



Lodge Farm Primary School

First Aid and Administration of Medicines

Reviewed: September 2022
Next review: September 2023

Responsibility: Helen Turner, Sarah Nation and Lisa Savvas

Provision of First Aiders

The school has several members of staff trained in first aid. The Finance and Office Manager and First Aid Leads maintain this record.

First Aid Boxes

First aid boxes can be found at the following locations:

- KS1 First Aid Room (KS1 dining room)
- KS2 First Aid Room (Year 3/4 corridor)
- EYFS Class cupboard

The boxes in the first aid rooms are restocked when needed by the First Aid Lead

The school has a defibrillator which is located in the staffroom.

All classes have their own file which provides medical information on the pupils.

Contents of Boxes

First Aid boxes must NOT contain drugs of any kind including Aspirin or similar pain killers and such medicines must NOT be issued to staff or pupils as there is a danger of adverse reaction in some cases.

First aid boxes must NOT contain antiseptic creams or liquids etc. which may aggravate injuries in some cases, only antiseptic wipes.

Sterile First Aid dressings should be packaged in such a way as to allow the user to apply the dressing to a wound without touching that part which has come into direct contact with the wound. The part of the dressing that comes into direct contact with the wound should be absorbent. There should be a bandage or other fixture attached to the dressings. Blunt scissors are kept in the box to cut clothing if necessary.

Disposable plastic gloves are provided near the first aid materials and must be properly stored and checked regularly to ensure they remain in good condition.

Plastic disposable bags are provided for soiled or used first aid dressings.

A separate first aid box is locked in the first aid rooms if we have to give a child a controlled drug

Administering First Aid

Any member of staff may administer first aid on minor injuries, following Local Authority (LA) guidelines. For more serious injuries, a named first aider should be called for and a member of the Senior Leadership Team

All First Aid and Medicine administered MUST be recorded on Appendix 3: Record of First Aid and Medicine administered which are located in class files

Play Leaders are responsible for dealing with:

- minor injuries at lunchtime. This includes cuts, grazes and bumps, nose bleeds.
- Supporting children with asthma inhalers
- Administering epi-pens

When there is a suspected broken bone, severe head injury, fainting/loss of consciousness **do not move the child.** Sarah Nation or Lisa Savvas (First Aid Leads) must be called immediately. If Sarah Nation or Lisa Savvas is unavailable, call Charli Smith.

Disposable gloves should be worn by first aiders. If in exceptional circumstances these are not available, first aiders must always cover any exposed cuts or abrasions they may have with waterproof dressings before treating a casualty, whether or not any infection is suspected. They must wash their hands before and after applying dressings.

Whenever blood or other bodily fluids have to be mopped up, disposable plastic gloves must always be worn and paper towels used. A disposable apron may also be worn if required. These items must then be placed in plastic bags and safely disposed of. Clothing may be cleaned in an ordinary washing machine using the hot cycle. The Site Manager should be notified of the area in which any spills have occurred and this should be disinfected appropriately.

If direct contact with another person's blood or other body fluids occurs, the area must be washed as soon as possible with ordinary soap and water. Clean cold tap water should be used if the lips, mouth, tongue, eyes or broken skin are affected and medical advice sought. Particular care should be taken when treating sporting injuries and the 'bucket and sponge' method of treatment must not be used.

Children who have been treated by an adult must have an accident report slip sent home to the parents.

Head Injuries

Injuries to the head need to be treated with particular care. Any evidence of loss of balance, disorientation, double vision, slurred speech or other malfunction of the senses may indicate serious injury, and medical advice must be sought without delay. **Red bands are to be given to the children who have had head bangs and the staff member dealing with the incident MUST call to inform the parents.**

Serious Injuries

In the case of serious or potentially serious injuries, the Ambulance Service must be called at the earliest possible time to avoid the danger of inappropriate diagnosis or treatment. **The parents must be called immediately.**

Accident Reporting

All minor accidents must be reported in the class files located in the First Aid Rooms (see above). Major accidents are recorded and reported to the LA via the online HCC accident form.

Administering Medicines

Medications should only be taken at school when absolutely essential. Most medications can be taken before and after school. Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be affected by the child going home during the lunch break or by the parent visiting the school. However, if this is not practicable parents may make a request for prescribed medication to be administered at school.

