



THE  
**BARCLAY**  
SCHOOL

# **FIRST AID AND MEDICINES POLICY**

April 2016

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## **First Aid and Medicines Policy**

### **Statement of Intent**

This policy document has been written to support students with medical conditions, in accordance with the document drafted by the Department of Education 'Supporting pupils at school with medical conditions', effective from December 2015.

The Barclay School believes that ensuring the health and welfare of staff, students and visitors is essential to the success of the school.

We are committed to:

- Providing adequate provision for first aid for students, staff and visitors.
- Ensuring that students with medical needs are fully supported at school.
- Ensuring that no student is excluded unreasonably from any school activity because of his/her medical needs.
- Providing specialist training for staff.

We will:

- Ensure all staff (including supply staff) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including contingency and emergency situations.
- Ensure that the school is appropriately insured and that staff are aware that they are insured to provide first aid and other medical support to students.

Students with medical needs that require medication, or need to take breaks, will be able to do so whenever required, in order to manage their medical condition effectively.

Procedures for supporting students with medical needs and providing first aid are in place and are reviewed regularly.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Arrangements for Implementation of Policy in School**

### **The Nominated Person**

The Headteacher must nominate a person to have the lead role in ensuring students with medical conditions are identified and properly supported in the school, and to support staff who are implementing an Individual Healthcare Plan (IHCP).

The appointed person for The Barclay School is Anne Taylor, Business Manager.

### **The First Aid Team**

The school must appoint, and where necessary provide training for, sufficient qualified First Aiders to comply with Health and Safety Executive requirements. Additional First Aiders should be appointed and trained where possible.

The Headteacher must appoint a person who is responsible for:

- maintaining the list of qualified First Aiders
- ensuring that any shortfall in the required number is rectified
- keeping records of qualifications held and expiry dates
- arranging training for new First Aiders
- arranging refresher training for existing First Aiders (support staff only)
- ensuring that lists of First Aiders are kept up to date and displayed
- keeping a record of all treatment provided to students
- keeping the school accident book
- ensuring that the school has adequate first aid boxes
- ensuring that first aid boxes are kept fully stocked

The appointed person for The Barclay School is Kim Hutchinson, First Aid/Student Services.

The appointed person does not need to have any First Aid formal training.

Lists of First Aiders and their contact details must be kept and displayed in Reception, in the staff room and other locations around the school site.

## **Administration of First Aid**

### **Administration of First Aid in the School**

In the case of a student accident or medical emergency, the following procedures must be followed:

- If the student can walk, the student should go to the first aid room for assistance by a First Aider.
- If the student is unable to walk, the member of staff on duty must call for a First Aider to attend the student's location.
- The First Aider will assess the situation and administer any first aid required.
- The Emergency Services will be contacted if necessary and the parent/carer will be contacted as soon as possible in order to meet the child at school or at hospital.
- The First Aider must record the incident and any treatment administered on form FA4 – Minor First Aid Treatment Given.
- If the student has had a head injury, the parent/carer must be informed.
- If medication is administered this must be recorded on MSA4 – Record of Self-administering of Medication.
- If the accident/illness is minor and the student is feeling OK then they may return to class after being treated.
- If the student has been injured in an accident connected with faulty equipment/object (e.g. a door falling on them), or the student is sent to hospital with a paramedic, full details must be recorded in the school accident book (held in First Aid). The Premises Manager and Business Manager should be informed if appropriate. The accident should also be recorded in the Local Authority online system, via Solero.
- The school's nominated Health & Safety officer must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), and if so report the incident in accordance with HSE requirements.

In the case of a student feeling unwell the following procedures must be followed:

- The student should inform a member of staff that they feel unwell. The staff member will decide if they should attend First Aid immediately, or to sit quietly in class for 10 minutes and drink some water from their water bottle.
- If the student goes to First Aid and is obviously unwell then the parent/carer will be contacted immediately. The parent/carer must make arrangements for someone to collect their child if the parent/carer is unable to collect at that time. It is not acceptable for a child to sit in First Aid for a long time for collection if they are unwell.
- Students in First Aid will be monitored carefully and allowed to sit quietly for 10 minutes with some water. The First Aider may contact the parent/carer for advice and/or for collection, or the student may be sent back to class.

