



St Peter's RC Primary School

Policy on First Aid and the Administration of Medicines

This school policy is based on the Aberdeen City Council Guidance on the Administration of Medicines in Schools, and it will be reviewed annually.



Article 3 The best interests of the child must be a top priority in all things that affect children.

Article 19 You have the right to be protected from being hurt and mistreated, in body or mind.

Article 23 Every child has the right to the best possible health. Governments must work to provide good quality healthcare, clean water, nutritious food and a clean environment so that children can stay healthy. Richer countries must help poorer countries achieve this.

Parents and carers have prime responsibility for their child's health and must provide relevant information to staff about their child's medical conditions and how they are managed.

If a child is clearly unwell at home, it is advisable to keep him/her off school until he/she is fit again and able to learn and participate in school activities. Children who have been vomiting or have had diarrhoea should stay away from school for 48 hours afterwards to prevent the spread of the infection (reference to [Aberdeen City Council – Management of outbreaks of gastrointestinal infection in schools policy](#)).

If a child becomes unwell in school, staff contact the office so that a decision can be made about informing parents. It is **very important for parents to inform school staff about any changes to emergency contact details**.

First Aid

All our Pupil Support Assistants are trained in First Aid and attend to any children who have bumps, falls or accidents. The training is updated every three years and specific training with the school nurse is organised when we have pupils with specific First Aid needs (e.g. EpiPens for severe allergic reactions).

- Every class has a First Aid Box that remains in the classroom and a First Aid (green) bag that is taken on all school trips. The contents of these boxes and bags are checked against a list every Monday by Pupil Support Assistants.
- There are First Aid boxes in the hall, at the First Aid point beside the servery door and in the office areas.
- The names of First Aiders are on signs throughout the school.
- There is a drawstring green bag in each classroom which contains inhalers, EpiPens for children who have them prescribed and any medicines which require easy access for pupils. The drawstring bags are carried to the gym for PE and on all school trips.

When children receive First Aid, our Pupil Support Assistants record the incident in an electronic first aid record and a paper form is sent to the parent (Appendix 5).

All bumps to the head are taken seriously. If a child bumps his/her head in a fall or through colliding with another child, staff apply ice or a cold compress. A telephone call is made to the parent for head injuries where deemed necessary to make them aware of signs of concussion so that they can be vigilant. We always err on the side of caution and phone parents if we have any concerns about a child who is badly hurt or upset after an accident.

In the case of accidents or serious illness at school, an ambulance will be called and parents will be informed. All staff should know how to call the emergency services. All staff should also know who is responsible for carrying out emergency procedures in the event of need. In most cases, the office staff will contact the pupil's parents to explain the emergency and a member of the SLT Team will be notified immediately

If a pupil is taken to hospital by ambulance they will be accompanied by a member of staff who will remain until the pupil's parent arrives. The member of staff should have details of any health care needs and medication the pupil has. Generally, staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. Wherever possible, the member of staff would be accompanied by another adult and have public liability vehicle insurance

Medicines in school

Medicines **should never be carried to or from school by children.**

Non-Prescription Medications

If a pupil suffers regularly from acute pain, the parents or carers should authorise and supply the school with appropriate medication. Staff within school are permitted to administer pain medication and antihistamines. This must come to school in the original packaging, clearly labelled with the child's name and instructions on administration. A parent or carer will be required to complete a long term (blue) or short term (green) permission form (Appendix 1 and Appendix 2), which must be reviewed regularly. A staff member will supervise the pupil taking the medication. A record of medication administered will be kept securely within our office (Appendix 3).

Prescription Medications

If a pupil requires regular prescribed medication, the parents or carers are responsible for supplying the information needed about the medicines to be taken at school. Written details of the name of medication, dose, method of administration and time and frequency must be provided and reviewed every 28 days (Appendix 1 and Appendix 3). If this information is not regularly communicated and reviewed in partnership between both staff and parents then medication cannot be given. A record of medication administered will be kept securely within our office (Appendix 3). These records are archived at the end of each school year and stored securely.