Any medication needs to be brought in via the school office and a consent form filled out by the parent/carer. This form is then passed to the First Aid Lead Appendix 1: Request to administer medication which are located in class files

Staff who provide support for pupils with medical needs, or who volunteer to administer medication, need support from the Head, First Aid Leads and parents, to be able to access information and training, and reassurance about their legal liability. He or she should also be aware of the possible side effects of the medication and what to do if they occur. The public liability insurance provides

cover for any member of staff, whether teaching or non-teaching, who administers drugs and medicines in an emergency, provided that they have been given the appropriate training.

All First Aid and Medicine administered **MUST** be recorded on Appendix 3: Record of First Aid and Medicine administered which are located in class files

Short Term Medical needs

Parents should keep children at home when they are actually unwell.

Any medication needs to be brought in via the school office and a consent form filled out by the parent/carer. Appendix 1: Request to administer medication which are located in class files

School will only administer prescribed medication, in the original packaging, where the dose for that child is clearly detailed. School will only administer antibiotics that are required 4x a day or more. If they are required 3x a day or less, these can be given in adequate spacing outside of the school day at home and therefore will not be accepted into school, unless we have a specific letter from a doctor stating otherwise

All First Aid and Medicine administered MUST be recorded on Appendix 3: Record of First Aid and Medicine administered which are located in class files

Medication should only be taken to school where it would be detrimental to a child's health if it were not administered during the day.

Non-Prescription Medication

School staff must NOT give non-prescribed medication to pupils unless in an emergency e.g. allergic reaction. And only when permission has been sought and given by the parent/carer.

Staff may not know whether the pupil has taken a previous dose, or whether the medication may react with other medicine being taken. A child under 16 should never be given medicine containing aspirin, unless prescribed by a doctor (there are links between the use of aspirin to treat viral illnesses and Reyes Syndrome, a disease causing increased pressure on the brain).

If a pupil suffers regularly from acute pain, such as migraine, the parents should organise medication from their GP so that it can be prescribed for the child and a consent form written. If there is no regular dose, school staff will phone parents prior to giving a dose.

Information about medical needs

On the Pupil Registration Form parents complete information about a child's medical needs. All new forms with any medical issues are given to the First Aid Leads to record. The Registration forms are stored in the school office files and on SIMs as well as class files.

For children with anaphylaxis and with any other allergy or serious medical condition requiring long-term medication, there is an individual health care plan in place, which the parent is invited to contribute to. These are also kept in the school office and class files. It is the parent/carer's responsibility to inform the school of any changes. **Appendix 5: Individual Healthcare Plan which are located in class files**

Parents are responsible for supplying information about medicines that their child needs to take at school and for letting the school know of any changes to the prescription or support needed. The parent or doctor should provide written details including

- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Other treatment

- Any side effects

Any medication needs to be brought in via the school office and a consent form filled out by the parent/carer. Appendix 1: Request to administer medication which are located in class files

Inhalers.

If a child has been prescribed an inhaler for asthma, or any other reason, the parents must fill out a 'school asthma card' (**Appendix 6: School ASTHMA Card which are located in class files**)

It is parents' responsibility that their child's inhaler is in-date, clearly labelled, and in school for the child to use. For severe sufferers, it is appropriate to ask parents to supply a labelled spare. It is the parent's responsibility to keep this up to date.

Inhalers should be kept in the same location – locked classroom cupboards- throughout the day so all children and all staff know where they are stored.

In the event of an evacuation including fire drill, staff will be responsible for ensuring the medication is taken outside.

Emergency Inhaler – The school has purchased an inhaler and 2 spacers to be used in an emergency situation. These are kept in the First Aid Rooms. Parents, who have a child with an inhaler in school, have been asked to sign a consent form in order for us to use this (**Appendix 6: School ASTHMA Card which are located in class files**). **If there is no consent, we cannot administer this inhaler.**

EPI- PENS

All Epi-pens are stored in a green bag with the child's picture on. Photographs of the children are displayed in the kitchen and classrooms. A marker pen should be stored with the epi-pen so that time of dose may be recorded on child's hand. The bag must contain the anaphylaxis sheet containing relevant information.

Emergency epi-pens should be kept in the same location – locked classroom cupboards- throughout the day so all children and all staff know where they are stored.

In the event of an evacuation including fire drill, staff will be responsible for ensuring the medication is taken outside.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore, it is imperative that controlled drugs are strictly managed between the school and parents.

