



‘Improving the quality of family life’

First Aid & Medical Policy

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Administration of Medication during School Hours

General Requirements

If a parent requires the school to administer medication, they must complete a medication request form obtained from the School Administrator. (see Appendix A). The term

‘medication’ applies to all prescribed medicines and drugs obtained from a chemist, over-the-counter creams, ointments and lotions, and home remedies such as pain relief or cold remedies. A new medication request and authorisation form must be completed each time there is a change of dosage or time of administration of medication.

Only medicines prescribed by a UK Medical Practitioner can be administered.

The pupil’s name, age and date of commencement of the course of treatment together with the frequency and required dose, must be clearly written on the bottle/packet/tube etc.

With long-term medication, the request form must be accompanied by a letter from the pupil’s UK Medical Practitioner which must include instructions regarding the quantity and frequency of administration.

Prescription medication must be brought into school in the original container labelled by the pharmacist or prescriber with a recognisable prescription label, which states:

- The name of the medicine
- The dosage
- The time of administration
- The pupil’s name and date of birth.

Prescription medication will be administered according to the pharmacy label instructions.

A child/ young person under 16 will only be given aspirin or medicines containing ibuprofen if prescribed. If a young person over 16 is deemed to have the capacity and indicates they have a headache, they can self-administer aspirin or medicines containing ibuprofen. However, if a young person over the age of 16 is not deemed to have the capacity, a best interest’s decision will be made in conjunction with the parents about the administering of aspirin or medicines containing ibuprofen.

Medicines will be kept in the locked Medicine cupboard when not administered and logged in the Medical Record. In the case of emergency medication will be locked in a classroom storage box or carried in a secure container by a member of staff.

There is no exception to the need for medication to be prescribed even Calpol, and eye/ear drops must be prescribed and properly labelled with the pupil’s name, age and date with the required dose. This is still true if the medication is purchased by parents/carers over the counter.

Full details of all prescribed medicines stored at Snowflake School will be entered into the

Medical Record.

Antiseptic/topical cream may be administered without a prescription where written parental permission for this has been obtained in advance.

Ventolin may be stored at school and may be administered by the designated First Aid Officer to a pupil who is registered as asthmatic at school, without first getting the parents' permission, providing the pupil in question has his/her own labelled Ventolin and the parents have given written permission for its use in emergencies. The school will always try to contact parents immediately/ as soon as possible after the asthma attack. Details will also be recorded on the School Pod.

Emergency Medication

Where long-term needs for emergency medication exist, the school will require specific guidance on how to administer the emergency medication and the nature of the emergency and how to cope with it, while awaiting paramedical assistance.

Pupils with long-term health needs or the need to administer emergency medication must have a Health Care Plan which is written by the school, and parents and with input from the pupils' medical professionals.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with a Senior Leader. If the emergency is likely to be serious, emergency contact numbers must be given where an adult is always available.

Parents' Responsibilities

All medicines must be handed over to the First Aid Officer or School Administrator. Medicines must not be kept in the pupil's school bag or any area of easy access to the pupil and other pupils.

The request form mentioned under General Rule 1 (above) must be completed and returned to the School Administrator or First Aid Officer. Failure to do so may result in the pupil not receiving medication at school.

Food Supplements / Alternative Medicines

According to best practice across the UK Education sector, the school will not support children consuming any additional food supplements / alternative medicines whatsoever. Even if a medical practitioner supports supplements to diet / alternative medicines, only prescribed medication or vitamins/remedies can be given to children during school hours.

Parents can attend school to give food supplements/alternative medicines by prior arrangement with the school. Any such visit must be no more than once per day and at lunchtime.

Administering Medication

When medication is brought into school this must be given to the First Aid Officer or School Administrator and signed into the Medicine Stock Record and Medication Record Sheet.

Two staff members must administer medication. Both must sign the medication record sheet on each occasion that the medication is administered.

Before administering medication to a pupil, the members of staff must check that the pupil's name, type of medication and dosage are correct. This means

Once per week, the pupil's tutor/instructor/supervisor will check the medication stock corresponding to the Medication Stock Record. All tablets will be counted and any anomalies recorded and investigated. Where stocks are low or close to expire the School Administrator will notify parents. The school administrator and pupils' tutor/ instructor/ supervisor will check expiry dates weekly.

If any medication is contaminated (e.g. dropped on the floor) it must be safely disposed of and a record made on the medication stock record. This includes, but is not limited to, when a pupil may spit out the medication, or refuses to take it

Antibiotics or other medication that need to be stored in a fridge must be stored in a locked box.

Bottled medication must always be shaken to ensure proper mixing.

Storage of Medication

All medication must be stored in the locked medication cupboard.

The medication cupboard is marked with a green cross and is in the medical room on each site. Emergency medication is the exception; it will be locked in a classroom storage box or carried in a secure container by a staff member.

