



Ark Burlington Danes Primary Academy

Medication and First Aid Policy

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Type of Policy:	School	LGB/ Board approval:	LGB

Every pupil matters: Every lesson counts



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INTRODUCTION

The children and Families Act 2014 places a duty on schools to make arrangements for pupils with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other academy staff in charge of pupils have a common law duty to act in "loco parentis" and may need to take swift action in an emergency. This duty also extends to staff leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the academy with information. The academy takes advice and guidance from the School Nursing Service.

This policy aims to enable regular attendance at the academy, and access to the full curriculum, including trips out and PE, for all pupils, regardless of their medical needs.

DUTIES AND RESPONSIBILITIES

Parents/ Carers:-

- Parents have the prime responsibility for their child's health and should provide full information about their child's needs
- Parents of pupils with long term medical needs are required to support the academy and healthcare professionals in agreeing a suitable individual healthcare plan (IHCP)
- Parents are required to provide contact details so that the academy can contact them if required
- When their child is unwell parents should collect their child promptly when requested to do so by the academy
- Parents should seek medical advice if recommended and keep the academy informed of their child's condition
- Parents have a responsibility to ensure their child is in school unless they are medically unfit
- Where possible parents should try to arrange medical appointments outside of the academy day. If the appointment is during school time the expectation is that the appointment will be made either at the start or the end of the academy day to enable their child to attend for most of the day and thereby minimising disruption to their education
- To promote independence where possible parents should co-operate in training children to self-administer medication if this is practicable

School:-

- The academy has a named person with responsibility for policy implementation and who oversees the provision and training of first aiders and ensures medical procedures are followed. The named person is Lisa Crispin.



- The academy has a responsibility to make arrangements to support pupils with medical conditions in school; this may involve co-operation with other appropriate persons e.g. parents and medical professionals
- All staff have a duty of care to ensure the health and wellbeing of all pupils
- The academy has a responsibility to regularly review their requirement for trained First Aiders
- The academy will provide training for First Aiders (including Paediatric First Aid Training)
- The academy will arrange for key staff to be trained to support pupils with medical needs
- The academy will assess pupils who become unwell and will contact parents promptly if the pupil is considered to be too unwell to be in school
- Academy staff will follow recommended good practice when providing first aid and will act in accordance with the individual healthcare plan (where applicable)
- Actions in an emergency will be those of a reasonable prudent parent
- The academy will keep records of medical care/ information, first aid provided and medicines administered
- The academy will communicate effectively with parents and carers to ensure they are kept up to date with their child's medical information

PUPIL MEDICAL ABSENCE

The academy will work with parents to ensure maximum attendance. The decision to send a pupil home will only be made when the pupil is considered to be medically unfit to be in school or when there is a possible risk of infection to others.

Where a pupil is unwell their condition will be assessed by a First Aider. A member of the Senior Leadership Team will decide if there is a need for the pupil to be sent home. In all cases where there is a risk of contagious infection the pupil will be removed from the class to the medical room where a member of staff will oversee their care. Once the decision has been made to send the pupil home the parents/ carers will be contacted immediately.

For medical conditions that require a pupil to be absent from school the school follows the advice and guidance of the Health Protection Agency (HPA).

<http://www.hpa.org.uk/webc/hpawebfile/hpawebc/1194947358347>

In line with HPA guidance, pupils with diarrhoea or sickness will normally be required to remain away from school for 48 hours from the last episode of sickness/ diarrhoea. Exceptions to this are when the symptoms are caused by an ongoing medical condition which is not contagious.

Pupils in school are expected to fully participate in all education activities. Only in very exceptional circumstances will the Head Teacher agree that a pupil may be excluded or withdrawn from an activity, including PE and visits, because of a medical condition.