- The First Aider must record the visit and any treatment administered on form FA4 – Minor First Aid Treatment Given.
- If medication is administered this must be recorded on MSA4 – Record of Self-administering of Medication.

Students who make regular trips to the medical room without any pre-recognised medical condition will be referred for appropriate support via the Head of Year and/or Pastoral Support Leader. Parents/carers will be invited to attend a meeting to discuss any concerns and to devise a strategy to ensure students attend lessons and / or get the appropriate support and treatment.

In the case of a staff accident or medical emergency, the following procedures must be followed:

- If the staff member can walk they should go to the first aid room for assistance by a First Aider.
- If the staff member is unable to walk, another member of staff on duty should call for a First Aider to attend the staff members' location.
- The First Aider will assess the situation and administer any first aid required.
- The Emergency Services will be contacted if necessary and the next of kin will be contacted as soon as possible in order to meet the staff member at school or at hospital.
- Full details of the accident (even minor ones) must be recorded in the school accident book (held in First Aid). The Premises Manager and Business Manager should be informed if appropriate. The accident should also be recorded in the Local Authority online system, via Solero.
- The school's nominated Health & Safety officer must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), and if so report the incident in accordance with HSE requirements.

The First Aid coordinator is responsible for ensuring that all First Aiders are aware of these procedures and for checking that they are complied with.

## **Hospital Treatment**

If a student has an accident or becomes ill, and requires immediate hospital treatment, the School is responsible for either:

- calling a paramedic in order for the student to receive treatment; or
- taking the student to an Accident and Emergency Department
- and in either event, immediately notifying the student's parent/carer

To request a paramedic to the school the procedure on the form FA1 (First Aid: Contacting the Emergency Services) should be followed.

When a paramedic has been called, a First Aider will stay with the student until the parent/carer arrives at school, or accompany the student to hospital by ambulance and wait with them until the parent/carer arrives.

Where a student has to be taken to hospital by a member of staff they should be driven by a member of staff that is covered by their motor insurance for business mileage. A First Aider must accompany them and remain with the student until the parent/carer arrives.

### **First Aid Boxes**

The school must provide, and keep fully stocked, first aid boxes/bags in the First Aid room and other suitable locations around the school, including the school mini bus.

A First Aid bag will be made available for school trips.

## **Administration of First Aid on School Visits**

If a student with medical needs requires specialist support on an external school visit, a risk assessment should be completed to decide if a First Aider (able to deal with the students' condition) will accompany the trip (any trip level). A copy of the student's individual healthcare plan and any medication or equipment that the student might require during the trip will be taken with them.

All Level 3 trips must be accompanied by a trained First Aider carrying a first aid kit.

## **Residential Visits**

If first aid is required at the residential centre/accommodation the residential First Aider will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation.

If first aid is required away from the residential centre, first aid will be administered by the First Aider accompanying the trip.

The trip co-ordinator must also record details of the incident and ensure that the FA4 form and accident book (if required) are updated on return.

## **Day Visits**

If first aid is required on a day trip, first aid will be administered by the first aider accompanying the trip. If no first aider is present then arrangements should be made to obtain assistance for the casualty immediately.

The trip leader must record details of the incident and ensure that the FA4 form and accident book, if required, are updated on return.

## **Administration of Medication and Treatment**

### **Medication**

Where a student's doctor or other clinician has prescribed any form of medication or other treatment that a student requires, or may require during school days, the school will ensure that the student is able to access their medication or treatment in the most safe, efficient and stress-free manner for the individual student.

Medication should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where possible, medication should be prescribed in dose frequencies which enable them to be taken outside school hours.

The school must designate a safe, lockable place to store students' medication and nominate a First Aider to control access to the place. The current location for stored medicine is the First Aid room.

