



# LIME HOUSE SCHOOL



## First Aid and Administration of Medicines Policy

### **FIRST AID**

#### **Principles**

First Aid can save lives and prevent minor injuries becoming major ones. The Governing Body accepts the responsibility to provide adequate and appropriate equipment and facilities for providing first aid in school.

The Governing Body is responsible for the health and safety of its employees and anyone else on the school premises. This includes:

- Arrangements for first aid
- Number of first aiders/appointed persons
- Number and locations of first aid containers
- Arrangements for offsite activities and visits
- Out of school hours arrangements, for example, lettings, parents' evenings

#### **Responsibilities of school staff**

Staff are expected to use their best judgement at all times to secure the welfare of Students at the school in the same way that parents might be expected to act towards their children.

The Headteacher must arrange for adequate and appropriate training for staff that are First aiders and ensure that there are enough trained staff.

#### **Duties of First Aiders**

A first aider is on site at all times and is the primary recourse in the event of illness or accident.

Staff First Aiders have completed a training course.

If the event arises they give immediate help to casualties with injuries or illnesses and those arising from specific hazards at school. When necessary, they ensure that an ambulance or other professional medical help is called.

Staff who undertake advanced first aid training do so on a voluntary basis.

All staff are provided with basic first aid training and the School has a rolling programme of training. The office keeps a training record and organises courses and retraining as appropriate. When identifying potential first aiders, consideration is given to the more vulnerable areas of the school and to staff most likely to accompany residential visits.

Under Early Years Foundation Stage requirements, at least one person on the premises and at least one person on outings must have a paediatric first aid certificate. The school has four staff with a first aid paediatric certificate.

### **Assessment of Need**

The School is required to provide first aid for employees and, in the light of legal responsibilities, considers the likely risks to students and visitors and makes allowances for them when training first aiders. This is reviewed annually. The following factors are taken into consideration in the provision of first aid:

- The size and spatial arrangement of the school
- Any specific site hazards, for example in science laboratories
- Any specific need arising from the staff or students
- Accident statistics
- Provision at lunchtimes, or in the case of absence, or for out of hours activities.

### **Providing Information**

All staff, students and visitors to the school are informed as appropriate of the first aid arrangements. Notices are clear and easily understood and displayed in prominent places. Induction programmes include first aid information and it is also included in staff and parent handbooks. All staff should be aware that the office is the first “point of call” in the case of an emergency.

### **First Aid Equipment and Facilities**

There is a sanatorium with a toilet, shower and washbasin with two beds.

There is a separate First Aid Room which stores all the first aid equipment and medicines both prescription and non- prescription.

For off site visits, a travelling first aid kit is available. Basic first aid kits are strategically positioned around the school and restocked and checked regularly.

### **Hygiene and Infection Control**

All staff are required to take precautions to avoid infection and must follow basic hygiene procedures. First Aiders have access to single use disposable gloves and hand washing facilities. The usual precautions are taken when dealing with blood and other body fluids, or disposing of dressings or equipment. The office liaises with the cleaning staff on this matter.

### **Reporting Accidents and Record Keeping**

The First Aiders keep appropriate records and the Bursar reports relevant incidents to Parents/Emergency contacts. In addition, Accident Report Records are stored in the Accident File which can be located in the office.

The school keeps a record of treatment given by first aiders including

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injury or illness and the first aid given
- What happened to the person immediately afterwards - for example, went back to class
- Name and signature of the first aider dealing with the incident

In the case of any serious or significant incident, the parents are contacted by telephone, or by letter if less urgent.

### **Chronic Conditions and Disability.**

Training is given for the management of asthma, anaphylaxis and first aid. If a child develops a chronic illness, such as a disability, diabetes or epilepsy a meeting with the parents to discuss the treatment and condition of the child is usually arranged. This information will be forwarded to the relevant staff that has contact with the child. In some instances outside agency staff will visit the school and have a talk with the staff. The Advanced First Aiders are trained to deal with the above and the designated Advanced First Aider should be the first person called if any of the above should happen.

## **ADMINISTRATION OF MEDICINES**

### **General Principles**

The Governing Body recognises that many students will, at some time, need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the students while at school, and the Governing Body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

### **Responsibilities**

The Governing Body takes responsibility for the administration of medicines during school time in accordance with the government's policies and guidelines.

Medication will normally be administered by the Advanced First Aider on site, or in his/her absence, by the designated staff.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. Staff taking educational visits, will be given advice on how to administer medication to students.

