



# Longdon Park School

## LPS FIRST AID AND MEDICATION POLICY

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1.1	September 2013	A.McGregor
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## **FIRST AID**

It is the policy of Longdon Park School that there should be adequate and appropriate equipment, facilities and trained personnel to provide first aid within the school. First aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits. Longdon Park School exceeds the minimum first aid provision suggested in the DfES "Guidance on First Aid for Schools". The school provides suitably stocked first aid kits and these are located in the main office, in the first aid room and the kitchen areas as well as staffrooms and pastoral rooms. We also have a burns kit located in the kitchen areas and science room, emergency eye wash kit in the science room and 2 body fluid disposal kits held in the first aid room. There is a defibrillator located in the main office.

Before undertaking any off-site activities first aid provision is considered and first aid kits are kept in all school vehicles. All first aid kits are marked with a white cross on a green or red background.

At Longdon Park School there is always an appointed person on-site to take charge when someone is injured or becomes ill. Contact will be made with the pupil's parent/carer to inform them of the situation and whether the pupil has been taken to hospital. Every endeavour will be made to get the parent/carer to the hospital where the pupil is.

### **School First Aiders**

Appointed persons have emergency first aid training. The Head teacher carries the responsibility for informing the school community of the first aid arrangements. Appointed Medical Officer is Charlotte Rapkin who has a full list of each staff member that is adequately trained. Staff and pupils are made aware of this information. All staff will be trained during probationary period and regular refreshers once a year. Within the primary team a member of staff will also be trained in paediatric first aid.

Staff take precautions to avoid infections and follow basic hygiene procedures. They have access to single-use disposable gloves and hand washing facilities, and take great care when dealing with blood or body fluids and disposing of dressings or equipment.

Whenever pupils are off-site engaging in adventurous activities an appointed person accompanies the group.

Longdon Park School has a procedure which records all accidents, and provides for the reporting of fatal or serious accidents, injuries etc. to the Health and Safety Executive and Options Autism and Education/OFG.

The school records any first aid treatment given on-site and retains these records for inspection in the statutory accident book. Emergency contact numbers, and consent for medical treatment are obtained for all pupils. Parents/carers are informed of significant incidents in writing.

First aid arrangements are the subject of regular and systematic checks.

## **When to Call 999**

Any accident that is beyond First Aid assistance, including serious head injuries, excessive bleeding, unconsciousness or any other life threatening situation, must be treated as an emergency and a call for ambulance assistance must be made. Action must be taken as soon as possible as haste is of the essence. The head teacher must be informed and an incident recorded in RIDDOR.

## **Emergency Procedure for Minor Incidents**

Where there is an accident in school that requires medical attention, a qualified first aider will assist. Any first aid for students or staff will be recorded in the appropriate log book situated in the first aid room. Once the form is fully completed this must be posted in the post box on the counter in the first aid room for the Health and Safety officer's records.

## **Emergency Procedure for Major Incidents**

In the event of such an emergency or if an 'at risk' pupil falls ill then the member of staff at the incident must:

1. Call 999
2. Summon a First Aider and get the relevant medication
3. Emergency treatment should be delivered.
  - If Phoning 999 the following information must be given
    - School Telephone Number : 01283 733 195
    - School Address: Longdon Park School, Park Hill, Hilton Road, Egginton, Derbyshire, DE65 6GU
    - Give your name
    - Name of casualty and symptoms/any known medical condition
    - Inform Ambulance control of the best entrance e.g. Main entrance, pupil entrance
    - If an ambulance is called the Reception and SLT should be informed and an adult should go to the notified entrance to give directions to the ambulance crew.
    - The First Aider or responsible adult must accompany the casualty to hospital.
    - If the emergency services are called the parent/carer of the casualty will be telephoned by the School Admin Officer or a member of SLT as soon as is practicable.

## **Longdon Park School protocol for dealing with body fluid spillages**

### **1. General statement**

The aim of this policy is to decrease the exposure risk to blood-borne and body fluid pathogens. Adherence to this policy is the responsibility of all staff that may come into contact with spillages of blood and other body fluids. All staff should be aware of their personal responsibilities in preventing the spread of infection.

### **2. Legal position**

The school has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and oral secretions
- Vomit
- Faeces
- Urine

- Wound drainage

### **3. Prevention and preparation in case of spillage**

- Workplace to provide a suitable assessment of the health risks associated with exposure to spillages of body fluids
- Staff to be aware of policy and risks associated with exposure to body fluids
- Provision of appropriate first-aid facilities and staff
- Materials for dealing with spillages to be readily available i.e. spillage kits are kept in medical room.
- Regularly evaluate the procedure and update as necessary

Disinfection aims to reduce the number of micro-organisms to a safe level. All blood spills should be treated as a source of infection and dealt with according to strict hygienic principles.

