Medicine and First Aid Policy

September 2020

Date	Review Date
September 2020	**September 2021**

Head teacher:		**Date:**	8.10.2020
Chair of Governing Body:		**Date:**	8.10.2020

Introduction

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, academy personnel and academy visitors by providing adequate first aid equipment and academy personnel qualified in first aid. This policy supports pupils with medical needs, including the management of Medication.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

Most pupils will at some time have a medical condition that may affect their participation in academy activities, for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education.

Staff need to be aware that extra care is required in supervising some activities to make sure that pupils with medical needs, and others, are not put at risk.

Where staff are willing to administer medication they will receive appropriate training and support however, there is no legal duty that requires academy staff to administer medication. If liability (loss, claims, civil action) arise as a result of the administration of medicines by a member of staff the Multi Academy Trust as employer will indemnify the member of staff providing the following conditions apply:

- The member of staff is an employee of Inspire Partnership Multi Academy Trust (MAT);
- The medication is administered during the course of employment with the MAT;
- The member of staff has followed the academy policy and procedure, the child's health care plan, and directions received in training.

Responsibilities

Every member of staff must take seriously the medical needs of all pupils. The Headteacher/ Deputy Headteacher and the SENCo are designated as the specific post holders taking the key responsibility for pupils with medical needs. In the case of supply staff, they are directed to the first aid room for photographs and informing them that in the class stock cupboard there is an up to date list of pupils in that class that have a medical condition, along with any care plans. A list of all medical needs, by class, is also kept in the academy office.

All staff must have an understanding of the common medical conditions or needs that can affect children and understand the importance of protecting the dignity, confidentiality, privacy and wellbeing of pupils.

All staff must be aware of their duty of care to pupils and are able to act appropriately in case of emergency this includes the need to pass relevant information to supply staff. It is the responsibility of the senior leadership team and class support staff to ensure supply staff have been informed. Please see appendix 1.

Collection of appropriate information

Parents / carers are asked to complete a 'pupil information form' which includes the following questions:

- Name and telephone of their GP and surgery
- Relevant medical history (asthma, hay fever, epilepsy, etc)
- Regular medication:
- Reminder to complete appropriate forms for medication
- Any allergies
- Difficulties with vision, hearing, speech,

The forms are completed when their child starts at Ash Grove Primary Academy, then at the start of each academy year or when parents/carer inform school.

Short term medical needs: prescribed medicines

Many pupils will need to take medication at academy at some time. Mostly this will be for a short period only; to finish a course of antibiotics or apply a lotion. However, pupils should only return to academy once they are well enough to cope with most aspects of the curriculum. Medication should only be taken to academy when absolutely essential. Ideally medication should be prescribed in dose frequencies that enable it to be taken outside academy hours. If medication is essential:

- Parent / carer must bring the medication into academy and complete the appropriate form;
- The medicine is kept in the designated medicine cupboard or refrigerator, accessible by staff;
- The pupil has the joint responsibility of remembering when to take the dose;
- The medication must be clearly marked with the name of the pupil, dosage required and times for it to be administered;
- A member of staff should supervise the pupil taking the medication
- If a pupil becomes unwell we will immediately contact the parents and ask them to collect their child.

Short term medical needs: non-prescribed medicines

- For non-prescribed medication (eg. Calpol) parents are asked to come into school, at an agreed time, to administer the dose to their child.

Long term medical conditions

The academy needs sufficient information about the medical condition of any pupil with long term medical needs. The parent / carer will be asked to supply this information either prior to their child attending the academy or as soon as the condition becomes known. Where it is appropriate a Care Plan will be drawn up through advice and discussion involving school, parents / carers and health care professionals.

Health care plans

A Healthcare Plan is used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. It incorporates a photograph of the pupil.

The purpose is to ensure that staff have sufficient information to understand and support a pupil with medical needs. The Health Care Plan is drawn up in conjunction with the parents, following advice and guidance from the child's GP or other health care professionals and will set out in detail the measures needed to support a pupil in school, including preparing for an emergency situation. The information in the plan will be shared effectively but in a way that protects the child's confidentiality. Parents/ carers are asked to ensure that any changes to the information are provided to academy as soon as possible so that the plan can be updated. Health Care Plans are checked on an annual basis at the start of each new academy year.

Keeping staff informed of pupil's medical needs

Each year we ask parents to complete a pupil information sheet, which includes medical details. The details are recorded on the school's management information system. Reports are produced for teachers as classes, year groups etc, as appropriate. The detailed health care plans are also provided.

The Headteacher, SENCo, academy admin team and teachers who teach across the school, have access to a folder with all medical information, including health care plans, at the beginning of the new academy year. The information is updated regularly and kept incompliance with Data Protection regulations.

Safe storage of medication

Medicines are potentially hazardous substances and keeping **any** medicines in academy represents a risk. The following approaches reduce or control the risk:

- Medication should only be taken to academy when absolutely essential;
- Parents / carers complete a form to establish clear guidance of dosage and description of symptoms;
- The medication must be clearly marked with the name of the pupil;
- The medicine is kept in the locked medicine cabinet in the first aid room or in an airtight container in the refrigerator in the staff room or Foundation Stage fridge as appropriate;

- In some circumstances, such as diabetes or epilepsy for example, when the pupil needs to carry medical equipment with them, this must be agreed with the Headteacher and all staff made aware.
- The Office Administrator ensures the correct storage of medication at academy by checking; ○ Medication is clearly labelled with the pupil's name, the name and dose of the medication and the administration and frequency of dose (the only exception to this will be insulin pens which have daily variable doses). ○ The medication is supplied and stored in its original container; ○ That medication is stored in accordance with instructions, paying particular note to temperature;
    - All refrigerated medication is stored in an airtight container and is clearly labelled;
    - The container is stored in the staffroom/ FS refrigerator which is inaccessible to pupils;
    - Checking expiry dates;
    - All controlled drugs are kept in a locked cupboard or, in the case of inhalers for asthma, on a high shelf in the class store cupboard and only named staff have access, even if a pupil normally administers the medication themselves;
    - All non-emergency medication is kept in a locked cabinet in the first aid room;
    - All pupils know to ask at reception / academy office in order to access their medication
    - That appropriate record keeping takes place; ○ All pupil medicines are returned to parents / carers for disposal; ○ A 'sharps' box is available in academy when needed.

Administering Medication

Pupils are expected to take responsibility for their asthma inhalers. These must be labelled and be kept in the same room as the child at all times, or taken with them on trips etc.

Hygiene and infection control

All staff understand the importance of following basic hygiene procedures. Protective disposable gloves are used when dealing with spillages of blood, disposal of dressings/medical waste or contact with bodily fluids. The 'Yellow bag & bin' is used for safe disposal (stored in first aid room).

Monitoring and Review

The governing body has a named governor with responsibility for all health and safety matters. (It is this governor's responsibility to keep the governing body informed of new regulations regarding any health and safety, and to ensure that the academy regularly reviews its procedures with regard to health and safety matters. The governor in

question also liaises with the MAT and other external agencies where necessary, to ensure that the school's procedures are in line with those of the local authority.

The Headteacher implements the school's Medicine and First Aid policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to governors on any health and safety issues.