Medication that must be kept cool can be stored in the refrigerator in the First Aid room.

In the event of a long term medical condition the administration of medication and treatment will be agreed and recorded in the individual healthcare plan.

No medication will be permitted into the school unless there is written parental consent, for both prescribed and non-prescribed medication. The student's parent/carer will be required to sign a consent form (MSA2 – Parent/carer agreement for school to supervise self-administering of medication by students) for the administration of medication. These forms will be reviewed annually.

The consent form must state the following:

- Name/form of student
- The medication name
- Frequency and dosage of medication
- Administration times / restrictions
- Medication expiry date
- Notification required to the parents when medication is taken
- Special precautions/side effects
- Parent/carer name and signature
- Confirmation of receipt of medication (to be given to student upon receipt of medicine)

Medication must be provided in the original container and labelled with the name of the student. Any medication that does not comply with this will not be accepted by the First Aider.

All medication will be stored in the First Aid room – no medication should be stored in a first aid bag/kit.

All emergency medication (asthma inhalers/EpiPen/blood glucose testing meters etc.) should be readily available and not locked away. Students are permitted to carry emergency medication with them at all times if they have an authorised form (MA5 – Request for student to carry his/her medication). Backup emergency medication should also be stored in First Aid for each student.

No child under 16 will be allowed to be given medication containing aspirin, unless it has been prescribed by a doctor/clinician.

Any specific training required by a First Aider in order to administer medication must be provided by a health professional/school nurse.

When medication is no longer required the medication should be returned to the parent, via the student, to arrange for safe disposal. If medication has expired then the school will dispose of the product securely i.e. to a pharmacist.

Sharps boxes should always be used for the disposal of needles and other sharps.

## **Administering Medication**

Students should attend the First Aid room and request their medication from the First Aider. The First Aider will remain in attendance whilst the student self-administrates the medication/treatment. It is the students' responsibility to remember to request medication, unless alternative agreements have been made with the parent/carer.

A log must be kept of all medication administered. (MSA4 – Record of self-administering of medication).

If a student refuses to take their medication, staff will accept their decision and inform the parents immediately.

## **Controlled Drugs**

Controlled drugs for students that have been prescribed (e.g. some ADHD/ADD medications) should be stored securely in a lockable, non-portable container and only named staff should have access. A record should be kept of any doses used and the amount of the controlled drug held in school. Only small amounts of the drug should be held at the school. Staff should record and sign for the amount for a controlled drug that they have received into school.

Controlled drugs must still be stored securely on school trips e.g. in a small lockable tin.

## **School Trips**

Trip leaders should ensure that they have medical information relating to each student before they leave for a trip. It is the trip leaders' responsibility that they are fully informed of any medical conditions that the students have. Advice can be obtained from First Aid, if required, before a trip commences. An individual risk assessment (form OV5) should be carried out on any students that have an increased/complex medical history. This form will also help to identify if a First Aider should be present on the trip (level 1 and 2).

Parents/carers should be informed that they are responsible for ensuring that their child takes with them the relevant medication required on the trip. Trip leaders should ensure that all students that may require emergency medication have their medication on them before the trip departs (e.g. asthma inhalers, EpiPens).

Any medication that a student requires on a school trip must be handed in to the trip leader before the trip commences, and stored securely. Emergency medications (e.g. asthma inhalers, EpiPen) can be carried by the student if they have completed form MSA5 – Request for student to carry his/her medication.

Any medication self-administered by students must be logged by the trip leader.

## **Emergency Salbutamol Inhalers**

Asthma inhalers will be held by the School for emergency use, as per the Human Medicines (Amendment) (No.2) Regulations 2014. Salbutamol inhalers and appropriate spacers will be stored in the First Aid room and Reception. Full guidance regarding consent for the inhalers and arrangements for the storage, care, use and disposal of the inhalers are stored with each inhaler.