### **4. Management**

If any type of body fluid has been spilled onto a surface the following precautions should be made:

- Notify appropriate staff i.e. cleaners, to secure the environment by placing warning signs.
- All staff dealing with a biohazard spill to wear protection i.e.
  - Disposable gloves
  - Disposable plastic apron
  - Mouth and nose protection with mask, if splash or spray anticipated
- Access 'spillage kit' in order to clean up spillage promptly. This pack contains: absorbent granules, disinfectant, scoop and scraper, disposable gloves, bags.
- Sprinkle granules over the spillage, completely covering it. This will solidify a liquid in 2 minutes. Don't stand over the solution as it can be a respiratory irritant.
- Using the scoop and scraper provided, remove the now solidified residue and place in a bio hazard bag, along with scoop and scraper. Dispose of in accordance with waste management regulations.
- Clean area and equipment thoroughly using hot water and detergent, and disposable cloths.
- Hand hygiene should be performed following management of spillage.

**N.B.** If a spill contains glass or sharps, these should be picked up carefully and deposited into a sharps bin – located in the medical room.

## **MEDICATION**

### **1. Rationale**

Many pupils will need to take medication, or be given it at school at some time in their school life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases there may be a long-term need for pupils to take medication. To allow pupils to take or be given medication at school minimises the disruption that could be caused by illness and allows their education to proceed at a steady rate alongside their peers. Although timings of medication will take precedence, even if minor disruption results, we will minimise this as much as possible.

## 2. Aim

To work in partnership with parents/carers, pupils, health professionals and other colleagues to ensure that children who require medication during school time are able to receive it in a safe and secure environment allowing them to continue to make progress at school and progress in their education. All parties will work with the same information in the same format.

## 3. Our Commitment

In common with good practice, we will aim to work in partnership with parents/carers and (as appropriate) pupils to meet their individual needs. The following guidance aims to ensure a smooth-running partnership that minimises the impact of medical requirements on the day-to-day school life of pupils. Parents/carers are encouraged to contact the Head teacher, Chris Groom if they feel that procedures require adjustment or alteration to suit their specific case. The Head teacher will then refer this to the prescribing medical professional.

Staff that provide support for pupils with medical needs which may include the administration of medication will be given support by the medical officer Charlotte Rapkin under the instruction of the head teacher, access to necessary information, and receive appropriate training and guidance where necessary. First Aid trained staff and anyone administering medicines at any time will also hold the Medication Awareness Certificate.

It is important that pupils who need to take medication at school are involved as closely as possible in the arrangements made for them. When making arrangements for medical care at school the following should be considered:

- Independent management of needs
- Supervised administration of medication
- Staff administration of medication

Staff will assist pupils with their medical needs after consultation with the Head teacher Chris Groom. Agreements for administering medication will normally fall to the Medical Officer after adequate consultation with parents/carers and pupils. **No staff member should enter into individual agreements with parents/carers or pupils.**

Longdon Park School will ensure that training is delivered according to guidelines. Staff administering medication and witnesses signing the medication sheets will both hold the Medication Awareness Certificate. A list of First Aid trained staff and staff holding the Medication Awareness Certificate will be available in the first aid room, staffroom, main office and facilities office.

Information about an individual pupil's medical condition and related needs will only be disseminated to relevant staff in order to ensure the pupil's well-being. Information can only be passed on with the consent of parents/carers.

Where there is concern about whether Longdon Park School can meet either a pupil's needs or the expectation of parents/carers, the Head teacher will seek advice from Options Autism and a suitable health professional.

Advice on the storage of medicines should be sought from a qualified pharmacist when required. Instructions with medication should be preserved and followed.

Medicines may be potentially harmful to anyone for whom they are not prescribed. We will try to ensure that risks to the health of others are properly controlled. A secure location is provided by Longdon Park School with locked medicine cabinets in the first aid room.

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.

When a medicine requires refrigeration it will be kept in cold storage and locked in the First Aid Room. This room is to be kept locked at all times. Medication is to be kept in the refrigerator in an air-tight container. To avoid confusion medicines should be kept on a separate shelf used only for the storage of medication. The container should be clearly labelled as described above. If a refrigerator contains medicines, access to it should be carefully monitored. The refrigerator is situated in the First Aid room. Members of staff who use the refrigerator are made aware of the importance of keeping the medicine safe and secure in a lockable box within the fridge.

In an emergency pupils should have prompt access to their medicine through a recognised procedure. It is the duty of the Head teacher to ensure that all staff are familiar with the emergency procedure.

Longdon Park School staff will NOT dispose of medicines. Out of date medicines will be returned to parents/carers at the end of each term for disposal. Parents will be instructed to return these to the pharmacist for safe disposal. Staff are to place these medicines in a sealed envelope with the name of the pupil and that date being sent home.

