



Administration of Medicines & First Aid Policy

Updated October 2015



Administration of Medicines & First Aid Policy

(In conjunction with Supporting Schools with Medical Conditions Policy)

Policy Statement

Chancellor Park Primary School will undertake to ensure compliance with the relevant legislation and guidance in 'First Aid for Schools' (DfE) with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Chancellor Park Primary School is held by Mrs Claire Mills who is the responsible manager. The day to day administering of medication will be carried out by the office staff; Mrs Smith and Mrs Gurling. Other named members of staff can, and do, administer medication.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the 'First Aid for Schools' (DfE) document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

Administration

The administration of medicines is the overall responsibility of the parents. The Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents. If medication is required to be administered during school hours, the parent must supply the medication in a suitable container labelled with the child's name and complete a form held in the school office giving permission and dosage requirements.

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents.

Non-prescribed medicines

- It is our general policy to take responsibility for the administration of non-prescribed medicines, (e.g. Calpol or cough mixtures provided by the parents), provided that a parent has signed a written consent form.
- On occasions when children require Paracetamol it is our policy to administer it providing that written consent from the parents has been received in advance and administration is in accordance with guidance provided in 'First Aid for Schools' (DfE) document.

Responsibility for decision-making about the administration of all non-prescribed medicines will always be with permission of the Parents. Where certain miscellaneous or exceptional circumstances arise a verbal consent provided to the Head teacher to administer non-prescribed medication, as defined above, will also suffice.

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (e.g. Insulin), as appropriate, and following consultation and agreement with, and written consent from, the parents. On such occasions, a health care plan will be written for the child concerned.

Non-Routine Administration

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):

Injections of adrenaline for acute allergic reactions

- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted. This training will be sought usually from the school nurse and/or parents of the child.

Trips and Residential Visits

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Procedure for Administration

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. Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file. **Appendix 1**

Individual health care plans, **Appendix 2**, will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability. **Appendices 6 & 7**. For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file. **Appendix 3**

If a child refuses to take medication the parents will be informed the earliest available opportunity.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity. **Appendix 4**

Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

Chancellor Park has named paediatric first aiders trained to administer emergency first aid.

These are known to staff and are listed in each class. The Headteacher holds training records for these staff and is responsible for ensuring their certificates are kept up-to-date. A 'staff training record' sheet will be completed to document the level of training undertaken. Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Non-Emergency First Aid Treatment

In the events of day to day minor scrapes and bumps, appropriate first aid will be given to the child as seen appropriate by the office staff or school paediatric first aiders. This course of action will then be recorded in the school medical book and copies sent to the child's parents outlining the injury and actions taken. This record clearly states the injury incurred the date, action and a signature of the first aider. **Appendix 5**

In the event of a more serious bump to the head, a call will be made to the child's parents informing them of the incident and agreeing on the next course of action.

Storage

Storage of medicines is the overall responsibility of the Headteacher who will ensure that arrangements are in place to store medicines safely. The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of parents to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Alerting Emergencies in school

The school has an emergency procedure set in place known by all staff and refreshed annually during INSET and within new staff induction. This procedure involves emergency yellow hands located in each room within the school which are a form of alerting an emergency within a classroom and outside. Areas highlighted within the school which have been identified as being more 'higher risk' rooms have been installed with telephones to either contact the school office.

Disposal of medicines

It is not responsibility of the staff at Chancellor Park Primary to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal. 'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Appendix 1

ADMED 2

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Pupil's Full Name: _____ Class/Form: _____

Address: _____

Condition/Illness: _____

Name/Type of Medication: _____

For how long will the child be required to take medication? _____

Date treatment started: _____

Frequency of Dosage: _____ Timing: _____

Additional Instructions/Information: (eg before/after food, interaction with medicines, possible side effects, storage instruction) _____

I understand that I must deliver the medicine personally to the School Office and collect any remaining medication when course completed. I accept that the School has a right to refuse to administer medication.

Name: _____ Relationship to child: _____

Signed: _____ Date: _____

School use:

Remaining medication returned to parent on (insert date) _____

Or disposed of via _____ *on* _____

Appendix 2

HEALTH CARE PLAN - SEPTEMBER 201

Name of Child:		D.O.B	
<i>Health Needs</i>			
1			
2	<u>EMERGENCY</u>		
3	<u>INFORMATION FOR AMBULANCE/MEDICS/DOCTORS</u>		
	<u>HOSPITAL NUMBER:</u> _____ <u>NHS NUMBER :</u> _____		
	MEDICATION:		
1	<u>Actions:</u>		

We the undersigned agree to support the actions in the Health care Plan for		
Signed		Head teacher
Signed		Parents
	Date:	

Appendix 3

RECORD OF MEDICATION ADMINISTERED TO PUPILS

Chancellor Park Primary School

Date	Time	Pupil's Name	Name of Medication	Dose Given	Any Reactions?	Signed	Print Name

Appendix 4

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. Your telephone number
2. Your name
3. Your location: Chancellor Park Primary School, Brook End Road South, Chelmsford, Essex, CM2 6PT
4. Provide the exact location of the patient within the school setting
5. Provide the age and a brief description of their symptoms

Listen carefully to any other questions asked

Appendix 5



Chancellor Park Primary School

Brook End Road South

Chelmsford

CM2 6PT

Headteacher Mrs C Mills

Tel: 01245 465250

Date

Dear Parents,

Your child has sustained the following injury today
..... They were treated with
.....

Signed



Chancellor Park Primary School

Brook End Road South

Chelmsford

CM2 6PT

Headteacher Mrs C Mills

Tel: 01245 465250

Date

Dear Parents

Please note that your child sustained a slight bump on the head today. They were treated accordingly (cold compress applied.)

As a precaution, please continue to be vigilant this evening with regards to the signs of concussion as detailed below:

- If your child becomes drowsy or confused
- If your child experiences a worsening headache
- If your child starts vomiting
- If your child experiences double vision

Please seek urgent medical advice if your child experiences any of the above symptoms.

Signed.....

Appendix 6



**Chancellor Park Primary School
Brook End Road South
Chelmsford
Essex
CM2 6PT**

Headteacher: Mrs C Mills

Date xx/xx/xx

Dear Parent,

RE: Developing an individual healthcare plan for your child

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professionals who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

A meeting to start the process of developing your child's individual healthcare plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting.

Yours Sincerely

Mrs K Sawyer
SENCo

Appendix 7



*Chancellor Park Primary School
Brook End Road South
Chelmsford
Essex
CM2 6PT*

Headteacher: Mrs C Mills

Date xx/xx/xx

Dear Parents/carers

I have enclosed your child's current Health and Care Plan. If you could please read and update any changes and then send back to school, I will then update these changes on the plan and copies of the new plan will be sent home to yourself and given to their new class teacher. If you would like to meet with me to discuss any changes please phone the office to arrange an appointment. My current SEN days are Monday or Tuesdays but I am available to meet other days after school.

Yours Sincerely

Mrs K Sawyer

SENCo