Ideally, controlled drugs are only brought in on a daily basis by parents, but certainly no more than a week's supply. The amount of medication handed over to the school should always be recorded on the consent form.

Controlled drugs should be stored in a locked non portable container, such as a safe or locked cupboard, and only specific named staff allowed access to it. Each time the drug is administered it must be recorded on school recording system, including if the child refused to take it.

The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication should be recorded as being returned to the parent when no longer required. If this is not possible it should be returned to the dispensing pharmacist. It should **not** be thrown away.

Disposal of Medicines

School staff should not dispose of medicines after use and they will be returned to parents, even if empty. Parents will be asked to sign to say they have received the medication back. (**Appendix 8: Return to Parents which are located in class files**). Parents are responsible for disposal of date-expired medicines.

Expiration of Medication and End of school Year

The half-term before any medication is due to expire; school will contact home. It is the parent's responsibility to bring back new medication with the child. This must be brought in via the school office so that a new consent form can be completed

At the end of the summer term, all medication will be sent home with the child. It is the parent's responsibility to check the medication is still needed and current, and to send it back in with the child, via the school office, on the first day of the new school year.

All medical information will be passed on to the next class teacher.

Emergency Procedures

All staff must know how to call the emergency services. All staff should also know who is responsible for carrying out emergency procedures should the need arise.

Where the injury is an emergency, an ambulance will be called following which the parents will be called.

Where hospital treatment is required but it is not an emergency, then the parents will be contacted for them to take over responsibility for the child.

If the parents cannot be contacted, then the First Aid Lead may decide to arrange transport of the pupil to hospital. Where the First Aider deems it necessary to do this, they will consult a member of the SLT and make arrangements for transporting a child. The following points will be observed:

- Only staff cars insured to cover such transportation will be used
- No individual member of staff should be alone with a pupil in a vehicle
- The second member of staff will be present to provide supervision for the injured pupil
- If possible, at least one member of staff should be of the same gender as the pupil.

Self Management

We encourage pupils, who can be trusted to do so, to manage their own medication from a relatively early age. If pupils can take their medication themselves, staff must supervise this. Pupils cannot be responsible for storing their own medication.

Refusing Medication

If pupils refuse to take medication, staff should not force them to do so. The school must inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services. A failure on the part of the child to co-operate to take their Ritalin may mean that a judgement needs to be made about whether a particular activity is advisable on health and safety grounds. This ensures Duty of Care towards that individual or other children.

Intimate or Invasive Treatment

There is no expectation that staff administer intimate or invasive treatment unless they are entirely willing. The Head and Governing Body should arrange appropriate training for school staff willing to give medical assistance. The school nurse should be contacted in the first instance to arrange this.

The school must arrange for two adults to be present for the administration of intimate or invasive treatment as this minimises the potential for accusations of abuse. Two adults also often ease the practical administration of treatment. Staff should protect the dignity of the pupil as far as possible, even in emergencies.

Medication on School Trips

Arrangements for taking any necessary medication will need to be taken into consideration for outside visits and **formally recorded in all risk** assessment documentation.

Staff supervising excursions must always be aware of any medical needs and relevant emergency procedures. **A named staff member must carry all medications needed and the children must know who the adult is as outlined in the Risk Assessment.** Sometimes an additional supervisor or parent might accompany a particular pupil.

If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they must seek medical advice from the School Nurse or the child's GP.

It should be ensured that a member of staff who is trained to administer any specific medication (e.g. epi-pens) accompanies the pupil and that the appropriate medication is taken on the visit.

Medication and Sport

Some pupils may need to take precautionary measures before or during exercise, and/or be allowed immediate access to their medication if necessary.

Teachers supervising sporting activities should be aware of relevant medical conditions and emergency procedures. Asthma inhalers, epi-pens etc. should routinely be available to users.

Some asthmatic children may need to be encouraged to take a puff of their inhaler at the start of a lesson. Children **MUST** take their inhalers to the hall, sports field or swimming pool. Children who say they are getting wheezy should take a rest until they feel better and should **NEVER** be forced to undertake an alternative form of exercise instead.

Training

Specific individual training where no certificates are produced recorded on **APPENDIX 2: Staff Training. Diabetic training certificates are produced by the diabetic nurse.**

Staff receive annual asthmatic training and the use of epi-pens.

