



CHALKWELL HALL JUNIOR SCHOOL

Administering Medicine Policy

Reviewed and Approved by:	Governing Body
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Date Reviewed:	October 2024
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Next Review Date:	October 2027
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**Tenacitas
Trust**

CHALKWELL HALL JUNIOR SCHOOL

Administering Medicines Policy

Every effort is made to care for the pupils' physical and mental development whilst they are at Chalkwell Hall Junior School.

AIMS

1. To provide a policy which will aim to support students and staff with medical needs in school;
2. To continue to improve the quality of the First Aid service offered in the school;
3. To provide guidance for all the staff and students in the school regarding the procedure for First Aid care and protocols to follow in the event of an emergency;
4. To prevent pupils and staff from placing themselves at risk.

OBJECTIVES

1. To achieve these aims, it is the school's intention to:-
 - provide support, education and training for all staff requiring such development
 - provide regular INSET days for all relevant staff in basic First Aid, to be updated every 3 years
 - maintain the number of 'Appointed Persons' in the school;
2. That all staff are aware of their roles, accountability and responsibilities in respect of Health and Safety;
3. To monitor the procedures set out in this document on a 3 year cycle;
4. To standardise and check all First Aid boxes regularly;
5. To place notices around the school identifying the First Aid point and naming the First Aiders in the school;
6. To have care plans available for all staff on caring for an individual with certain health problems;
7. That teachers should, at the start of each academic year, inform pupils of how to seek appropriate help in the event of an emergency.

MEDICAL INFORMATION ABOUT PUPILS

- Registration forms including medical enquiries are completed before entry to school. A copy of this is kept on the pupil's record file in the school office in a locked filing cabinet. On admission of the pupil to the school, all parents/carers will be required to provide information giving full details of: medical conditions, allergies, regular medication, emergency contact numbers, name of family doctor/consultants special requirements (e.g. dietary, disability).
- At the beginning of each academic year and if changes occur throughout the year all parents/carers are required to up-date the medical details of their child.
- Specific medical conditions of pupils are made known to relevant staff.
- All medical records and medicines are kept in a filing cabinet in the school office which is kept locked.
- Information about allergies and ailments are kept on the school database and are circulated to relevant staff regularly. This information is also given to the Catering Manager and Midday Supervisor and their teams.
- Records are kept in accordance with the Retention and Disposal Policy.

STAFFING

- There is appropriate first aider coverage in the school during school hours.
- All members of Breakfast and After School Club are trained in Paediatric First Aid and the Extended Schools Manager is one of our qualified First Aiders.
- The medical room is situated on the ground floor off the lobby entrance.

The office staff, who are Appointed Persons, provide day to day first aid and treatment of minor illnesses and care for pupils before they are taken home if they are more seriously ill, or can accompany them to hospital when necessary.

At lunchtime the Midday Assistants provide first aid from the kitchen/craft room. All Midday Assistants are trained as Appointed Persons.

PUPILS NEEDING MEDICAL ATTENTION

- If a pupil needs to see a First Aider or Appointed Person, they should let the teacher who is in charge of the class know that they are unwell. Teachers should be kept informed if a pupil is sent home.

MEDICATION

- The school expects that, normally, parents/carers will administer medication to their children.
- Any requests for medicine to be administered must come from a parent/carer and a school form must be completed which must include the name of the medicine, the dosage to be administered and the time it must be administered.
- No student will be given medication in school without the consent of a parent/carer. If the child suffers from a long term illness, this consent is reviewed annually. It is up to the parent/carer to update the school with any changes to medication doses.
- The office staff are able to administer pupils' medicines, providing that it is clearly labelled, with an accompanying form from a parent/carer, and the dose is clearly stated.
- Parents/carers/pupils should collect medicines held at school. In the event that they are not collected, the office staff may dispose of the medication.
- Inhalers for asthma may be kept in the classroom but a spare inhaler should be kept, again clearly labelled, in the school office. It is important that the office staff are informed about any pupil with asthma, including the severity and the need for medication.
- EpiPens for allergic reactions should be kept, again clearly labelled, in the school office. It is important that the office staff are informed about any pupil with allergic reactions, including the severity and the need for medication.
- It is the responsibility of the parent/carer to ensure that all medication kept in school is in date. At the end of each term the office staff will contact parents/carers to ask them to collect medication to avoid storing medication in school over the holiday period.

CONFIDENTIALITY

Medical information about pupils will be treated sensitively. However, in providing medical care for pupils, it is recognised that the information may need to be passed to relevant staff.