### **Unknown Medication on school site**

Medication that has been found or disclosed by a pupil should be placed into a sealed envelope and disposed of by either parents/ carers of pupil or be taken to pharmacy to be disposed of.

The Head teacher will ensure that staff know how to call the Emergency Services/NHS Direct.

A pupil who is taken to hospital by ambulance should be accompanied by a member of staff who will remain until the pupil's parent/carer arrives at the hospital. If a pupil is taken to hospital, it is essential that Longdon Park School makes every effort to inform parents/carers immediately; failing this the emergency contact person will be informed.

In an emergency it may be necessary for 2 members of staff if possible to take a pupil to hospital in his/her own car. When a pupil is taken to hospital by a member of staff they should also take with them all medication the pupil is currently taking together with the pupils medical record showing what medication has been taken, when it was taken, the dosage and what the medication is being taken for. This information is in their file in the medical room.

#### **4. Working with parents/carers**

We will work together with parents/carers to ensure that all relevant information with regard to a medical condition which may affect a pupil at school is passed on to all concerned. Information will only be requested from parents/carers when it is necessary to ensure the health and safety of the individual pupil and/or their peers at school. The confidentiality of a child's medical records will be respected. Information is gathered at induction meetings and regular reviews. Separate information is requested when a pupil is going off-site.

All parents/carers will be informed of Longdon Park School policy and procedures for addressing the medical needs of children.

Parents/carers should provide the school with adequate information about their child's medical condition, treatment, or any special care needed at Longdon Park School. They should, in partnership with the school, reach an agreement on Longdon Park School's role in helping to address their child's medical needs. Any details will be passed on to those who need to know using the staff meeting forum.

The cultural and religious views of families should always be respected. If parents make a specific request i.e. they don't want certain treatments for their children, parents will be asked to communicate this in writing and sign it.

Parents/carers will be asked for the following information about medication:

- name of medicine
- dose
- method of administration
- time and frequency of administration
- other treatment which may involve Longdon Park School staff or affect the child's performance during the school day
- side effects which may have a bearing on the child's behaviour or performance at school

Pupil medical conditions will be established at the interview and home visit. Parents/carers should advise Longdon Park School of any changes in the medication administered to their child and or changes of their condition at the earliest opportunity and follow the guidelines as set out above.

## **5 Administration of Medicines**

If a pupil refuses to take medication Longdon Park School will record this and inform the child's parents/carers. If the medication is essential to the child's continued well-being, Longdon Park School will call the emergency services and inform the parents/carers. If the medication is essential to the child being educated Longdon Park School will contact the parents/carers to discuss actions to be taken.

Medication should be brought to Longdon Park School only when it is needed. Often medication can be prescribed in dose / frequencies which enable it to be taken outside school hours. Parents/carers should be consulted about this. For any prescribed medication that is required to be in school, or is no longer required in school, a Medication Transportation form must be completed by the parent/guardian or staff member and sent in/out of school in a sealed bag.

We will never administer medication without consent.

### **Non-prescribed Medicines**

Pupils sometimes ask for pain killers (analgesics) at school, including aspirin and paracetamol. These are considered to be homely remedies. Longdon Park School staff should generally not give non-prescribed medication to pupils without the written consent of parents/carers. In times of need, staff may seek verbal consent from parents/carers and record the details of this conversation in the pupil file. Staff must not give out homely remedies without parent/carer consent.

With the prior agreement of parents/carers, Longdon Park School may administer mild analgesics; e.g. either one or two paracetamol tablet (according to parental/carer advice/consent) to a child who asks for it, if s/he suffers pain or a headache at school. A record must be kept of the dose given.

### **Prescribed Medicines**

Any member of staff giving medicines to a pupil should observe the following procedure in cooperation with a witness

- confirm the pupil's name agrees with that on the medication
- check the written instructions provided by the parents/carers or doctor
- confirm the prescribed dose
- check the expiry date
- check how often and for how long i.e 3 times a day for 6 months

### **Functional Medication**

This type of medication includes; Insulin (diabetes), Ventolin (asthma), Diazepam / Valium (Epilepsy), Adrenaline (anaphylaxis). Where this type of medication is needed staff will be given specific training.

### **Sharps / Needles**

Where pupils require medication which is supplied with a syringe or epi-pen, or where blood needs to be tested, the staff must dispose of the needles appropriately. A bona-fide sharps box will be used for this purpose, located in the first aid room.



**Epi-pen**

All staff should be adequately trained in how to safely administer Auto-adrenalin injectors such as Epi-pens. All staff are to know the procedure of steps to take when someone is in anaphylactic shock. All waste products from any sharps will go into a sharps box that is provide and locked in the first aid room.

All staff are to be aware to call 999 if an individual is in anaphylactic shock, to make note of time of administering auto injector and keep the individual calm and in a safe environment until emergency services arrive.