ADMINISTRATION OF MEDICINES

The school will only administer medicines prescribed by a doctor for the named pupil. Parents/ Carers are required to provide written permission for the medicine to be administered using the standard template (see appendix 1). The Parent/ Carer is required to specify: the dosage, frequency and time period for the medicine to be administered which must agree with the label on the prescribed medication.

Medicines must always be provided in the original container, as dispensed by the pharmacist, and include full instructions for administration and possible side effects. Medication will not be accepted in any other container.

Changes of dosage or timing for administration must not be made on information only from the Parent/ Carer, but must be confirmed by the prescriber.

Medication is stored in a lockable unit, marked with a First Aid symbol, in the Medical Room and in classes in an area that can be accessed by staff.

There is no legal requirement for academy staff to administer medicines; however the academy has a duty to ensure that there are sufficient members of staff willing to do so. Staff have a responsibility to inform the Head Teacher if they are not willing to administer either some or all medication.

EMERGENCY MEDICATION

Emergency medication, i.e. epipens and asthma inhalers is stored appropriately within the classroom and is accessible to staff only. The location is marked with a First Aid symbol.

Emergency administration of medicine e.g. for a seizure or severe allergic reaction, will be carried out in accordance with the Individual Health Care Plan, giving due regard to the privacy and dignity of the pupil. Two adults will normally take part in the decision that there is an emergency, and to witness the administering of medication. The emergency must be recorded and communicated to the pupil's carer as soon as possible. If the pupil needs to go to hospital, the parents will be called. Where necessary the pupil may be taken to hospital in the car of a member of staff with another adult present to care for the pupil. In the case of a serious condition or injury, an ambulance will be called.

SHORT TERM MEDICAL NEEDS

Where medication e.g. antibiotics are prescribed, if the pupil is feeling well again, they may attend school and be given the last part of the course of medication in school. To administer this in line with the guidance above i.e. a completed written permission form (appendix 1) from the parent, and the medication supplied in the original container from the pharmacist, bearing the prescriber's instructions. The letter of permission and medication should be kept in the Medical Room with the medicine (a medical fridge is available if refrigeration is required) and the Senior Leadership Team should be advised of this.



NON-PRESCRIPTION MEDICATION

The academy is not permitted to administer non-prescription medication. All medication given in school must be prescribed by a doctor. Any request by a parent to give non-prescription medication must be reported to the Senior Leadership Team

LONG TERM MEDICAL NEEDS (INDIVIDUAL HEALTHCARE PLANS)

The academy has a set procedure that is followed whenever a pupil is to be admitted with a medical condition. This involves liaison with health care professionals, parents, the local authority and other agencies to agree arrangements to support the medical needs of the pupil.

When a pupil has a long term condition, such as asthma, epilepsy, diabetes, severe allergic reactions (anaphylaxis), the school will ensure that there is an appropriate Health Care Plan or Health Card detailing the pupil's condition, special requirements (diet, regular medication), what constitutes an emergency and what to do or not to do if an emergency occurs. Individual Health Care Plans are agreed and reviewed annually, or sooner if appropriate/ or needs change by the School Nurse, with information provided by the Parents/ Carers and Health Care Professionals

We are a nut free school and this rule is strictly applied on trips to avoid allergic reactions

ACADEMY TRIPS

All academy trips are carefully planned and are risk assessed to take full account of all pupils' medical needs. The risk assessment is shared with all staff attending and a suitably trained and experienced staff member will be appointed to have responsibility for providing medical care during the trip. Emergency medication will be taken on the trip for all pupils who may require it as stated in their Individual Health Care Plan

The school has a nominated Educational Visits Co-ordinator (EVC) responsible for the approval of all school trips. Before agreeing the trip can go ahead the EVC with the class staff and Senior Leadership Team to ensure that the medical needs of pupils have been fully addressed.

TRANSITION

At the end of the academy year there will be a hand over of information, either to the new class or to the new school (if applicable). This includes information on pupil's medical history, medications taken and guidance on future care.