HEALTH and SAFETY

Prevention of accidents and sports injuries is given on-going consideration.
(See also Health and Safety Policy.)

Risk assessments are prepared before any outing or sporting activity (outside school) to ensure careful consideration has been given to the impact of any hazard on pupils and staff. Completed risk assessments are kept by the School Business Manager.

INFECTIONS and CONTAGIOUS ILLNESSES

Infectious diseases will occur in many pupils and staff, of all ages. They will obviously vary in type from mild, e.g. the common cold, to more severe. It is required of parents/carers that they inform the school as soon as possible of any communicable disease their child may have, so that the school may take appropriate action. The

school will take appropriate action, informing parents/carers, staff and health authorities where necessary.

In the case of head lice infestations, parents/carers are informed and asked to check and treat their children.

'AT RISK' PUPILS

A list is compiled and regularly updated of pupils who have serious illnesses or medical conditions which may affect their school activities. All members of staff should regularly remind themselves of these pupils. Such a list is made available electronically on a regular basis and is held in the school office. Medical conditions are also available to view in a child's record on SIMs.

Individual protocols are set up for pupils with serious illnesses or at risk of serious illness. These include pupils with allergies, at risk of anaphylaxis, diabetes, epilepsy, asthma, heart disease, etc.

Parents/carers are expected to regularly update the school with information regarding their child's condition, what treatment is required and when.

Allergies: Staff are informed of pupils with allergies as are the lunchtime and catering staff so that they may avoid contact with foods to which they are allergic. A list, which is password protected, is circulated via email to school staff, a list is also kept in the school office and is held by the Midday Assistants of pupils who have severe food allergies, accompanied by photographs and instructions on how to respond to the reaction. Peanuts in any form are not given to any pupils at all at school meal times, break times or before or after school. Appropriate staff receive training in how and when to use an adrenaline auto-injector ("Epipen"). Pupils who may require the use of an "Epipen" for severe allergic reactions are required to keep their medicine in the school office. Parents/carers of pupils with allergies are expected to keep the school regularly updated as to their condition.

FIRST AIDERS AND APPOINTED PERSONS

There are nominated persons to administer First Aid on the school premises, there are eight qualified First Aiders, who have undergone 3 day First Aid courses, and several appointed persons, who have undertaken 1 day Emergency First Aid at Work courses. The School Business Manager holds the list of qualified first aiders and appointed persons in the school. The School Business Manager ensures that all first aiders and appointed persons attend refresher courses when necessary.

The principal persons to administer First Aid on the school premises are named below. The Extended School Manager is the principal person at the Breakfast and After School Clubs.

The principal persons are situated around the school. The office staff, who are Appointed Persons, and the Finance Officer, who is a qualified First Aider, are mainly in the School Office which is situated on the ground floor and is where children are sent if unwell during the day.

If the office staff are not present when a pupil attends other members of staff are able to assist.

FIRST AID INFORMATION

Surname	First Name	Course Taken
Amor	Lee-Anne	Emergency First Aid at Work
Bailey-Pillow	Donna	Emergency First Aid at Work
Baker	Jaimey	Emergency First Aid at Work
Bull	Matthew	Emergency First Aid at Work
Clarkson	Sonia	Emergency First Aid at Work
Craven	Kerry	Emergency First Aid at Work
Davies	Kieran	Emergency First Aid at Work
Dean	Hannah	Emergency First Aid at Work
Emms-Medina	Ainoha	Emergency First Aid at Work
Hawes	Christine	Emergency First Aid at Work
Hendry	Jane	Emergency First Aid at Work
Hills	Isabelle	Emergency First Aid at Work
Leach	Shara	Emergency First Aid at Work
Moore	Rosemarie	Emergency First Aid at Work
Nurbhai	Ume	Emergency First Aid at Work
Palmer	Caitlin	Emergency First Aid at Work
Porter	Susan	Emergency First Aid at Work
Skeggs	James	Emergency First Aid at Work
Sleigh-Johnson	Susan	Emergency First Aid at Work
Sullivan	Jade	Emergency First Aid at Work