### **Admission Records**

On admission of any student to school, all parents 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 (eg dietary)

At the beginning of each academic year, all parents will be required to up-date the medical form.

### **Administration of the Medication**

The school expects that normally parents will administer medication to their children.

Any requests for medicine to be administered must come from a parent.

It must be signed and dated by a parent or someone with parental control.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity.

The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the student's name and instructions for administration printed clearly on the label.

For day pupils, the school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

If the student is required and able to administer her own medicine, for example, an inhaler for asthma, where appropriate the Advanced First Aider will check that the student fully understands what has to be done.

Medication will be kept under the control of the office or the trained staff unless other arrangements are agreed with the parent.

The Advanced First Aiders and trained staff are able to administer non-prescription medicines in school, for example, cough sweets and painkillers, at an age-appropriate dose. Parents are asked to sign the Medical Form to give permission for this to take place.

## **Asthma**

The school asks all parents whether their child has asthma. A register is kept of all asthmatic children and this includes details of the treatment that each child uses and in particular of any inhalers which need to be used at school.

Access to Inhalers: Reliever inhalers (usually blue) are of particular importance. It is essential that the child has access to this inhaler at all times.

A delay in taking this treatment can lead to a severe attack, and in rare cases could be fatal.

Relievers commonly used are: *Salbutamol, Ventolin, Salamol, Aerolin, Bricanyl, Terbutaline.*

The teacher should encourage the child to have easy access to their reliever inhaler on school trips, on the sports field and at break and lunch-times.

Nebulisers: Children with severe asthma may use an electric compressor called a nebuliser to deliver their asthma drugs.

Sports: Sports teachers should be aware that a number of pupils with asthma take a dose of their reliever inhaler before exercise, and may need to use their inhaler again on the sports field or in the swimming pool. If a child seems over-reliant on their inhaler then this concern should be communicated to the child's parent as this may mean that the child's asthma is poorly controlled.

Trigger Factors: Many things can trigger an asthma attack. This may be because of allergy to, e.g. pollen or animal hair but just as important are irritants such as cigarette smoke or chemical fumes.

## **Food Allergies**

When school is informed that a pupil has a serious food allergy the information will be passed to the Kitchen.

For a serious allergy this will be displayed in the Staff Room.

Where an allergy has been discovered prior to the admission to school, the application form will provide the information. In the event of a parent communicating such information at a later date to any member of staff a new medicines form must be completed.

In the event of an allergic reaction to foodstuffs resulting in admission to hospital, or death, the school has a duty to inform the Health and Safety Executive.

## **Homely Medicines**

Homely medicines (non-prescription) can be taken by the students, provided there are no contraindications with prescribed medicines.

Sixth Formers and girls who are over 16 and deemed responsible to take medicines, may self medicate.

Girls younger than 16 should hand in their medication to be administered by the Advanced First Aider.

Homely medicines to include non-prescription medicines, vitamin tablets, homeopathic remedies, health tonics, etc. Any homely medicines brought by our overseas students (unless the writing is in English) can not be administered by the School.

## **Records of administered medicines**

The Advanced First Aiders and trained staff will complete an entry in their daily log in every instance. It will be kept in the relevant office. The record will contain:

- name of the student
- date and time of the administration
- who supervised the administration
- which medication
- how much was given
- a note of any side-effects

The office will ensure that the medical record logs are filled in and checked regularly.

## **Hospital**

If the Advanced First Aider/First Aider on site has assessed, and a child needs to go to hospital via minibus/car/ambulance the office should be informed immediately.

In an emergency the office will sign out the First Aider/designated person and child.

When taking a child to hospital please refer to the medical notes in the Child's file for allergies etc.

A First Aider should accompany the child to the hospital where possible, or a designated person.

The office will contact parents/guardian (day pupils) where arrangements can be made by the parents to meet their child at the hospital if this is possible. If the parents and emergency contact are not reachable the First Aider or designated person must stay with the child and try to stay in contact with the school office to inform them what is happening so information can be passed to the parents/guardian.

Boarding students – the school will contact parents/guardians as soon as the school deem appropriate based on the initial assessment. The office will contact the parents informing them of their Child's trip to the hospital and will keep the parents updated with information passed from the First Aider/designated person.

On returning from the hospital the child should be encouraged to call home.

Should a child need to stay in hospital overnight the Local Health Authority will get in touch with The Next Of Kin if this is their procedure.

In the absence of a parent/guardian the school has a signed consent to act in Loco-parentis.

All hospital/doctor/dentist visits are recorded and letters sent out to parents after each visit.

