



MEDICINES AND FIRST AID POLICY

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ADMINISTERING MEDICATION POLICY

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Policy Statement

This document sets out how Gorse Ride Schools will ensure that any pupil with medical needs is enabled to take the fullest part in the opportunities for learning presented to all other pupils and how we will make arrangements in line with the statutory guidance for maintained schools and academies, for supporting children with medical requirements, including managing medicines. It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All staff have a duty of care to follow and co-operate with the requirements of this policy.

We are aware that many children with medical needs will have lifelong conditions but others may have medical needs which are temporary, both may change over time. Pupils with medical conditions may require further support at school due to absence or with the emotional impacts which are often associated with medical conditions. Some pupils with medical conditions will also have special educational needs (SEND) which are supported through an Education, Health and Care Plan (EHCP). Where this is the case, we will integrate the Health Care planning into the EHCP.

Aims of this Policy

- To ensure that all pupils in our schools can access fully the life of the school and are enabled to manage their condition with increasing independence and confidence
- To ensure the safe administration of medicines to children where necessary and to help to support attendance
- To ensure the on-going care and support of children with long term medical needs via a health care plan
- To explain the roles and responsibilities of school staff in relation to medicines
- To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- To outline the safe procedure for managing medicines on school trips

Roles and Responsibilities

Executive Head Teacher

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training
- To ensure that parents are aware of the school's Medicines Policy
- To ensure that this policy is reviewed every three years

Staff

- To follow the procedures outlined in this policy using the appropriate forms
- To complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs
- To share medical information as necessary to ensure the safety of a child
- To retain confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To contact emergency services if necessary without delay
- To keep the first aid boxes stocked with supplies
- Educational Visits Leader – see 'MEDICINES ON SCHOOL TRIPS' below

Parents / Carers

- To give the school adequate information about their children's medical needs prior to a child starting school
- To follow the school's procedure for bringing medicines into school
- To ensure that all medicine is handed in via the school office
- To only request medicines to be administered in school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

School Attendance during/after illness (for more information please see Attendance Policy)

- Children should not be at school when unwell, other than with a mild cough/cold.
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for 48 hours.
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness.
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school.

Medicines in School

Our school policy is not to administer medicines in school except in special circumstances. When deciding upon the administration of medicine needs for children, we will discuss this with the parents concerned and make reasonable decisions about the level of care required. The head teacher reserves the right to refuse certain medication being administered by staff.

Any child required to have medicine will have an 'administration of medicines' consent form completed by the parents. This is kept on file along with a record of any medicine administered.

All medicines must be brought to the school office by an adult, with a completed consent form. Medicines must NEVER be brought to school in a child's possession. The school will not keep medicine at school beyond that which it has been signed in by the parent. At point of consent form completion, the expiry date will be cross checked.

Where possible, it is the parent's responsibility to administer medicine before or after school. When provided by the parents, Calpol or Ibuprofen will only be administered once during the school day. The school will not administer medicine beyond the recommended dosage. Where possible, it should be administered before they get to school and when they return.

In the case of prescription medication, such as antibiotics, only those prescribed four times a day may be administered at school. Medicines containing aspirin will only be given if prescribed by a doctor.

Asthma inhalers should be named and handed in to the office staff. These are stored in the medical bag in the child's classroom from where the staff will collect it to administer as required and record date, time and dose. Office staff will keep a record of all medication.

All medicine must be provided in the original container labelled with the child's name and dosage.

Tablets should be counted and recorded when brought to the office and when collected again.

Medicines will not be accepted in school that require medical expertise or intimate contact.

Where children have long term medical needs the school will do everything possible to help them to attend school regularly. In this case there must be full and shared discussions and decision making between parents, staff and any other relevant parties (eg, medical staff). This will result in an Individual health care plan drawn up, which will be reviewed periodically in discussion with the parents to ensure their continuous suitability.

No member of staff will administer any drugs without the knowledge and permission of the Head Teacher or another member of the Senior Leadership Team. The Head teacher must be informed of any controlled drugs required by children, e.g. Insulin, Equasym. Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form.

If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed.

Asthma and Asthma Inhalers

Asthma inhalers are clearly named and kept in the child's relevant classroom. Pupils are encouraged to be responsible for recognising when they need it, however parents will inform us if their child needs to use it more frequently. Children are supervised by a staff member who will support where necessary. Pupils take their Asthma inhalers with them when doing an activity in another area of the school ie PE on the field. Asthma Inhalers are taken on all external school visits. A list of all pupils with Asthma is displayed in the Medical cupboard in both schools, in the main school office and in the relevant pupil's classroom. A copy of the NHS Asthma Action Plan is issued to the class teacher and retained in the relevant classroom. The supervising member of staff records the date, time and dose taken on the form stored with the inhaler.