Long Term Health Needs

If a pupil has longer term health needs, more complex than the administration of medication, this will be discussed and reviewed in partnership between parents, school and health care professionals, in order to reach an understanding of the schools' role in helping support the

child's needs. This understanding will form the basis of a health care plan (Appendix 4) which will be shared with all individuals within the establishment to ensure the best care for the pupil.

If required, in order to fully support health needs of individuals, additional training can be provided to staff to ensure they are confident, efficient and have the expertise and understanding to fully support the needs. Care plans will be reviewed on an annual basis, but updated when new information is shared by the parent. Care plans are the responsibility of the Head Teacher who liaises closely with the school nurse.

Managing Medication

School staff should not give the first dose of a new medicine to a child. Parents should have already given at least one dose to ensure that the child does not have an adverse reaction to the medication.

Staff who provide support for pupils with health care needs, or administer medication, will be given support from the Head Teacher, health service professionals and parents, have access to information and training, and reassurance about their legal liability.

If in doubt about any of the procedures the member of staff should check with the parents or a health professional before taking further action. Staff administering medication must be aware of this guidance and where possible be witnessed administering all medication. If this is not possible, parents should be made aware of this on the Health Care Plan.

Any member of staff before administering medication must check: - **Child's name**
- **Written instructions provided by parents, carer or GP** - **The prescribed dosage**
- **Expiry date** - **Dose frequency** - **Any additional or cautionary labels.**

It is good practice to encourage children to manage and take their own medication independently, so if they can manage this, a PSA will supervise and record this within the office. Two staff should be present during the administration of medication, even where the pupil is taking their medication independently.

If the wrong dosage of medicine is given or to the wrong child, or at the incorrect time, parents must be informed, and the emergency services contacted immediately if necessary.

Storage and Accessing Medication

Depending on the type of medication, it will be stored in the fridge in HT office, locked drawer in the school office or in the class green emergency bag.

Whether in the HT office or school room or green bag, each individual child's medication should be kept separate and stored in an individual container, clearly labelled with the child's name or photo. Where a pupil needs two or more prescribed medicines, each should be kept in a separate zip-lock bag.

Inhalers and creams for eczema will usually be stored within classrooms, in individual clear bags, in the class green bag, along with a record keeping sheet. Epi-pens will be stored in the green bag also, but a spare is also kept in the school office. Only a weekly or monthly supply of most medications will be stored in school.

Medicine spoons and oral syringes should be cleaned after use and stored with the child's medication. Adaptors for inhalers like 'spacers' should be cleaned as described in the product information.

Green bags must be taken out on class trips, in the event of an evacuation and when the class leave the classroom.

If a child refuses to take advised medication parents will immediately be informed. No member of staff will attempt to force a pupil to take medication against his/her will except in emergency circumstances where non-administration is likely to be life threatening.

A copy of what is held in green bags and the medicine cabinet is kept in the school office and updated as necessary by the Head Teacher.

All pupils with medication should know where this is kept.

Disposal of Medication

School staff should not dispose of medicines. Date expired medicines or those no longer required for treatment should either:

- with the parent's consent, be removed by a community pharmacist, or
- returned to the parent/carer for transfer to a community pharmacist for safe disposal.

Medicines which are in use and in date should be collected by the parent/carer at the end of each term/session depending upon the expiry dates.

School Nursing Service

Our school nursing service is used for advice and support in school. They can be contacted by emailing gram.schoolnursing@nhs.scot.

Legal Position

There is no legal requirement upon staff, teaching or non-teaching, to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis.

The Education Authority will indemnify staff who volunteer to administer medication to pupils. The Education Authority will likewise indemnify any member of staff acting in good faith for the benefit of a pupil in an emergency situation.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for pupil safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. We will ensure close co-operation between our school, parents/carers, health professionals and other agencies to provide a suitably supportive environment for pupils with medical needs.