## **Boarders – illness**

**During the school day unwell students will be cared for by Mrs Paula Hetherington and Miss Judy Thomason during residential time they will be cared for by Mrs Donna Alderman and Mrs Kathleen Knox. On a weekend the duty team has at least one member of staff who is first aid trained and is able to administer medicines all information is passed on to each team and logged.**

If a student reports to the care team that they are unwell this must be reported to Mrs Donna Alderman who will assess the student and decide if the student will be absent from lessons and moved to the sanatorium for the school day.

An absence and illness log must be completed detailing any history of the illness, medication that has been given and signed, this must then be placed in the front of the duty log and the office informed, any student that is absent from school - their name and dated must be put on the staff room board so that teachers are aware that they will not be attending lessons.

Students that are deemed ill enough to stay in the sanatorium all day must not have lap tops or mobile phones this is a place where they should rest – this will also discourage students that just want to stay in bed and do not want to attend lessons.

Should a student be well enough to get up for supper this is fine for them to do this, at the discretion of Mrs Donna Alderman, however the student should then return to their dormitory at 6pm where they should continue to rest for the remainder of the evening – it may be a good opportunity for them to catch up on any work that they may have missed throughout the day. They should not be running around outside or doing activities in the sports hall.

If a student has an infectious disease i.e. chickenpox, they will remain in the sanatorium until given the all clear to return to their dormitory.

During the school day the illness/assessment sheet will be continued and signed. This will remain in the front of the duty log; any concerns will be passed on to Mrs Donna Alderman when she commences her duty.

If a child is under 16 they must be supervised throughout the day by the first aiders on site.

If a child is over 16 they can be periodically supervised and a record taken and recorded.

There is an emergency buzzer by each of the beds in the sanatorium this must be explained when a child is put in to the sanatorium, there is also a baby monitor that must be plugged in, both pieces of equipment must be checked with the office staff before the handover.

## **Training**

The School is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

This policy is applicable to all pupils in our school including our boarders and those in our EYFS setting. It is available to staff, pupils, parents and the parents of prospective pupils on the school's website and paper copies are available on request from the school office.

Please make yourself aware of the following forms:

Homely Medicines Form  
Staff Able to Administer Medicines  
First Aiders on Site  
Prescription/Non Prescription Medication Stock Check  
Prescription Medication Form  
Absence from School Form  
Doctor/Dentist Appointments  
Accident Log (in the office safe)  
Medical Log  
Confidential Medical List  
Medical Form  
Yearly Consent

Please refer to the lists of staff that are trained in first aid and administrations of medicines.

Please refer to the student's confidential medical booklet on illness/medication and diagnosis.

Refer to the Health and Safety Manual and government guidelines on RIDDOR. You can visit their website on <http://www.hse.gov.uk/riddor> where forms can be completed on line.

Further guidance can be found at  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)

## **STAFF ABLE TO ADMINISTER MEDICATION**

DONNA ALDERMAN

RICHARD BILLS

ANDREW CRABTREE

DIANE RICE

ALISON HOPPER

PAULA HETHERINGTON

KATHLEEN KNOX

JUDY THOMASON

BEVERLY THOMPSON

EMMA WITHERSPOON

FIRST AIDERS

**ALDERMAN DONNA**

ALLEN SIAN  
BENSON JOE  
BILLS RICHARD  
BRADFORD ALAN  
BRAGG LINDA  
CANTLEY CHRISTEL  
CRABTREE ANDREW  
DUNKELD LORRAINE  
EDWARDS JOANNE  
EWART SAM  
FENTON IAN

**HETHERINGTON PAULA**

HOPPER ALISON  
HOWES MARK  
JOHNSTON JULIE  
KNOX KATH  
LIGHTFOOT CAROL  
MOORE ANGELA  
NORMAN SHARON  
NUGENT MICHELLE  
RICE DIANE  
SAYER ALAN  
SAYER ALISON  
SEWELL TRACY  
SMITH AARON  
SOUTHWARD CHRISTOPHER  
SPROAT JAMES

**THOMASON JUDY**

THOMPSON BEVERLEY  
THOMPSON CRAIG  
THOMPSON MICHAEL  
TROTTER ANDREW  
WHITEHEAD ALISON  
WILLIAMSON MONSIE  
WITHERSPOON EMMA

**NAMES IN RED ARE ADVANCED FIRST AIDERS**

**PAEDIATRIC FIRST AIDERS**

**This policy was revised in August 2017 and will be reviewed in August 2018.**

**N A Rice MA**

**Headteacher**