An Emergency Asthma Inhaler is stored in a medical case in the Junior School hall and in the Year 3 corridor of the Infant school building. Parents have to give signed permission that their child may have it administered. A list of all pupils who have permission to have this inhaler administered is stored in the medical case.

Severe conditions and Auto-injectors

The names and pictures of all the pupils who have a severe condition (including allergies) are displayed in the classroom, School Kitchen and medical cupboards. There is a box for each child containing their Auto-injector and instructions in the child's classroom in the Medical Bag. Auto-injectors should always be located with the child ie taken to PE sessions, ICT sessions or lessons/small group/ individual work that is located anywhere beyond the child's classroom. Parents must complete a medication form annually, the form should be completed by the NHS and is called 'Allergy Action Plan'.

If a child is suspected of having a severe allergic reaction the first aider or trained adult should send for their Auto-injector, ask an ambulance to be called and give the Auto-injector. Training sessions for identified staff are run annually. The teacher in charge or class teacher will take a child's Auto-injector on offsite visits.

Storage of Medicines

- Antibiotics (including antibiotic eye drops) must be stored in the staffroom (Infant school)/medical area (Junior School) fridge.
- Tablets must be stored in the first aid wall cabinets located in the PPA room in the Infant building and the First Aid area in the Junior school.
- Auto-injectors should be stored in the Medical Bag (located in child's classroom) out of reach of children but easily accessible to staff who may need to administer them. An individual healthcare alert card with the child's photograph should be kept with the Auto-injector and checked before administration.
- Asthma inhalers should be stored in the Class Medical Bag and freely accessible to staff in the same areas and labelled with the child's name and should be taken with the child during physical activities.
- Antihistamine eye drops for severe hay fever must be stored in the class Medical Bag.
- Parents are responsible for the safe return of expired medicines and any sharps to a pharmacy.

Staff Medicines

Staff members who might need to self-administer prescription or non - prescription medicines (not including asthma inhalers or Auto-injectors) should ensure that they are safely stored in a drawer or cabinet pupils cannot access. If it is not possible to do this in the classroom the medicine should be clearly named and labelled and stored in their staff locker. Staff members are permitted to carry their Auto-injector on their person. SLT should be informed if the medication is required to sustain life and provide their NHS care plan ie Asthma Action Plan to our school secretaries and make First Aiders aware of where they store their medication.

Medicines on School Trips

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Educational Visits Leader is responsible for designating a school First Aider for the trip
- The Educational Visits Leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip (trips risk assessments should detail this)

- The designated school First Aider on the trip will administer any medicines required and record the details on the School Trips Medical Form
- The First Aider will return the form and any unused medicines to the office on return to school.

Pupils with Medical Conditions

We are aware that many of the children with medical needs will have lifelong conditions but others may have medical needs which are temporary, both may change over time. Pupils with medical conditions may require support at school to manage missed learning through absence or with the emotional impacts which are often associated with medical conditions. Some pupils with medical conditions will also have special educational needs (SEND) which are supported through an Education, Health and Care Plan (EHCP). Where this is the case, we will integrate the Health Care planning into the EHCP. Where pupils have a current Statement of SEN, we will review the Health Care Plan alongside the EHCP review process.

Gorse Ride Schools will;

- Follow the model process for developing Health Care Plans (Appendix A)
- Ensure that sufficient staff is trained to support an individual medical need, including cover for staff absence. This is the responsibility of the Inclusion Manager.
- Ensure that all relevant staff are made aware of the pupil's condition. This is the responsibility of the Inclusion Manager, a list of pupils with medical conditions is in the front of each class central folder.
- Ensure any supply teachers are briefed. This is the responsibility of the School Secretary who ensures a list of pupils with medical conditions is in the front of each class central folder.
- Ensure that risk assessments are undertaken for school visits, holidays and activities outside the normal school day. This is the responsibility of Executive Head Teacher/Inclusion Manager
- Monitor individual Health Care plans. This is the responsibility of the Inclusion Manager.

