medical condition, the Local governing body ensures that:
  - Pupils at school with medical conditions are supported so that they have full access to education and can enjoy the same opportunities at school as any other child.
  - Arrangements are in place to support pupils at school with medical conditions.
  - School leaders consult health and social care professionals, pupils and parents to ensure the needs of children with medical conditions are properly understood and effectively supported.
  - Staff are properly trained to provide the support that student with medical conditions need.
  - Children with a medical condition will have, in most cases, an Individual Health Care Plan to help support them at school.
  - The Principal First Aider will be informed of any student coming to school who has an existing Medical condition or if a student is identified as having a medical condition at any time throughout the school year.
  - Arrangements are in place to support pupils with medical conditions in school, including making sure that this policy and associated procedures are implemented and updated.
  - that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions.
  - that the appropriate level of insurance is in place and that it appropriately reflects the level of risk. Christleton High School is a member of the Department for Education's Risk Protection Arrangement (RPA).
  - Students should take all reasonable measures to ensure their own welfare in line with the instructions they are given.
- Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Approved by Trustees on 17 July 2018

Reviewed by Author on November 2019

Reviewed by Authors in June 2020