Medical Treatment

Medical treatment must be given in the Medical Room, in the classroom (where appropriate) or in the school office (if necessary). Pupils are not allowed in the staff room unless accompanied by a 1:1 for a self-help skills activity

First Aid

- All staff, both teaching and non-teaching, are responsible for dealing with minor incidents requiring first aid
- Anything other than minor first incidents must be dealt with by the qualified First

Aid Officer

- If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the reception or school office and request assistance from the First Aider as appropriate
- If there is any concern about minor first aid treatment, then the qualified First Aider must be consulted
- For a list of qualified First Aid Officers, see noticeboards

First Aid Boxes

First Aid boxes are held at Reception, the school office and all classrooms. Contents of **First Aid** boxes:

- Scissors
- Large/Medium Dressings
- Triangular bandages
- Plasters
- Antiseptic wipes
- Eye pad dressings
- Disposable gloves
- Ice packs
- Tweezers
- Microporous tape
- Mouth-to-mouth resuscitation device
- Safety pins

When first aid equipment is used, the first aid box must be re-stocked by the School Administrator. On a half-termly basis, the School Administrator must check the First Aid kit is fully stocked.

Sickness at School

- If a pupil becomes unwell during the school day, the school will contact the parents/guardian to request that they come to school to collect their son/daughter
- The sick pupil should be reassured, and every effort made to ensure that he/she is comfortable whilst waiting for his or her parents
- A member of staff must always stay with the sick pupils in the 'medical room' or a safe space

Head Injuries


- Any pupil receiving a head injury needs to be carefully monitored, no matter how minor the injury may seem
- All head injuries regardless of any visible damage must be recorded on School Pod as an accident
- The Supervisor of the pupil must be informed, and he/she will telephone the pupil's parents to inform them of the head injury received and send a letter home with the pupil at the end of the day

Safety/HIV Protection

- Staff must wear disposable gloves when treating any accidents that involve body fluids
- Any waste (wipes, pads, paper towels etc.) must be placed in a disposable bag, fastened securely and disposed of in the yellow clinical waste bins.
- Soiled pupil's clothing should be placed in a plastic bag and fastened securely ready to take home.

Recording Accidents

All accidents which result in injury must be recorded in the school's accident or incident book, based on the criteria below:

Books	When do I use this book?	What should I do next?
<p>Serious incident book</p> <p><i>Applies to adults and pupils</i></p>	<p>Team teach</p> <p>Unplanned RPI (no PHP)</p> <p>Single instance RPI longer than 15 minutes</p> <p>Injury sustained during RPI</p> <p><i>Other</i></p> <p>Injury required hospitalization</p> <p>Pupils' aggression towards other pupils resulting in a mark/injury and/or major distress.</p> <p>Purposeful property destruction of major items.</p>	<p>Always call parents/carer and log this in the pupil's call log.</p>
	<p>Near miss</p> <p><i>For instance:</i></p> <p>A pupil bolting towards the road whilst on a trip/a pupil on the roof/a shelf falling and narrowly missing a pupil.</p>	<p>Only call parent/carer if applicable</p>
<p>Accident & First Aid book</p>  <p><i>Applies to adults and pupils</i></p>	<p>Unintentional occurrences that results in an injury/mark or any type of head injury or unintentional property destruction</p> <p><i>Examples:</i></p> <p>Pupil trips in playground and grazes knee</p> <p>Any first aid applied including ice packs/cleaning wounds with water or cleaning wipes, etc.</p>	<p>Always call parents/carer if their child has sustained an injury.</p> <p>Call parent/carer to notify them of the injury</p> <p>Call staff next of kin if serious head injury</p>
<p>First aid book</p> <p><i>Applies to pupils</i></p>	<p>First aid reports will always have accompanied incident/accident form.</p> <p>Any first aid applied including ice packs/cleaning wounds with water or cleaning wipes, etc.</p>	<p>Call parent/carer to notify them of the injury</p>

Parental Consent to Medical Treatment

It is not a matter for Snowflake School to give consent to medical treatment for a child. The role of the school is:

- to ensure that a child gains access to the medical services needed providing medical staff with parental details and relevant information from the school files (i.e. the medical consent form and information relating to known medical conditions and allergies of the child etc.), to enable them to make informed decisions- for example, if a child is a Jehovah's Witness and parents have not given their consent for their child to receive a blood transfusion, this needs to be brought to the attention of the medical professionals immediately
- to provide parents/guardians with the contact details of the hospital/consultant so that parents/guardians are aware of what is happening and to enable them to discuss, and consent to, the medical treatment of their child

Medical Consent Form (see Appendix B)

Parents will be asked for admission and at the end of each term sign a general medical consent form that enables the child to gain access to medical treatment. This consent form will allow the parent to specifically exclude consent to a certain treatment,

e.g. blood transfusions.

Where a parent elects to exclude certain types of treatment, Snowflake School reserves the right to request further information in writing so that this may be passed on to the relevant medical staff if needed.