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Nurbhai	Ume	Emergency First Aid at Work
Palmer	Caitlin	Emergency First Aid at Work
Porter	Susan	Emergency First Aid at Work
Skeggs	James	Emergency First Aid at Work
Sleigh-Johnson	Susan	Emergency First Aid at Work
Sullivan	Jade	Emergency First Aid at Work
Walter	Nicola	Emergency First Aid at Work
Wilson	Siobhan	Emergency First Aid at Work
Bumbee	Gemma	First Aid at Work
Farrell	Claire	First Aid at Work
Flewett	Sue	First Aid at Work
Hanshaw	Nicholas	First Aid at Work
Lawson	Victoria	First Aid at Work
Mills	Melanie	First Aid at Work
Roe	Tracey	First Aid at Work
Wheatley	Lucy	First Aid at Work
Winter	Elizabeth	Level 3 Award in Paediatric First Aid
McDonald	Patricia	Paediatric First Aid

All Midday Assistants are also Paediatric Emergency First Aid trained.

WHEN A PUPIL IS UNWELL OR HAS AN ACCIDENT

If a pupil is unwell in class or has an accident, they can be sent to see the office staff.

The office staff will assess the pupil and decide on the course of management. This may include: allowing the pupil to rest for a short time (usually no longer than 15 minutes); giving some simple treatment, e.g. applying a bandage/plaster/cold pack.

Other courses of management will include telephoning for an emergency ambulance if a pupil is seriously unwell or injured.

The office staff will keep proper notes on the school database, keeping details of time of attendance, the name of the pupil and their class, the presenting complaint and how it is managed. A pupil's parents/carers will be contacted by telephone whenever a pupil attends the medical room for anything other than a minor complaint or accident. The office staff will convey the nature of the pupil's illness and its severity to the parent/carer and will ask the parent/carer to collect the pupil as soon as possible. The office staff will also communicate with the pupil's teacher and keep them informed of the pupil's condition and outcome. Similarly the Head will be informed.

The office staff, or First Aider, will, if necessary, attend an accident at any location on the school premises and administer first aid as necessary. When necessary, s/he will call for assistance from other first aiders.

DEALING WITH BODILY FLUIDS

Should bodily fluids e.g. vomit, urine, faeces need clearing up, the caretakers will be called to deal with the matter. They will use gloves, aprons, Body Spill Granules, scoops and scrapers. Once the solid matter has been compacted, removed and disposed of, the ground should be disinfected as appropriate.

DEALING WITH SPLINTERS

Splinters are common DIY injuries which carry a risk of infection as they are generally small but unclean shards of wood, metal or glass. They can be easy to remove using the following advice:

- Gently clean the area around the splinter with warm water and soap
- Use plastic tweezers to grasp the splinter as close to the skin as possible
- Draw the splinter out in a straight line in the same direction it entered the skin, making sure it does not break off
- Carefully squeeze the wound to encourage a small drop of blood. This will help flush out remaining dirt
- Clean and dry the wound and cover with a plaster or other dressing
- Never try and probe the splinter with an object like a needle or you might introduce infection
- If the splinter is too deeply embedded to remove or it lies over a joint then suggest to the parent/carers that they seek medical help
- If parents/carers are unsure if the child is covered for tetanus, they should check with their GP.

ACCIDENT AND EMERGENCY POLICY DURING SCHOOL HOURS

Following an accident or injury, the following steps should be taken to ensure that the correct help is given as quickly as possible. In the event of an obvious medical emergency, an ambulance should be called immediately by a member of staff.

1. The injured person should not be moved if there is any suspicion that doing so could exacerbate their injuries. In colder, wet weather, it may be necessary to keep them warm and dry with a blanket or item of clothing;
2. A First Aider should be called to examine the injured person and give such treatment as is appropriate or possible. In the event of a First Aider not being available, an Appointed Person should be contacted;
3. If hospital treatment is necessary and an ambulance has not been called for, then this should be done.

Staff should not use their own cars to take injured persons to hospital unless there is an exceptional reason for doing so.

The office staff or another member of staff in their absence, must accompany the driver with the student to hospital.

If necessary, a taxi should be called.

In cases where an ambulance has been called, or there has been an injury to the head, the school will contact the parents as soon as possible.

ACCIDENT FORMS

The School Business Manager will keep records according to Health and Safety Regulations. There is a form for recording accidents, or near-miss accidents. This form is to be completed by the member of staff who is present at the scene of an accident, and also by the Appointed Person/First Aider if they are involved in the subsequent care of the pupil, or member of staff.

If the injured person is a member of staff, they are responsible themselves for completing the form.

If an accident occurs off the school premises the member of staff present should complete the Accident Form as soon as possible after returning to school. It should be noted that whilst it may be necessary to complete the accident book at the location of the accident, in all cases the school's accident form should also be completed. Completed accident forms are then filed or in the case of more serious incidents a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) form is completed and action taken as appropriate.