The emergency inhalers should only be used children for whom written parental consent for use of the emergency inhaler has been given, and who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

## **Automated External Defibrillator**

An Automated External Defibrillator (AED) is held in the Reception of the school as part of the First Aid equipment. A minimum number of 6 staff must be trained in the use of the AED. A list of trained users for should be kept in First Aid, and listed in FA3 - Record of First Aiders/AED Trained Staff.

## **Medical Conditions**

Some students have medical conditions that, if not properly managed, could limit their access to education.

Conditions include but are not limited to:

- Asthma
- Diabetes
- Epilepsy
- Sickle Cell Disorders
- Severe allergic reactions, which may result in anaphylactic shock

The school will consider what reasonable adjustments it might make to enable students with medical needs to participate fully and safely on school visits.

Risk assessments for all school trips will take account of any additional steps needed to ensure that students with medical conditions are fully included.

The school will not send students with medical needs home unnecessarily or create barriers to students participating in any aspect of school life. However, staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

### **Asthma**

In order to comply with the Hertfordshire Schools Asthma Policy, for every student that has been identified as having Asthma, the following documents must be completed by the parent/carer:

- Asthma History Questionnaire
- Asthma Maintenance Plan

If a student is then identified as having severe Asthma then an Individual Healthcare Plan should be completed to enable the school to fully support the student at school.

Information on how to recognise an Asthma attack should be displayed around the school and provided to all staff members.

## **Epilepsy**

In order to comply with the Hertfordshire Schools Epilepsy Policy, for every student that has been identified as having Epilepsy, the following documents must be completed by the parent/carer:

- Individual Healthcare Plan **and**
- Additional Healthcare Plan for Student with Seizures **or**
- Healthcare Plan for a Student with Epilepsy Requiring Buccal Midazolam for Control of Seizures

Information on First Aid for seizures should be displayed around the school and provided to all staff members and temporary/supply staff.

## **Sickle Cell Disorders**

In order to comply with the Hertfordshire Schools Sickle Cell Disorders Policy, for every student that has been identified as having a Sickle Cell disorder, an Individual Healthcare Plan must be completed by the parent/carer:

Information on Sickle Cell Disorders should be provided to all staff members and temporary/supply staff.

## **Allergy and Anaphylaxis**

In order to comply with the Hertfordshire Schools Allergy and Anaphylaxis Policy, for every student that has been identified as having a severe allergy reaction which may result in an anaphylactic reaction the following documents must be completed by the parent/carer:

- Individual Healthcare Plan
- Additional Healthcare Plan for students with Anaphylaxis

Information on management of anaphylactic reaction should be displayed around the school and temporary/supply staff..

## **Individual Healthcare Plans (IHCP)**

It is appreciated that students with the same medical condition do not necessarily require the same treatment. In order that the treatment that is best suited to the student is provided, an individual healthcare plan will be prepared for every student with special medical needs to help identify the necessary safety measures to support pupils with these needs and ensure that they are not put at risk. The plans should be easily accessible to all who need to refer to them, while preserving confidentiality.

Parents/carers have prime responsibility for their child's health and should provide the school with information about their child's medical condition. Details should be given by parents/carers, the student (if he/she is mature enough), and medical professionals, if required.

When the school is first notified of a student's medical condition the Head of Year/ Pastoral Support team member, and/or the nominated person responsible for First Aid, will invite the student's parents/carers to meet with them to complete and agree the individual healthcare plan. Any other arrangements that the school can make to help the student to fit in as normally as possible with school life can also be discussed.

The individual healthcare plan should be completed with following information (where applicable):

- Students details including name, form, date of birth, date
- The medical condition, its triggers, signs, symptoms and treatments.
- The student's needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons.
- Information about the impact of the condition on the student, any additional background information and any practical training requirements for school staff.
- Action to be taken in an emergency, and contingency arrangements.

At this meeting the school will ask the parents/carers to confirm whether they want the student's condition kept confidential, and if so to agree on who must be informed and what additional arrangements will be required to help maintain the student's privacy.