Snowflake School will endeavor to bring the consent form to the attention of the treating medics, so they are made aware that parents do not consent to specific treatments or procedures. Every effort will be made to achieve this objective, but Snowflake School may, in emergencies, be unable to guarantee this in every situation.

Snowflake School will not be involved in any decisions relating to medical treatment or be held responsible for any action that might be taken by medical staff.

School Trips Abroad

It is important to acknowledge that the position concerning consent to medical treatment may be different in other countries. The group leader of the trip will ensure they know and understand how to contact the emergency services in the country concerned as part of the planning process for the trip.

Parents should be aware that Snowflake School cannot control what medics in other countries do regarding consent. In some countries, medics may administer treatment *even*

if consent has not been given. Equally, they could *refuse to offer lifesaving treatment if they are made aware that the parents do not consent to such treatment*.

Parental Consent

Before a school trip, parents should be asked to sign a medical consent form. If a parent does not agree to the provision of certain treatments or procedures, Snowflake School will

draw up an agreed medical emergency plan with the parent before the trip abroad. The plan will make clear that the school's position is non-negotiable. If parents do not agree to this, the Head Teacher may decide to withdraw the child from the visit, given the additional responsibility this would entail for the group leader.

The role of the school will be to ensure that:

- a child gains access to the medical services needed
- medical staff are provided with parental details and relevant information from the school files (i.e. the medical consent form – translated if necessary), to enable them to make informed decisions
- parents are contacted to let them know what is happening as soon as possible, and provide them with contact details for the hospital/consultant so that the parents can contact them directly to discuss the medical treatment of their child

The emergency plan will make it clear that if consent is not given for certain medical treatments such as blood transfusions the ultimate decision will not be made by the school staff – the medics will decide how to proceed. If the medics feel it is in the child's best interests, then they may well decide to go ahead with the treatment without parental consent.

Snowflake School is under no obligation to investigate how the provision of emergency medical treatment operates in other countries. If parents are unsure about their child's participation in the trip for this reason, it would be advisable for them to seek clarification before signing the consent form, or they may decide to withdraw their child from the trip.

Life or Death Situations

In the UK, if there is a life-or-death situation the medics will decide on treatment whether there is parental consent or not. If they are aware that the parents do not consent to a particular treatment, and there is time, they may refer the matter to the High Court to decide as to whether the treatment should be administered.

Statutory Guidance

Supporting pupils at school with medical conditions, September 2014 does not apply to Snowflake School but contains useful good practice advice which the school will try to follow whenever applicable.

Appendix A Request for school to administer medication

(Please complete as much information as possible)

DETAILS OF PUPIL

Surname

.....

Forename(s)

.....

Address

.....

Class.....

Condition/Illness

.....

MEDICATION

Name/Type (as described on the container)

.....

For how long will your son/daughter take this medication?

.....

Date dispensed

.....

Directions for use:

Dosage & method

.....

Timing

.....

Precautions

.....

Side effects

.....

Procedures in case of emergency

.....

PLEASE NOTE ALL MEDICATION MUST BE PRESCRIBED BY A UK MEDICAL PRACTITIONER. WITH LONG-TERM MEDICATION, REQUESTS MUST BE ACCOMPANIED BY A DOCTOR'S LETTER (See Medical Policy for full information)

CONTACT DETAILS:

Name

Tel.....

Relationship to pupil

.....

Address

.....

I understand that I must deliver the medicine personally to the schools and accept that this is a service that the school is not obliged to undertake.

Signature

3Date.....

Print Name:

Appendix Medical Consent Form

CHILD'S NAME: I/We (names in block capitals)

PARENT / GUARDIAN 1..... (name) **TELEPHONE NUMBERS**.....

PARENT / GUARDIAN 2.....(name)

TELEPHONE NUMBERS.....

Being the parents/guardians of the above-named child, hereby consent to the staff of Snowflake School:

i) Acting in “loco parentis” should urgent permission be required for treatment/surgery **AFTER** all attempts to locate us, or our other emergency contacts named below, have failed

ADDITIONAL EMERGENCY CONTACT..... (name) **TELEPHONE NUMBER**.....

ii) Accompanying my child to the hospital should he/she require urgent medical treatment.

iii) Treating my child for minor accidents which may occur during school hours with any of the following medications kept in the school First Aid box.

a) Savlon cream/spray

e) Adhesive plasters

- b) Arnica cream
- c) Germolene
- d) Antiseptic wipes
- f) Witch hazel
- g) Insect cream/spray

(Please cross out any substance to which your child may have an allergy)

I do not wish my children to receive the following medical treatment (*please specify below*):

I understand that Snowflake School will pass this information on to medical staff but in life-or-death situations, medics will decide on treatment whether there is parental consent or not. Please see Snowflake School Medical Policy for further details.

Signed:

Signed: .

Print Name:

Print Name:

Dated:

Dated:

Revision

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