FIRST AID FOR EVENTS OFF THE SCHOOL PREMISES

The teacher in charge of any outing off the school premises has the responsibility of being acquainted with any specific medical needs of the pupils in his/her care, including having a knowledge of, for example, pupils with asthma, and their need for inhalers, and pupils with allergies at risk of anaphylaxis. Fully completed risk assessments must identify pupils at risk on each trip. Prior to residential educational trips and visits, parents/carers will be asked to give their consent for their child to attend via a medical form. This form will indicate whether a student is taking medication and give the staff permission to deliver it.

Please ensure this policy is read in conjunction with our Educational Visits policy.

ACCIDENTS AND EMERGENCY PROCEDURES OUT OF SCHOOL HOURS

1. The injured person should not be moved if there is any suspicion that doing so could exacerbate his/her injuries. Keep the injured person warm.
2. The member of staff responsible for the activity or an available First Aider should examine the injured person and give such treatment as is appropriate to his/her training.
3. If hospital treatment is necessary, an ambulance should be called immediately.
4. If it is felt an ambulance is not necessary and the injuries do not require urgent treatment, the injured person's next of kin should be called to transport to hospital.
5. In the event that the family cannot be contacted, one member of staff should accompany the person to hospital.
6. In no circumstances should students be left unattended as a result of a member of staff transporting the injured person to hospital; in this instance, an ambulance should be called.
7. The member of staff present in the event of an injury should take responsibility to fill in the appropriate accident form which should then be sent to the Business Manager.
8. All accidents should be reported in the Accident Book; therefore details must be sent to the Business Manager.
9. Details of those accidents and injuries which should be reported to the Health and Safety Executive will be passed on to the Health and Safety Officer (School Business Manager) who will report the incidents.

TRIPS

1. Staff planning educational visits or journeys, should consider the level of First Aid cover that will be required. If necessary, they should arrange for a First Aider to be one of the accompanying staff.
2. Only the First Aid kits issued by the office staff should be used. In the event of certain educational visits where the risk assessment indicates that extra items/equipment will be required, these items should be carried separately from the First Aid kit. The trip organiser should keep a complete list of these additional items.
3. No other items may be kept in the First Aid kit.
4. When educational visits occur in the summer, or involve visiting hot countries, parents will be asked by the trip organiser to provide the appropriate sun screen/block and sun-hat for their child. This should be labelled.
5. First Aid kits should be ordered from the office staff. They must be signed for.
6. First Aid kits must be returned to the office staff directly after the trip, together with a record of what has been administered, stating date, time and reason and signed back in.

PHYSICAL EDUCATION

1. When using Chalkwell Park it is the responsibility of the teacher to take medicines, e.g, asthma pumps/epipens, for children with medical needs.
2. It is the teacher's responsibility to carry a phone, either their own or the school mobile phone, to contact the office staff for help in the event of a first aid requirement when using the park for PE.

FIRST AID BAGS AND BOXES ON SCHOOL PREMISES

It is the responsibility of the Administration Assistant to check the contents of each First Aid bag, whenever it is brought back from a school trip and before one is given to a teacher for a school trip.

The contents of First Aid bags are in accordance with health and safety guidelines and specifically do not include any medicines or topical treatments.

It is the duty of the Administration Assistant to make regular checks (at least twice a term) of the First Aid boxes situated in the school building.

STORAGE AND ADMINISTRATION OF MEDICINES

The office has a locked cupboard for the storage of medicines. There is a refrigerator which is located in the office.

Normally it is expected that the parent/carer at home would administer the medicine e.g. antibiotics. However, where a child is taking a limited course of medication but is nonetheless fit to return to school, he/she might be allowed to do so by agreement as long as full written instructions are given to the office staff. If a pupil requires medication during school hours, the parents/carers must complete a form stating what medication the child is to have, the reasons why, the dosage and times and any other instructions. An emergency contact number and the family doctor's number should also be provided. The bottle or packet containing the medicine is to be clearly labelled with the name of the pupil, the form and the contents and dosage.

It is the responsibility of the pupil to come to the office to receive the medication at the correct time but the office staff will remind the pupil if necessary.

DISPOSAL OF MEDICINES

Medicines no longer required are returned to the parent/carer for disposal. In the last resort, unwanted medicines are given to the local pharmacist for disposal as required by the Environmental Health Regulations.

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