PROCEDURE FOR DEALING WITH ILLNESSES AND ACCIDENTS

All incidents (this includes near misses and accidents involving injury) must be reported and recorded in the First Aid Log Books, located in each classroom's First Aid box and the playground First Aid boxes (for the Junior building kept in the medical area outside the Junior school office and for the Infant building in the Year 3 corridor). All completed slips should be sent home to parents that day. If a pupil has bumped their head they will be given a 'Bumped Head' red wrist band with the date given written on it, so all adults in school are aware to monitor them. In the event of a serious bump or other injury staff may decide to ring and inform parents at the time.

The accident logs are monitored termly by SLT, and are annually archived being retained in the Archive cupboard.

RIDDOR- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Where an injury is such that we know the pupil needs to attend Accident and Emergency the designated emergency contacts will be telephoned as soon as possible and asked to estimate how long it will take for them to get to school. A decision will be made by a member of the Senior Leadership Team and First Aider as to whether to call for an ambulance, transport the child to hospital by staff car or wait for the parent to get to school. In the event that designated emergency contacts are not available then a member of school staff will attend Accident and Emergency with the pupil.

The Wokingham Borough Council Health and Safety Helpdesk should be informed immediately on (0118) 974 6386:

- as a result of a fatality, serious injury or is taken from the site of the accident directly to a hospital for treatment in respect of the injury; and/or
- the accident arises out of or in connection with the work activity.

Wokingham Borough Council Incident Report form should also be completed for:

- all employee incidents, including accidents, violent incidents (verbal and/or physical) and work related ill health and disease
- all serious accidents (for example an injury that involves an overnight stay in hospital)
- incidents to a non-employee 'arising out of or in connection with work' i.e. one that is work related, should be recorded on a Wokingham Borough Council Incident Report form; this requirement includes pupil and student injuries that result from curriculum and educational activities even if they took place outside of the school site. (Non-employees covers pupils, students, visitors, contractors, temporary agency workers and members of the public).

The Wokingham Borough Council Incident form should be completed by the injured person and the Line Manager/School Business Manager and signed by the Head Teacher. The original should be filed in the Accident Log Book and a copy issued to Wokingham Borough Council Corporate Health and Safety. Employees must report all injuries to their Line Manager/Team Leader immediately after treatment.

Incident reporting arrangements are included in induction training for all new members of staff and training is repeated for existing staff at the start of each new academic year in the Autumn Term. All contractors are responsible for reporting accidents to the Health & Safety Co-ordinator as well as their own reporting chain.

Investigating Incidents

The Health and Safety Co-ordinator will investigate health and safety incidents and accidents to identify the cause, any suitable remedial action and to follow through to the timescales set. Incidents are reviewed every term by SLT to identify trends and to ensure the effectiveness of the risk control measures.

Accident and First Aid Procedures

First Aid cover is available from the Junior School Office during term time between the hours of 8:30 am and 4.30pm, and from the Infant School Office during term time between the hours of 8.30am and 3.30pm except during break times and lunchtime when it is provided by the staff on playground duty.

First Aid Procedures

- a First Aid incident occurs in the classroom the pupil is treated by the class TA
- a First Aid incident occurs at break time the pupil is sent or escorted to the designated First Aider on duty
- If a serious illnesses or accident occurs, send for another adult immediately. The child must be seen by a First Aider as soon as possible. All accidents or illnesses resulting in hospital treatment should be recorded.
- a First Aid incident occurs at a Club; treatment is applied immediately by the club leader. If it is more serious the School Office is informed. [If you are running a club you must be in possession of a First Aid kit whilst the club is in progress.]

Less serious illnesses or accidents: If the accident is less serious ask a colleague for an opinion and then either send the child to the school office with a teaching assistant or keep the child in class and monitor the situation carefully.

Playtime accidents should be dealt with in the following manner:

- Child reports accident/illness to member of staff;
- Member of staff either refers the matter to the First Aider on duty or comforts the child and monitors the situation carefully.

All incidents that are reported to a member of staff with responsibility for First Aid must be recorded in the Accident Book. This book is kept with the First Aid boxes. Children who are seen by First Aid staff must take a note home that evening, explaining to parents what has happened and how it has been dealt with.

Head Injuries

Any head injury must be reported to the First Aider on duty and the office immediately or in a timely manner. This includes any incidents that happen on trips. Any child who has bumped or cut their head must be monitored after they have been treated. Parents must be phoned as soon as is possible, regardless of how minor the bump seems, and asked if they would like to come in to check their child. Children who return to class must have a 'head bump' sticker so that the adult in charge of that child knows that they have had a head injury or the First Aider will inform the teacher/adult in charge. The adult in charge of the child should monitor the child's behaviour carefully to ensure that there are no worrying signs of deeper injury/concussion. Children who are seen by First Aid staff because of a head injury must take a note home the same day, explaining to parents/carers what has happened and how it has been dealt with. Staff at After School club must be informed too, this is the responsibility of the adult handing the child over.

