



# Godalming Junior School

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you have any concerns you should contact our Designated Child Protection Officers, Adam Samson, Jonathan Poole or Karen Sutton*

## **ADMINISTRATION OF FIRST AID AND MEDICATION POLICY**

**This policy was reviewed: Summer 2018**

**This policy will be reviewed next: Summer 2019**

This policy has been drawn up with reference to LA guidelines. Godalming Junior School endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day to day experiences at school. Some of our pupils have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their life in school is minimised as far as possible and that all staff who work with the pupil understands the nature of their difficulties and how best to help them.

While there is no legal or contractual duty on teachers to administer medicines or supervise pupils taking their medicines nevertheless we would wish to support our pupils where we can. Teachers and support staff may need to take swift action in an emergency, both in school and offsite. The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and the school has an expectation that parents or carers will administer all medication during school hours. When children are admitted to the school parents are asked for details of the family doctor and any medical conditions/allergies affecting the child. Parents are also asked to nominate at least one other adult who can be contacted if the child is unwell. These records are kept electronically and in paper form in the office. (See Data Protection Policy)

All staff are expected to be responsible for the care of the children's health in the school. As such staff would be expected to exhibit the same level of response as would be expected of a careful and prudent parent in similar circumstances. The school has a number of designated First Aiders for dealing with accidental injury. Where it is suspected that a child will need urgent medical attention, for an illness or accident, an ambulance should be summoned on 999 and the Headteacher or Deputy Headteacher informed. A member of staff will go with the child in the ambulance and have with them all medical and contact information.

## **Aims**

The aims of this policy are to:

- Assist parents in providing medical care for their children
- Educate staff and pupils in respect of special medical needs
- Arrange training for staff who support pupils with any medical needs as appropriate
- Liaise as necessary with the medical services
- Adopt and implement national guidance in relation to medication in schools
- Make clear responsibilities for first aid provision and the administration of medicines

## **Parental Responsibilities**

If a child's health needs are likely to affect their normal participation in school life, then it is the responsibility of the parents to inform the school of this fact. This should be done on the admission form when applying to the school, or for subsequent changes to their health and medical needs, by letter.

Parents are encouraged to provide a hat and sun block for children during the summer months. High factor sunscreens are available which are long lasting and will provide protection for children through the lunch period even when administered in the morning. Children may bring sunscreen to school for self administration. Staff will apply sunscreen in exceptional circumstances (ie. There is extreme sensitivity to the sun and the child is too young or has special needs which prevent self application).

If a child has an allergy then parents will be asked to complete an ALLERGY AND ANAPHYLAXIS TREATMENT PLAN form. If a child has a food allergy and has school dinners, the parents will be asked to complete a Special Diet Request form which has to be countersigned by their GP.

## **School Attendance and Illness**

All children should be in school. Children who are generally unwell should not be in school and should not return until they are fit to participate in the curriculum as normal. If a parent is in doubt as to whether a child is able to attend school they should contact the school or send the child to school and allow the school to make the decision during the day. A child will be allowed to attend school whilst unwell if suffering from a chronic illness and on advice from the School Health Service would benefit from leading as normal and happy life as possible.

If a child becomes unwell during the course of the school day, the child will be sent to the school office for assessment. If the condition is deemed to be "temporary" the child may be monitored in the school office for a short time and sent back to class when recovered. If considered unfit to remain at school a parent or other nominated adult will be contacted and asked to collect the child. Whilst awaiting collection the child will be supervised by the office staff. Parents are responsible for providing the school with emergency contact numbers and for updating these as necessary. Parents must be ready and willing to remove an ill child or make arrangements for care elsewhere. No child would be sent home alone when ill.

## **Sickness**

A child can only attend school 48 hours after last sickness episode in order to contain the spread of sickness bugs.

## **Medic-alert Bracelets or Necklaces**

These are deemed to be exceptions to the policy on jewellery. However, they should be removed for PE and held by the class teacher. After the PE activities are completed the teacher will ensure that the bracelet or necklace is put back on.

## **Non-Prescribed Medicines**

It is the schools policy not to administer non prescribed medicines to the children in our care; these include over the counter medicines such as Calpol or Aspirin etc. In the event of parents requesting this they should be referred to the Headteacher who may make special arrangements for such medicines to be administered.