FIRST AID AND RESOURCES

The academy ensures that there are an appropriate number of adequately trained First Aiders on site and that classroom staff have sufficient knowledge and training to support pupils with medical needs.

There is a dedicated Medical Room, where pupils are always closely supervised. The Medical Room also contains a well-stocked medical supplies cupboard and a medication fridge. In addition each class has a First Aid box, with general first aid supplies for use during school outings. All medicines and medical equipment are kept safely out of reach of pupils.

DUTY OF CARE

The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the academy. This may mean making special arrangements for particular pupils who may be at greater risk than their classmates, individual procedures may be required. The employer is responsible for making sure that relevant staff are aware of and are, if necessary, trained to provide any additional support these pupils may need.

SHARING OF INFORMATION & DATA PROTECTION

The academy takes its responsibilities around data protection and confidentiality of pupil information very seriously. The Individual Health Care Plan states who this information can be shared with. In relation to safeguarding issues these take precedence over any issues around confidentiality.

When a pupil has medical needs and where appropriate, this information will be shared with all staff responsible for that child's welfare and education.

RECORDING AND MONITORING

First Aid: whenever, first aid is given in the academy a detailed record is kept in the first aid log book. The academy will advise parents of what has happened either by incident form or where appropriate by a telephone call.

Medication: The academy records the administration of medicines. When administering medicine to a pupil the member of staff will ensure that a witness is present and both will sign the medicines log (appendix 2). The academy regularly meet with Healthcare Professionals and parents to review the medical needs of pupils and to update Individual Health Care Plans if required.

Accidents: all accidents are recorded on an incident form. A member of the Senior Leadership Team is notified and further action is taken if required. Where a pupil or member of staff has been injured and requires medical attention an Accident Form



(also known as a Riddor Form) will need to be completed. Following a full investigation the accident form will be sent to the Local Authority who may want to carry out further investigations. The accident and incidents log is printed off termly and reported to the Local Governing Body.

MONITOR AND REVIEW

It is the responsibility of the Local Governing Body (LGB) to evaluate the effectiveness of this policy and procedure. On a day to day basis this responsibility is delegated to the Head Teacher who reports to the LGB as appropriate.

This policy is a working document and will be reviewed every 4 years.

EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/ maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.



Appendix 1

Request for the administration of medicines

I request and authorise that:

_____ (name of child)

be given the following medication: _____

Dosage/Methods/Side Effects: _____

This medication has been prescribed for my child by a doctor (whom you may contact for verification) or a pharmacist has recommended the medicine and I have checked that it is suitable for my child.

The medicine is clearly labeled indicating the contents, dosage and child's full name. I confirm that this is not the first dose of the medicine being given.

I understand that the medicine will only be given if a suitable volunteer is available in the school. Should no volunteer be available, it is my responsibility to provide the necessary cover. I understand that those volunteering have no specialist training, but will operate a duty of care as a responsible adult.

I confirm that I am the parent/carer with legal responsibility in respect of the child and accordingly, I am legally empowered to give authority for the administration of this medication.

Signed _____ Date _____

Print Name _____

Telephone number (day): _____

Agreed by school: _____ Date _____

Parents may administer medicine to their own children, if they wish to visit the school to do so.





Appendix 1

Intimate Care Procedures

Procedure for undressing and dressing pupils – after soiling/getting clothes wet/dirty:
(Where a pupil is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child)

Ensure:

- **You have told another member of staff that you are involved in an intimate care procedure**
- **This takes place away from others, but that doors are left ajar**
- Ensure you are wearing disposable gloves and a disposable apron
- Encourage the pupil to remove clothing from lower body first and to do it independently. Provide help or assistance only when, and if needed
- Wash/clean as required – again encourage the pupil to do this independently using wet wipes.
- Ensure lower regions are covered before removing garments from upper body (if necessary)
- Give the pupil the clean clothes (either provided by the parents/carers, or where these are not present lend them some clothes)
- Encourage the child to dress themselves. Provide help and assistance as appropriate/required.



