



**Longdon Park
School**



Parkway
Longdon Park School

FIRST AID AND MEDICATION POLICY

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This policy should be read in conjunction with the OFG First Aid and Medication Policies.

FIRST AID

It is the policy of Longdon Park School and Longdon Parkway 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 school premises, and also off the premises whilst on school visits. Longdon Park School and Longdon Parkway exceed 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 at: the main office, facilities office, Headteachers office, in the first aid room, student kitchen and main kitchen as well as with in all Key Stage locations – Student Kitchen For Key Stage 4, Subject Leads Office for Key Stage 3 and Primary Store Cupboard for Key Stage 2 at Longdon Park School. At Longdon Park School burns kits located in the kitchen areas, Facilities Office and Science Lab, 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.

At Longdon Parkway, first aid kits are located at: the reception, kitchen, upstairs and downstairs office, in the workshop and the first aid room. Burns kits are located in the kitchen and workshop with an emergency eye wash and bodily fluids disposal kit held in the first aid room. A defibrillator is located in the reception.

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 and Longdon Parkway there is a Nominated Medical Competency Checker that can support First Aiders with injuries or illnesses. 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 Headteacher carries the responsibility for informing the school community of the first aid arrangements. The Nominated Medical Competency Checker is Joanne Cluley for Longdon Park School and Lisa Austin for Longdon Parkway. A comprehensive list of First Aid trained staff is available on Medical Tracker Staff and pupils are made aware of this information, being displayed in the First Aid room and Main Office. All staff will complete First Aid awareness training during their probationary period and will be fully trained at the earliest convenience, with this qualification then being renewed before expiry. 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 staff will have a minimum of First Aid awareness to support in a First Aid situation.

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 as well as reporting RIDDOR following HSE legislation.

The school records any first aid treatment given and retains these records for inspection on Medical Tracker. Historical records prior to the introduction of Medical Tracker are retained in the 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 Headteacher 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 on Medical Tracker. For students, an email will then be sent to parents with details of the injury and first aid.

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
 - Or
 - Longdon Parkway, Centrum 100, Burton-on-Trent, DE14 2DW
 - 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 staff and SLT should be informed and an adult should go to the notified entrance to give directions to the ambulance crew.
 - A member of staff will accompany the casualty to hospital.
 - If the emergency services are called the parent/carer of the casualty will be telephoned

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 and Longdon Parkway 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 available on Medical Tracker electronically or can be printed.

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 the first aid 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, blue roll, 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 blue roll provided, remove the now solidified residue and place in a bio hazard bag, along with contaminated blue roll. 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 first aid 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. 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 Acting Headteacher, Edward Barnes, if they feel that procedures require adjustment or alteration to suit their specific case. The Headteacher will then refer this to Nominated Medical Competency Checker.

Staff that provide support for pupils with medical needs which may include the administration of medication will be given support by the Nominated Medical Competency Checker, Joanne Cluley or Lisa Austin, under the instruction of the Headteacher, access to necessary information, and receive appropriate training and guidance where necessary. Anyone administering medicines at any time will have completed the Medication E-Learning Training and be deemed competent by the Nominated Medical Competency Checker. A witness will always be present when medication is administered, following the medication administration and recording procedure.

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 Headteacher Edward Brnes. Agreements for administering medication will normally fall to the Nominated Medical Competency Checker after adequate consultation with parents/carers and pupils. **No staff member should enter into individual agreements with parents/carers or pupils.**

Longdon Park School and Longdon Parkway will ensure that training is delivered according to guidelines. Staff administering medicines at any time will hold the Medication E-Learning Training and be signed off as competent and will be witnessed by staff who have completed the Medication E-Learning Training. A list of First Aid trained staff and staff signed off as competent in the administration of medication will be available in the first aid room, staffroom, main offices 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 or Longdon Parkway can meet either a pupil's needs or the expectation of parents/carers, the Headteacher 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 and Longdon Parkway with locked medicine cabinets in the first aid room with a clearly labelled shelf to store student medication.

Medicine must only be brought to school in the original packaging from the pharmacy. 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. Without an up-to-date prescription we are unable to administer medication. 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 Main Office at Longdon Park School with restricted access. At Longdon Parkway the fridge will be in the first aid room. This room is kept locked at all times. To avoid confusion, medicines should be kept on a separate shelf used only for the storage of medication. The medication should be clearly labelled as described above. If a refrigerator contains medicines, access to it should be carefully monitored. Members of staff who use the refrigerator are made aware of the importance of keeping the medicine safe and secure within the fridge.

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

Longdon Park School and Longdon Parkway 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 by school staff.

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

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, regular reviews and annually. Separate information is requested when a pupil is going off-site.

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

Parents/carers should provide the school with up-to-date accurate information about their child's medical condition, treatment, or any special care needed at Longdon Park School or Longdon Parkway. 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 home visit and during taster sessions, completing the *New Starter Medical Information* document. Parents/carers should advise Longdon Park School or Longdon Parkway 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, this will be recorded on Medical Tracker and the child's parents/carers via email or phone call. If the medication is essential to the child's continued well-being, Longdon Park School or Longdon Parkway 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 and Longdon Parkway 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 administered during school hours a Medication Transportation form will be completed by the parent and sent into school with the medication. If the medication is required during offsite visits, staff will take and complete the Medication Transportation form. Upon returning to school, Medical Tracker will be updated to record the administration of the medication.

We will never administer medication without consent.

Non-prescribed Medicines

Pupils sometimes ask for pain killers (analgesics) at school, including hayfever relief, ibuprofen and paracetamol. These are considered to be homely remedies. Longdon Park School staff will not give non-prescribed medication to pupils without the written consent of parents/carers. Written consent is obtained annually. In times of need, staff may seek verbal consent from parents/carers and record the details of this conversation in the pupil file on Medical Tracker. 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. If a student asks for any mild analgesics before

lunchtime, verbal consent must be obtained from the parent/ carer prior to administration. A record be kept of the dose given and parents informed via phone or email.

Prescribed Medicines

Any member of staff giving medicines to a pupil complete the following checks with a witness before administering medication:

- 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

The medication administration procedure should then be adhered to.

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.

Seizures

Any student diagnosed with an Epileptic condition, or present with signs of seizures, will have an individual care plan created, highlighting the steps and procedures to follow to support the student. All staff working with the student will be informed of the care plan and procedures to ensure educational provision is not hindered as a result of their diagnosis.

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

Adequate staff should be adequately trained in how to safely administer Auto-adrenalin injectors such as Epi-pens. Adequate 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.

Longdon Parkway

Longdon Park School ensures the safety and wellbeing of all staff and students. Longdon Parkway will follow the same recording and reporting procedures as adhered to at Longdon Park School, as outline above.