## **Prescribed Medicines**

No medicine can be given without the parents consent via a pupil medication form. Medicines brought to school must be given to the school office by the parent on arrival. On no account should children keep medicine with them in bags or classrooms. We will only accept medicines that have been supplied by a registered doctor, dentist or nurse and deemed absolutely essential i.e. where it would be severely detrimental to a child's health if the medicine were not to be taken during the school day.

The medicines must be provided in the original container (as dispensed by the pharmacist) and include pharmacist instructions for administration.

Medicines will be kept in a locked secure box. If refrigeration is required then they will be placed in an airtight container marked medicines in the fridge.

If a G.P. advises that a pupil should attend or re-commence school while still needing to take medicines e.g. antibiotics:

- Parents should ask the G.P. if the dosage can be arranged so that administration is not required during school hours.
- There is an ex parents shall be responsible for the administration of medicines and may come into school to administer the medicine themselves. Any visiting Parent/guardian MUST report to the School Office before taking action in administering to their child, and advise the Office, once again, on leaving.
- When this is not possible a member of the office staff or appointed volunteer will administer the medicine provided a Pupil Medication Request (Appendix 1) has been completed in full.
- A child refusing medicine will not be forced to take a treatment. The parent or carer will be contacted as soon as possible.
- Intimate or Invasive Treatment. This will only be carried out by a volunteer who is entirely willing. During any such treatment two staff will be present one if possible who is of the same gender as the child being treated. Staff will preserve the dignity of the child as far as possible.

The following standard practice should be followed by school staff when administering medicines. They must:-

- Check written instructions received by the school and confirm with details on the medicine container.
- Check the prescribed dosage.
- Check the expiry date of the medicine (Note: it may be helpful to remind parents if the expiry date is approaching).
- Check the timing/frequency details.
- Check record of last dosage given (to avoid double dosage).
- Measure out the prescribed dose.
- Check the child's name on the medicine again.
- Complete written record of dosage given, including date, time and signature.

Unless it is an emergency, any medication should be given in a situation where privacy and confidentiality may be maintained. If the member of staff is in any doubt about any of the details, they should check with the child's parent or doctor before giving the medication.

Staff involved with the administration of medicines should be alert to any excessive requests for medication by children or by parents on their behalf. In any cases of doubt advice may be obtained from the School Health Service.

Medicines must be brought to and collected from the office at the beginning and end of each day and prescribed course by an adult. The school takes no responsibility in sending medication home and will take action to ensure correct disposal of any medication in school after any expiry or dosage date has passed. The office staff will not accept medicines without a completed Pupil Medication Request which has been agreed by the Headteacher and will not hand medicines to children to take home. Parents are responsible for the disposal of medications.

The Medications Folder containing the Pupil Medication Requests will:

- Show the name of the child for who the medicines were supplied
- Give the name of medicine supplied
- Detail the time and amount to be administered each time
- Detail any other relevant information

Entries must:

- Be made in ink
- Be in chronological order and at the time the medicine was administered
- Show the name of the medication administered
- Show the date the medicine was administered
- Show the name of the person for whom the medication was prescribed
- Show the amount of medication administered
- All registers will be kept until the child has attained the age of 21 years.

## **Epi-Pens and Inhalers**

To enable children with a chronic illness to lead as normal and happy life as possible it may be necessary for them to take prescribed medicines during school hours - such as inhalers for asthma. Parents are asked to complete a Medical Care Plan (Appendix 2) for their child at the beginning of each term when inhalers, etc are returned to school. Parents are responsible for ensuring adequate supplies of medication are available in school and that the medicine is in date. These are considered to be part of our first aid provision; however, they must all be entered into the Medications Folder as above if used. All staff are expected to familiarise themselves with the children in school who carry epi-pens. Training is given at least once every three years on how to administer such medications.

Details, including pictures of the children, of all serious medical conditions and allergies are available in the staffroom and displayed in the Office.

- All staff are expected to familiarise themselves with the location of epi-pens in school.
- All staff are expected to familiarise themselves with those children who use inhalers.
- Children with inhalers are expected to have been educated in their use by parents or carers.
- A Minimum of two Epi-Pens will be held by the school. One will be kept in the classroom and taken with the child as they move around school or to activities within the school grounds or outside. The second will be stored in a locked Medicine cupboard in the office

## **First Aid**

A first aid kit is kept in the medical room. Portable kits are provided for educational visits and sports activities at the field. The Office staff and designated First Aiders for individual activities or educational visits are responsible for ensuring that the kits are fully equipped.

Any appropriately trained staff can be responsible for dealing with minor accidents e.g. bumps, grazes, etc.

“Three Day” trained First Aiders are responsible for more serious incidents.

Every Educational Visit or sports activity at the field must have a designated First Aider who is responsible for the first aid kit.

All visits to the medical room are recorded for a minor accident sheet (see attached). Cuts are treated with water and dressed if appropriate. If after care is required for a minor accident a Notification form (see attached) is completed and given to the person collecting the child at the end of the day. A copy is kept and seen by the Headteacher. Parents will be asked to collect a child if he/she is very distressed or requires further treatment. When a more serious accident occurs an ambulance will be called and the parent or nominated adult will be contacted. If the parent is not at school when the ambulance arrives, a member of staff will accompany the child to hospital and stay until a parent or nominated adult arrives. The member of staff will take with them any medical and contact information. For all serious accidents an injury report form is completed online.

## Roles and Responsibilities

When staff are responsible for care and control of the children of others then they must take the same care that a reasonable, prudent and careful parent would take in the same circumstances. The staff are fully indemnified by Surrey County Council for claims of negligence providing that they are working within the scope of their employment. As the administration of medicines is considered to be the act of taking reasonable care of the pupil, staff agreeing to administer medicines are protected by Surrey County Council who will meet all costs should a claim of negligence be successful. Although the administration of medicines is voluntary all staff still have a duty to provide reasonable care, including taking appropriate action in the event of an emergency. The Administration staff have the administration of medicines as a part of their job profile and as such this is a contractual duty. This will not apply to invasive medical requirements such as anal administration.

### The Headteacher

- ensures that appropriate measures are taken to prevent the misuse of medicines.
- work with the Educational Visits Coordinator to ensure adequate first-aid and administration of medicines measures are in place for all off-site trips

### The Bursar

- ensures the rolling programme of first-aid training for staff is up-to-date

### “Three Day” Qualified First Aiders

- must familiarise themselves with the schools policy and advise the Headteacher if for any reason something prevents them from following the procedures set out above.
- be the only members of staff to treat serious injuries

### Teachers and other staff

- use their first-aid training awareness to make judgements on whether accidents or incidents require the attention of the “Three Day” first aiders and/or the Headteacher
- Take responsibility for the administration of medication during educational visits
- use their first-aid training awareness to treat minor injuries

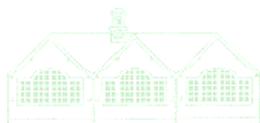
### First Aid Procedure - Games & PE

If a serious incident happens during PE, Games or fixtures, that requires first aid.

- Staff should use their first-aid training awareness to make judgements on whether the accident or injury requires the attention of a “Three Day” first aider.
- Ensure the other group members are safe.
- The Headteacher must be informed of the incident as soon as possible.
- Staff should stay with the injured pupil until a parents or other member of staff has taken responsibility for the welfare of the pupil. This includes escorting the pupil to hospital if required (normally

away matches). As such away matches should always have at least two members of staff or designated responsible adults with them.

- An incident report/ injury form must be filled in and a copy passed to the Office.
- At all times the welfare of the pupils is of paramount importance.



Godalming Junior School

## SHORT TERM PUPIL MEDICATION REQUEST

It is school policy not to administer medicines to the children in our care; these include over the counter medicines and prescribed medicines. In the event of parents requesting this they should be referred to the Headteacher who may make special arrangements for such medicines to be administered.

NOTE: Wherever possible the need for medicines to be administered at school should be avoided. Parents are therefore requested to try to arrange the timing of doses accordingly.

Child's Name: ..... Class: .....

Condition or Illness: .....

.....

Please tick the appropriate box

- I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of an emergency, as staff consider necessary.
- My child will be responsible for the self-administration of medicines as directed overleaf
- My child will be given a sticker as a reminder

Name of Medicine	
Dose frequency/times	
Completion date of course if known	
Expiry date of medicine	
Special Instructions	
Allergies	
Other prescribed medicines child takes at home	

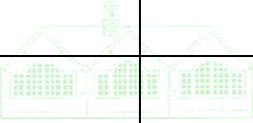
- I will ensure that the medicine held by the school has not exceeded its expiry date.
- I am responsible for collection and disposal of any unused medicine.

Signed.....Date: .....  
(Parent)

## PUPIL MEDICATION RECORD

Child's Name: \_\_\_\_\_

	Date	Time	Medicine given	Dose	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					



Godalming Junior School

# MEDICAL CARE PLAN

ONLY COMPLETE IF YOUR CHILD HAS AN ONGOING MEDICAL CONDITION  
REQUIRING REGULAR TREATMENT

To cover the Autumn/Spring/Summer\* Term (\*Please delete as applicable)

Child's Name ..... D.O.B .....

Child's Class .....

Description of child's medical condition (e.g. Asthma)

.....  
.....

Symptoms shown by child

.....  
.....  
.....

Medication required.....

Details of doses .....

Other information which may be helpful, particularly in an emergency

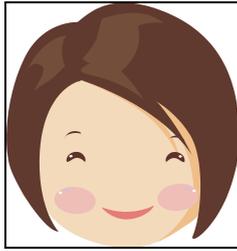
.....  
.....  
.....

- This information is correct at the time of signing.
- I undertake to notify the school of any change in the information given.
- I undertake to ensure that adequate supplies of up to date medication are available in school.

Signed..... (Parent/Guardian)      Date .....

# ALLERGY AND ANAPHYLAXIS TREATMENT PLAN

This child is at risk of Anaphylaxis



Name ..... DOB: .....

Class: ..... may suffer from an anaphylaxis reaction  
if he/she is exposed to.....

GP/Local Hospital Ref No: .....

S/he also has (other medical conditions).....

His/her usual allergic symptoms are:

.....  
.....



The school staff will take all reasonable steps to ensure that

..... does not eat any food items unless they  
have been prepared/approved by his/her parents.

..... parents will remind their child regularly of the  
need to refuse any food items, which might be offered to them by other  
pupils.

In particular, ..... parents will  
provide for him/her the following food items:

.....  
.....

## Procedures

In the event of an acute allergic reaction, staff will follow this procedure:

- Administer Epi-pen
- Contact Ambulance Service - 999
- Follow procedures set out overleaf
- One adult will inform the Headteacher immediately of action taken.
- Then inform the following contact numbers in order of priority.

### Contact No 1

Name: .....

Telephone No: .....

Relationship: .....

### Contact No 2

Name: .....

Telephone No: .....

Relationship: .....

One adult should stay with the child to assess the severity of symptoms

In cases of:

- Itchiness
- Tingling of lips and face
- Tummy cramps
- Vomiting
- Blotchiness of skin

Give ..... (Oral Antihistamine) .....ml at once

In cases of:

- Wheeziness
- Swelling of face and throat
- Difficulty in breathing/swallowing
- Feeling faint

Place child on floor in recovery position (Safe Airway Position)

Give Epi-pen injection to outer thigh (this can be administered through light clothing).

If no breathing/pulse then initiate mouth-to-mouth resuscitation and cardiac massage

If there is no improvement to above action within 10 minutes and there are symptoms of weakness/floppiness pallor then repeat Epi-pen once more if 2nd Epi-pen is available

Hand over child's care to Ambulance Team/parents on their arrival

Dispose of Epi-pen in "Sharps Bin" if available, or hand over to Ambulance staff. Record all medication given with date and time of administration.

**Medication/Staff training**

The school will hold, under secure conditions, appropriate medication, clearly marked for use by designated staff or qualified personnel and showing an expiry date.

It is the parents' responsibility to ensure the school has appropriate up-to-date medication.

Further advice is available to school staff at any point in the future where they feel the need for assistance.

If there are planned educational visits or off site activities which mean that, he/she may leave the school premises , a plan will be in place detailing the appropriate provision and safe handling of his/her medication.

**STAFF INDEMNITY**

The County Council provides a staff indemnity for any school staff (of those schools buying into Surrey County Council Insurance) who agree to administer medication to a child given the full agreement of the parents and the school.

**AGREEMENT AND CONCLUSION**

A copy of these notes will be held by the school and the parents. A copy will be sent to the GP for information.

Any necessary revisions will be the subject of further discussions between the school and parents.

On behalf of the school

Godalming Junior School

Headteacher..... Date.....

Parents of .....

Parent ..... Date.....

Parent ..... Date.....