The plan must be agreed in time for the start of the relevant school term for a new student starting at school, or no longer than two weeks after a new diagnosis in the case of a new student moving to the school mid-term.

Where a child has a special educational need identified in a statement or an Educational, Health and Care (EHC) plan, an Individual Healthcare Plan should be linked to or become part of that statement or EHC plan.

## **Roles and Responsibilities**

Supporting a student with a medical condition during school hours is not the sole responsibility of one person. The school's ability to provide effective support will depend on working with other agencies. In addition, a partnership working between school staff, healthcare/social care professionals, local authorities, and parents and pupils will be critical.

### **Governing Body**

The school governing body should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. The governing body should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. They should also ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

### **Headteacher**

The Headteacher should ensure all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. The Headteacher should ensure that all staff that need to know are aware of the student's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

The Headteacher has overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured to support pupils in this way.

### **First Aid Staff**

The First Aid staff should be made aware of any student that is unwell / injured during school hours, and provide the appropriate care/first aid assistance that is required.

First Aid staff are also responsible for helping to develop individual healthcare plans, and to regularly review existing individual healthcare plans.

First Aid staff should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

### **Parents/Carers**

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs.

Parents/carers should also be involved in the development and review of their child's individual healthcare plan, if one is required. They should carry out any action they have agreed to as part of its implementation e.g. provide medication and equipment to the school.

All parent/carers, or other nominated adult, should be contactable at all times in case of a medical emergency.

### **Students**

Students with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

### **Staff**

Any member of school staff may be asked to provide support to students with medical conditions. Staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

## **Staff Training and Support**

First Aiders within the school will be required to attend the 3 day First Aid at Work training course. This course provides the comprehensive set of practical skills needed by First Aiders in the workplace to become a confident First Aider at work, providing both the ability and knowledge to deal with first aid emergencies. The training course meets the standards required to help comply with Health and Safety (First aid) regulations.

Staff may attend additional first aid training where required.

Additional first aid training may be identified during the development or review of individual healthcare plans. Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed. The relevant healthcare professional should normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained. Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in the individual healthcare plans. Staff will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

A first-aid certificate may not constitute as appropriate training in supporting children with medical conditions.

The parent/carer of the student will decide which staff members should be notified about the students' medical condition. Arrangements should be made to notify those staff members and to provide appropriate training if necessary. Training should include information on preventative and emergency measures so that staff can recognise and act quickly if a problem occurs.

Staff must not administer medication or undertake healthcare procedures without appropriate training.

## **Anaphylaxis Training**

Anaphylaxis training will be offered to all staff on a yearly basis.

## **Record Keeping**

Written records must be kept of all medication administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed.

## **Unacceptable Practice**

Although school staff should use their discretion and judge each case on its merits with reference to an individual healthcare plan, it is not generally acceptable practice to:

- prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every student with the same condition requires the same treatment
- ignore the views of the student or their parents; or ignore medical evidence or opinion (although this may be challenged)
- send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plan
- if a student becomes ill, send them to the First Aid room unaccompanied or with someone unsuitable
- penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents/carers to attend school to administer medication or provide medical support to their child.
- prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the student.

## **Liability and Indemnity**

All staff are covered by public liability insurance policies which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy.

## **Complaints**

Should parent/carers or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

## **APPENDIX**

The following forms should be completed and kept in First Aid:

<b>Form</b>	<b>Form Name</b>
MSA1	Self-medication Procedures
MSA2	Parent/Carer agreement for school to supervise self-administering of medication by students
MSA3	Individual healthcare plan (IHCP)
MSA4	Record of self-administering of medication
MSA5	Request for student to carry his/her medication
MSA6	Staff Training Record
FA1	First Aid – Contacting the Emergency Services
FA2	First Aid at Student Services
FA3	Record of First Aiders/AED Trained Staff
FA4	Record of Minor First Aid Treatment Given
FA5	Record of Accident Forms Completed
FA6	Record of training undertaken regarding first aid procedures