Complaints

There may be occasions when there is disagreement between parents/carers of pupils and the people who support their health needs in school. Concerns should be raised with the Head Teacher in the first instance. If the issue is not resolved, complaints should be submitted to Aberdeen City Council:

<https://www.aberdeencity.gov.uk/services/have-your-say/make-complaint>



APPENDIX 1

PUPIL MEDICATION IN SCHOOL- Short term

Form for parents to complete if they wish the school to administer medicine.

The school will not give a child medicine unless you complete and sign this form, and the Head Teacher has agreed that the school staff can administer the medicine.

Pupil Details

<u>Surname</u>		<u>Forename(s)</u>			
<u>Signature of Parent</u>					
<u>Address</u>					
<u>Date of Birth</u>		<u>M</u>		<u>E</u>	
<u>Class</u>					
<u>Condition or Illness</u>					

Medication Details

<u>Name/ Type of medication ((As described on the container)</u>			
<u>For how long will your child take this medication?</u>		<u>Date dispensed</u>	
<u>Full directions for use</u>			
<u>Timing</u>			
<u>Any special precautions</u>			
<u>Any side effects.</u>			

Date: _____

Date to be reviewed: _____



APPENDIX 2

PUPIL MEDICATION IN SCHOOL- Long-term

Form for parents to complete if they wish the school to administer medicine.

The school will not give a child medicine unless you complete and sign this form, and the Head Teacher has agreed that the school staff can administer the medicine.

Pupil Details

<u>Surname</u>		<u>Forename(s)</u>			
<u>Signature of Parent</u>					
<u>Address</u>					
<u>Date of Birth</u>		<u>M</u>		<u>E</u>	
<u>Class</u>					
<u>Condition or Illness</u>					

Medication Details

<u>Name/ Type of medication((As described on the container)</u>			
<u>For how long will your child take this medication?</u>		<u>Date dispensed</u>	
<u>Full directions for use</u>			
<u>Timing</u>			
<u>Any special precautions</u>			
<u>Any side effects.</u>			

Date: _____ **Date to be reviewed:** _____



APPENDIX 3

Form for schools to record details of medication given to pupils - Inclusive of inhalers

Date	Pupil's Name	Time	Name of medication	Dose given	Any reactions	Signature of Staff	Print Name	Witnessed by

APPENDIX 4



Health Care Plan for a Pupil with Medical Needs



Name of Pupil	
Date of Birth	
Condition	
Class	



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Contact Information

Family contact 1

Name				
Phone Number	(home)		(work)	
Relationship				

Family contact 2

Name				
Phone Number	(home)		(work)	
Relationship				

GP

Name	
Phone Number	

Clinic/Hospital Contact

Name	
Phone Number	

Plan prepared by

Name			
Designation		Date	

Describe condition and give details of pupil's individual symptoms:

Medication

Details of dose

Method and time
of administration

Daily care requirements (e.g. before sports, dietary, therapy, nursing needs)

Action to be taken in an emergency

Follow up care

Members of staff trained to administer medication for this child
(State if different for off-site activities)

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of:

(Insert Child's name)

Signed Date / /

Parent or Guardian (Or pupil if above legal age of capacity)

Distribution

School Doctor

School Nurse

Parent

Other

ACCIDENT INJURY REPORT



Pupil's Name _____

Class _____

First Aider _____

Date _____ Time _____

Your child had an accident at school and injured their
_____ in _____

First Aid Administered:

<i>Wound cleaned with antiseptic wipe</i>		<i>Plaster applied</i>	
<i>Ice pack applied</i>		<i>Bandage/Dressing applied</i>	
<i>Parent Telephoned</i>		<i>Required changing (Please launder and return clothes to school)</i>	

Other – Please Specify:

You are advised to check the injury again at home and if you are concerned, please seek medical advice

If a HEAD INJURY – Parents please read & seek immediate medical advice if you observe any of the following symptoms

- *Severe headache - not pain in the wound*
- *Vomiting*
- *Drowsiness*
- *Irritability/ violence*
- *Double vision*
- *Unconsciousness*
- *Young child crying continuously*
- *Do not give any tablets or medicine unless prescribed by the doctor*

Groupcall Email Sent Primary/Secondary Contact _____

Date _____ Time _____