When a school admits a child with anaphylaxis, the health service will provide training for the relevant staff, currently via the local health trust. The need for re- training or further staff training is reviewed on a regular basis and the health service accepts full responsibility for the advice and training given. As part of the training provided, the health service will advise on setting up the procedure to be followed within the school.

- All named staff to be given a copy of this section of the manual and any documentation provided by the health service
- One copy of the documentation to be kept with each medication pack
- Medication to be located in an agreed place, to be checked monthly by an appointed member of staff.

First Aid Leads are responsible for:

- Attending Health Care plan meetings
- Ensuring supply staff and visitors to the school are aware of individual medical needs
- Supporting staff as required
- Weekly monitoring to ensure consistent implementation of policy, accurate recording, medications in date and storage compliance – refer to Safeguarding Monitoring Schedule
- Reporting monitoring to the Headteacher
- Liaise with parents including through dedicated email: firstaid@lodgefarm.herts.sch.uk

Monitoring and Evaluation

The First Aid lead will monitor the policy is being adhered to on a weekly basis and report to the Headteacher. Refer to safeguarding monitoring schedule.

Safeguarding Governors visit to monitor compliance. Refer to safeguarding monitoring schedule.



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Herts SG2 0HR

Tel: 01438 236600

“Learning in mind, community at heart”

email: admin@lodgefarm.herts.sch.uk
www. lodgefarm.herts.sch.uk

Headteacher: Helen Turner

Appendix

Appendix 1 – Record Keeping

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF STUDENT

Surname:
Forename(s):
Address:
DOB
Class:
Condition or illness .

MEDICATION

Name/Type of Medication.....

(As described on the container) For how long your child will take this medication:

Date dispensed:

Full Directions for use:

Dosage and method:

Timing: Special

Precautions:

Side Effects:

Self-Administration:

Procedures to take in an Emergency:

PRIORITY CONTACT DETAILS:

Name:
Daytime Telephone No:
Address: .
Email address:

I Understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date: Signature(s):

Relationship to student:

PRIORITY 2 CONTACT DETAILS:

Name:

Daytime Telephone No:

Appendix 2 – Record Keeping



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Mobbsbury Way
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STAFF TRAINING RECORD - ADMINISTRATION OF MEDICAL TREATMENT

Name:

Type of training received:

Date training completed:

Training provided by:

I confirm that has received the training detailed above and is competent to carry out any necessary treatment.

Trainer’s signature:

Date:

I confirm that I have received the training detailed above.

Staff signature:

Date:

Suggested Review Date:



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Appendix 4 - Individual Healthcare Plan

Child’s Name & Class	
Date of Birth	
Address	
Medical Diagnosis or Condition	
Date of diagnosis	
Review Date	

Family Contact Information

Priority Contact 1	
Phone number (Work)	
Home	
Mobile	
Relationship to child	

Priority Contact 2	
Phone number (Work)	
Home	
Mobile	
Relationship to child	

Clinic/Hospital Contact

Name	
------	--

Phone number	
--------------	--

G.P.

Name	
Phone number	

Who is responsible for providing support in school	
--	--



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Appendix 5 - School Asthma Card

Review the card at least once a year and remember to update or exchange it for a new one if your child’s treatment changes during the year. Medicines should be clearly labelled with your child’s name and kept in agreement with the school’s policy.

To be filled in by the parent/carer

Child’s name	Date of birth
Address	
Priority 1 Contact Name Mobile Home/Work	Priority 2 Contact Name Mobile Home/Work
Does your child tell you when he/she needs medicine? Yes / No (please delete as appropriate) If yes, please describe below	Does your child need help taking his/her asthma medicine? Yes / No (please delete as appropriate) If yes, please describe below
Does your child need to take any medicines before exercise or play? Yes / No (please delete as appropriate) If yes, please describe below	What are your child’s triggers (things that make their asthma worse)? What signs can indicate that your child is having an attack?
Medicine: How much and when taken	Does your child need to take any other asthma medicines while in the school’s care?

Expiry dates of medicines checked	Staff signature/date	Parent signature/date
Parent/carer's consent to administer school's inhaler if necessary	Staff signature/date	Parent signature/date
Checked by	Staff signature/date	Parent signature/date



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APPENDIX 6 -Return of Medication to Parent

Child's Name:

Class:

Medication returned:

Signature and date by member of Staff:

Signature and date by Parent: