



First Aid and Medication In School Policy

Vice Principal - Business

PREMISES COMMITTEE

Review History

Reviewed	Determined	Cycle	Review	Notes
Spr-16	Spr-16	3	Spr-19	
Aut-13	Aut-13	3	Aut-16	
Spr-13	Spr-13	3	Spr-16	
Sum-10	Sum-10	3	Spr-13	



First aid, accidents and incidents

1. A First Aid Risk Assessment will be carried out on an annual basis. The risk assessment will take into account:
 - I. The size of the school
 - II. The location of the school and accessibility for emergency services
 - III. The number and age range of pupils
 - IV. The number of staff
 - V. Particular hazards within the school and specialist areas
 - VI. Accident records
 - VII. Provision at breaks, lunchtimes and during holiday periods
 - VIII. Provision for school trips

This risk assessment will advise the number of trained first aid staff that we have in School, and the first aid procedures.

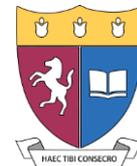
2. Coopers will always have an appropriate number of trained first aiders, who have completed the relevant 'first aid at work qualification' within a valid time frame.
3. A 'lead' first aider will be appointed from the trained first aid staff. This person will, where possible, administer the majority of first aid in School and keep records accurate in an accident log.
4. **It is emphasised that Coopers has only qualified first aiders and NOT trained doctors or nurses.**
5. Only basic first aid will be administered in School, to include ice packs and light supports/ bandages. No emergency medicine will be administered unless prescribed for a child.
6. In the case of minor injury, a member of staff will contact parents/carers immediately. Parents should come into School in order to accompany their child to have the injury checked. In the exceptional circumstance of a parent/carer not being able to reach the School in the time required, a member of staff will accompany the student in a taxi to the nearest hospital, but they **MUST** be met at the hospital by a parent/carer.
7. In the case of serious injury, an ambulance will always be called. A member of staff will contact parents/carers immediately. Parents should attempt to come to School in order to accompany their child in the ambulance. If this is not possible in the time required, a member of staff will accompany the student in the ambulance, but **MUST** be met at the hospital by a parent/carer. In non-life threatening cases ambulance response times may mean that it would be faster for the child to be escorted to hospital by a parent/carer. There have been circumstances where the ambulance service will not send an ambulance. Parents must be told this in these circumstances. Staff will accompany students to hospital using a rota system.
8. Staff will supervise, or organise supervision for any student in receipt of First Aid who is waiting to be collected, or is waiting for an ambulance.
9. If a child feels unwell during the School day, School staff are not permitted to issue any medicine unless it is prescribed for the child and handed in to student services. If the child does not feel able to continue in lessons, parents will be contacted and will be expected to collect the child.
10. First aid boxes will be stored at key locations around School to include student services Main Office, Lomax, Technology, CAB, Sixth Form centre and PE departments, although it must be a trained first aider who administers any first aid to students.
11. Staff administering first aid will always wear disposable plastic gloves. These will be disposed of in a sealed plastic bag.

Coopers School

FIRST AID AND MEDICATION IN SCHOOL POLICY



12. All accidents and incidents (near misses) must be reported and recorded using the accident/ Incident report book on the day of the accident and as soon as possible.. Accidents and injuries to members of School staff must be recorded in the accident book in the School Office.
13. The Principal, or Vice Principal in her absence, must be advised of any student who is injured sufficiently enough to be sent home or is hospitalised as soon as possible. Permission to be sent home may only be authorised by the Principal.



Medication in School

General Principles

- **It is emphasised that Coopers has only qualified first aiders and NOT trained doctors or nurses.**
- The School will regularly review this policy making updates where appropriate.
- The School will provide the facility to store, administer and record individually prescribed medication.
- The School will train and monitor staff who are assisting with the administration of medication.
- In the event that a child refuses to take a prescribed medication the School will advise the parent and destroy the drug as per the guidelines.
- Medications that are handed in that are not in their original dispensing containers will be rejected and the parent informed. This may result in a child being sent home from School.
- Parents are advised that Coopers does not allow students to carry / administer medication and that all medication must be handed in to student services on arrival at School. There are some exceptions to this detailed on page 4.
- The School will notify parents/ carers, if required, should an outbreak of a contagious condition arise within the School. Advice on the periods of exclusion for contagious diseases and head lice will be available on request.
- All staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply.
- It is a parent/ carer's responsibility to provide medication to the School for their son/ daughter and to ensure that stocks are replenished. School will not contact parents when medication runs out.



Procedures

Prescribed medication:

Medicines should only be taken into School or on School trips and fixtures when essential, where it would be detrimental to a child's health if the medicine were not administered during the School day. The School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

Medication handed in at student reception will be recorded in a relevant log book held at student reception.

Controlled drugs:

Any trained member of staff may administer a controlled drug to the child for whom it has been prescribed, providing it is in accordance with the prescribers' instructions.

Controlled drugs must be stored and administered in accordance with the following procedure:

- Drugs will be stored in a locked, non-portable container and only named staff should have access.
- It is the parent/carers responsibility to ensure the necessary amounts of medication required is kept by the School and reserves are replenished when necessary.

Non-prescriptive medication:

The School will not hold any non-prescription medication for use by students.

Short Term medical needs:

In certain circumstances, where non administration of a drug could be detrimental to the child's health, the School will hold antibiotics for administration throughout the School day.

Safety of medication supplies:

Large volumes of medicine should not be stored at School. Medicines will be stored in accordance with the product instructions and in the original container in which it was dispensed. The container must be clearly marked with the student name, dosage and frequency of administration. Where two or more medicines have been prescribed each must be in a separate container.

Students should be made aware of how to access their medication and who is allowed to administer. Emergency medication such as asthma inhalers or epipens must not be locked away. Refrigeration will be available for products that require temperature control.

When no longer required, medicines should be returned to the parents to arrange for safe disposal

Risk assessments:

Under the health and safety policy, risk assessments will be regularly undertaken with regards all aspects of medical treatment, including but not limited to:

- Storage of drugs
- Hazardous waste/ clinical waste
- Administration of medication

Staff indemnity:

The governors of Coopers fully indemnifies its staff against claims for alleged negligence, providing they are acting within the scope of their employment and have been provided with appropriate training. For the purposes of indemnity, the administration of medicines falls within this definition and hence staff can be reassured about the protection their employer provides. In practice, indemnity means the school and not the employee will meet the cost of damages should a claim for negligence be successful. It is very rare for School staff to be sued for negligence and instead the action will usually be between the parent/carer and the employer. Staff should at all times follow the guidance provided by Coopers School.



Guidelines for specific illnesses/disorders:

Students requiring Epipen/Anapen:

- The Epipen/ Anapen should be readily accessible for use in an emergency and where children are of an appropriate age the Epipen/ Anapen can be carried on their person. It should be stored at room temperature, protected from heat and light and kept in the original named box.
- Once the Epipen/Anapen is administered, a 999 call must be made immediately. If two people are present, the 999 call should be made at the same time of administering the Epipen/ Anapen. The used Epipen/ Anapen must be given to the ambulance personnel.
- It is the parent/ carer responsibility to renew the Epipen/ Anapen before the child returns to School.

Students with asthma:

- Where appropriate students should carry their inhaler on their person. It would be helpful if parents/ carers could supply a spare inhaler for children who carry their own inhalers. This could be stored safely at School in case the original inhaler is left at home or the child loses it.
- All inhalers should be labelled with the child's name.
- School staff should take disciplinary action if the owner or other students misuse inhalers.
- Parents/carers are responsible for renewing out of date and empty inhalers.
- If students are going on offsite visits they must take their inhalers with them.
- Coopers will hold asthma inhalers for emergency use

Students with diabetes:

- Students with diabetes must be allowed to eat regularly during the day. This may include eating snacks during class time or prior to exercise. Parents must be responsible for providing their child with regular food for during the School day or ensuring that their child has sufficient money to buy food when required.
- Students are encouraged to carry their own treatment for hypoglycaemia (dextrose tablets, sugary drinks or dextrose gel.)