- Put the wet or soiled clothes in a plastic bag and ensure the pupil takes them home at the end of the session. Where appropriate we will speak to the parents as well.
- Pupil must then wash their hands, with soap or gel
- Remove gloves and apron and wash your hands. Dispose of these in the appropriate bin
- IMPORTANT - Record the care given. A second member of staff must also sign the record sheet to show they were aware of the care given

Appendix 2

Intimate Care Procedures

Procedure for changing nappies / pull ups:

(Where a pupil is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child)

Ensure:

- **You have told another member of staff that you are involved in an intimate care procedure**
- **This takes place away from others, but that doors are left ajar**
- Ensure you are wearing disposable gloves and a disposable apron.
- Remove clothes from the pupils' lower body, or provide help if they do not do it independently.
- Take off the nappy while the pupil is standing
- Wipe away the mess using wipes provided. It may be possible to encourage the pupil to do this for themselves.
- Ensure the skin is clean and dry.
- Put on a clean nappy (using a changing mat) or pull up (whilst pupil is standing). Check that it fits snugly around the waist and legs.
- Dress the pupil or allow them to dress themselves if they are able to.
- Ask the pupil to wash their hands.



- Ensure that the soiled nappy is put in a nappy sack or plastic bag and dispose of the nappy using the appropriate bin
- Dispose of gloves and apron
- Wash your hands with soap, ensure the pupil has washed their hands too
- Record and let parents know that X's nappy was changed today X times at ...am/pm by X.

Appendix 3

Record of Intimate Care

Please refer to the Intimate and Personal Care of Pupils Policy

- **YOU MUST NOTIFY ANOTHER MEMBER OF STAFF WHEN YOU ARE GIVING INTIMATE CARE**
- **ONLY MEMBERS OF STAFF WITH FULL & CURRENT DBS CHECKS ARE TO GIVE INTIMATE CARE**
- **NO MOBILE PHONES / CAMERA TO BE PRESENT WHEN INTIMATE CARE IS GIVEN**

Name of child receiving intimate Care	Name of Staff Involved	Date	Time	Reason e.g. wet, muddy, soiled	Detail of procedure carried out	Staff Signature	Second Staff Signature



Appendix 4

PERMISSION FOR SCHOOL STAFF TO PROVIDE INTIMATE CARE

- I give permission to the academy to provide appropriate intimate care support to my child e.g.
 - Changing soiled nappies
 - Changing soiled clothing
 - Washing
 - Toileting when and if needed
 - Other intimate care as may be necessary.

- I will provide the academy with suitable nappies and a change of clothes.

- I acknowledge that the academy may prefer that any intimate care be provided by any member of staff rather than one individual.

- I will advise the Headteacher/ Staff of any medical complaint my child may have which affects issues of intimate care e.g. an upset stomach

- I have read the School's Intimate Care Policy

Name of child	
Name of Parent/Carer	



Signature of Parent/Carer	
Date	

Appendix 5

RECORD OF INTIMATE CARE – PART OF INDIVIDUAL CARE PLAN

Please refer to the Intimate and Personal Care of Pupils Policy and the pupils's personal care plan

- **YOU MUST NOTIFY ANOTHER MEMBER OF STAFF WHEN YOU ARE GIVING INTIMATE CARE**
- **ONLY MEMBERS OF STAFF WITH FULL & CURRENT CRB CHECKS ARE TO GIVE INTIMATE CARE**
- **NO MOBILE PHONES / CAMERA TO BE PRESENT WHEN INTIMATE CARE IS GIVEN**

Name of Child:

Date of Birth:

Name of Staff Involved	Date	Time	Detail of procedure carried out	Staff Signature	Second Staff Signature



Appendix 6

Home / School link for children requiring an Individual Intimate Care Plan

Child's Name:

Date / Time	Messages / Requests	Signed