Signs of concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed

- Fatigue
- Uneven pupils (eyes)

First Aid Equipment

First Aid inventory is checked and restocked by the trained First Aider in each school.

- First Aid equipment including medication is kept in each schools medical area
- Ice packs for bruises are in the Medical fridge in the Junior school medical area and the fridge in the Year 3 corridor in the Infant building
- First Aid kits (including buckets) are available from the School Offices for external offsite school visits.
- First Aid kits are available in each classroom.

Training and Support

A list of individuals who have completed First Aid training is displayed in each staffroom.

The training needs of staff supporting pupils with specific medical needs will be addressed through each Health Care Plan. General, certified First Aid courses do not confirm that a person can deliver support to pupils with medical conditions. In order to ensure the confidence of staff, pupils and families and provide safe and effective support we will;

- identify staff who will support individual or groups of pupils
- in partnership with health colleagues we will
 - provide supporting staff with information about the medical condition
 - ensure these staff are trained and confirmed as competent by health colleagues
 - review training needs at least annually and when there is a significant change

Insurance

Insurance is provided for The Gorse Ride Schools by AIG Europe Ltd. Our policy covers the administration of medication. In the case of any medical procedures we always check that cover extends to that individual procedure. This check is undertaken by the School Business Manager.

Complaints

As a school we will seek to resolve any concerns quickly at an informal stage. If this does not resolve the concern the complaints procedure should be followed. This is available at www.GorseRideSchools.co.uk or as a hard copy through either schools main office.

Monitoring and Review

This document will be reviewed every **3** years, but may be reviewed and updated more frequently if necessary. It will be approved by the Executive Head Teacher.

**APPENDIX A:
PARENTAL AGREEMENT FOR GORSE RIDE SCHOOLS TO ADMINISTER MEDICINE**

It is not possible for us to give your child medicine unless you complete and sign this form.

Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
Medicine	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Does your child take it themselves?	
If they do is supervision needed?	
Procedures to take in an emergency	
NB: Medicines must be in the original container as dispensed by the pharmacy	
Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

APPENDIX D: HEALTH CARE PLAN

Pupil details			
Surname		[Child / young person's chosen picture]	
Other names			
Address			
Date of birth			
Language at home			
Child/ young person's parent/s or person responsible			
Address if different		Relationship to Child/young person	
Telephone numbers		work	
First contact		home	
		mobile	

Hospital or clinic contact		GP	
Name		Name	
Phone		Contact	

I am XXX and I have YYY			
In school this means		At home this means	
This is how I like to be helped to manage my condition			
I carry my own medication		I administer my own medication	
My medication is stored for me		I am helped to administer my medication	
I have an emergency plan		An adult gives me my medication	
<i>If this section has been completed by or with someone else please fill in the details below</i>			
Name		Relationship	

Equipment, diet or medication needs in school			
What	When	Who	Review date
Any side effects of my medication <i>child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc</i>			
A general risk assessment for regular out of school activities. <i>Any activity which is not regular, is off school premises or is an extended activity eg holiday will need an individual risk assessment</i>			

Key people within school who need to know about my condition			
Name	Role	Name	Role

This is my emergency plan	
How people know there is a problem	What actions need to happen
Who is responsible in an emergency in school	
Who is responsible in an emergency off site	

These people support me in managing my condition			
Name	Role	Contact details	Advice given

Non medical support which helps me to access the full life of the school	
Area of need/impact	What provision will be made available

Staff Training undertaken/required		
Who	What	When

Date this Health Plan will be reviewed	
People who helped draw up the Plan	
Plan sent to	

Signatures		
	Role	Date
	Pupil	
	Parent/carer	
	For school	

APPENDIX E: CONTACTING EMERGENCY SERVICES

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. School telephone number Infant 0118 973 4880 / Junior 0118 973 2666
2. your name
3. your location as follows Gorse Ride Schools, Gorse Ride South, Finchampstead
4. state what the postcode is for the school - **Infants: RG40 4EH** (Romeo, Golf, Four, Zero, Four, Echo, Hotel) **Juniors: RG40 4JJ** (Romeo, Golf, Four, Zero, Four, Juliet, Juliet)
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms especially if conscious /unconscious and breathing/ not breathing
7. inform Ambulance Control of the best entrance to use
8. state that they will be met at that entrance
9. put a completed copy of this form by the phone