



Longdon Park School

LPS – First Aid and Medication Procedures Addendum (COVID-19 Pandemic)

1.0 Administering and Handling Medication

1.1 With the precedence of COVID-19, it is essential that any medication administration is completed in the medical room only. When administering medication, staff are expected to:

- Follow the procedures set out in the First Aid and Medication Policy
- Adhere to the school's social distancing and infection control measures as much as possible.
- Minimize the time spent in close proximity to others. Where maintaining a distance of two meters is not possible – staff should use side-by-side interaction instead.
- Minimize face-to-face contact where side-by-side interaction is not practical.

1.2 Longdon Park School acknowledges that the use of PPE is **NOT** required, however staff administering medication can choose to use PPE if they wish to do so. Disposable gloves, disposable plastic aprons and disposable face masks are available in the medical room. Gloves must be used **AT ALL TIMES** when administering medication, as per *LPS First Aid and Medication Policy 2020*.

1.3 When handling and storing medication, staff are advised to:

- Wash their hands for at least 20 seconds with antibacterial soap and water, or use alcohol based sanitiser before touching any medication.

- Wash and disinfect frequently touched surfaces before and after contact, including medicine cabinets.
- Staff should wear gloves when handling medication.
- Ensure that all medication brought in following the below procedure:

Medicine must only be brought to school in the original packaging. The medication should be clearly labelled with the following information:

- Name of the pupil
- Name of the drug
- Dosage
- Frequency of administration
- Expiry date

This label should be provided by the pharmacy for prescribed drugs and by parents/carers for homely remedies. Medication supplied without this information cannot be administered by school staff and changes to dosage should be confirmed in writing by a medical practitioner. In circumstances where medication is changed or a dosage is changed parents/carers can ask their GP surgery to contact the school or request a new prescription so that the dosage details are updated on the label. Medicines should always be kept in their original containers and strips or bottles of oral medication cannot be accepted without the original box.

2.0 Monitoring and Review

2.1 This addendum will be reviewed by the Medical Officer, following any new government advice to the Headteacher.

2.2 Once Longdon Park School resumes regular activity, and if deemed appropriate by the Headteacher, any amendments within this addendum will expire.