

Policy for

Administration of Medicines and First Aid Policy

Prepared by:	Adopted by Board of Directors	Signed	Renewal Date (annual cycle)
		----- Chair of Board of Directors	Summer Term 2016/17

Administration of Medicines and First Aid Policy

Medical records for all children are kept in their pupil files in a filing cabinet and on the children's details forms held in the Academy Office and in the EYFS Foundation Unit for pre-school EYFS children. The forms are completed on entry to the school or early years provisions and updated annually indicating any known health problems; regular medication taken at home; regular medication taken in school and contact numbers for doctor. These records will be also be updated as any changes become apparent. Teachers and key workers will check these records each September and on admission for any children not enrolled in September.

Prescribed medicines will be administered in the academy setting if a written request is received by the Principal on the administration of medicine proforma which is available from the academy admin office.

The 2 main sets of circumstances in which requests may be made are:-

(a) cases of chronic illness or long term conditions, such as asthma, diabetes, ADHD or epilepsy, anaphylaxis.

(b) cases where children recovering from a short term illness are well enough to return to school but are receiving a course of **prescribed** antibiotics, cough medicine etc. where it is necessary for it to be administered during the school day or session for EYFS pre-school provisions.

It is preferable that parents or an adult nominated by the parent administer medicine to their children either by the child going home during a suitable break or by the parent visiting school.

If this is not practical, a request may be made for the medicine to be administered to the child in school by the Principal or a representative adult.

Each request will be considered on its merits.

Guidelines

Where the Principal agrees to accept responsibility

- i. The academy should receive a written request from the parent giving clear instructions regarding the required dosage.
- ii. The form should be completed by the parent whenever a request is made for medicine to be administered on each and every occasion.
- iii. Long term illnesses will be recorded on the child's record card (buff folder kept in the filing cabinet in the office).

- iv. Medicine should be in the smallest practicable amount and should be brought to the academy office by the parent or nominated responsible adult, not the child and should be delivered personally to the Principal or school office staff. A signing sheet must be signed by the person receiving the medicine (who will be responsible for ensuring appropriate and safe storage) and the parent. The sheet will be signed again by the parent when the medicine is returned to them.
- v. Medicines will only be accepted if clearly labelled with the contents, owner's name and dosage and will be kept in the locked medicine cabinet or refridgerator (as appropriate). The only exception will be medication requiring immediate and continuous access such as epipens, asthma inhalers. In these cases the medication will be kept in an identified and secure place within the area of learning for the child. This medication must always be kept to close to where the child is learning and always taken when on visits and learning outside of the classroom.
- vi. If a pupil brings to school any medication for which the Prinicipal has not received written notification, the staff of the academy will not administer or be held responsible for the administration of that medication but will contact the parent to advise this.
- vii. The member of staff administering the medicine will record when they give any dose on the appropriate form. This should include date, time, dose administered, and a signature and counter signature from second member of staff witnessing administration. A written record of administration will be sent home for children in EYFS. For medicines given daily to pupils such as ADHD medication a record book of administration personal to the individual child will be kept in school and completed each day.
- viii. Parents must be informed if there is any difference between the instructions for administration and what actual happens such as different timings to those requested. If there are any concerns about making a change to given directions for administration a member of staff will always contact a parent first.
- ix. Staff will receive annual training on the administration of medicines using inhalers and epipens when pupils with those medications attend the setting. The school nurse or local health visitor (depending on age of child) will deliver this training.

In all cases where, following the administration of medication, there are concerns regarding the condition of the child, medical advice will be sought immediately. Relevant telephone numbers are recorded in the academy's Data Collection folder held in the admin office. In case of emergency, emergency medical assistance will be sought immediately.

In certain circumstances requiring special attention, the Principal will consider the best interests of the child and will consider carefully what is being asked of the staff concerned.

These circumstances are:

1. where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken.
2. where some technical or medical knowledge or expertise is required.
3. where intimate contact is necessary.

Residential visits.

Risk assessments need to be made for any arrangements for pupils on medication.

Staff supervising educational visits need to be aware of the medical needs of the pupils so that any arrangements for taking any necessary medicines are taken into consideration.

Information from Individual Health Care Plans (IHCP's) will be shared with the leader/organiser and first aider prior to an educational visit.

Parents/carers will be required to complete medical 'Form C' (Appendix 1) before their child will be allowed to take part in a residential visits. This form follows the Cheshire East guidelines for Educational visits.

First Aid

First aid boxes are accessible throughout the setting at all times with appropriate content for use with children. The academy also has a defibrillator on site situated outside of the staffroom for use by trained staff.

The academy ensures it has the required level and number of First Aid trained staff to meet statutory requirements for employees and pupils. All staff will be notified of the academy's first aiders through the staff manual and lists displayed around the academy.

In EYFS and 2 Year Old Childcare provision the setting will ensure it complies with the requirements of the Early Years Register. A member of staff with an approved paediatric first aid qualification will be in the setting or in exceptional circumstances, within the academy premises at all times when EYFS children are on site.

First aid will always be administered by staff with the appropriate qualifications following the guidance given to them in their training.

Each time first aid is administered the appropriate record will be completed and stored according to agreed procedures. The accident report file is kept in the academy office. Any accident requiring a hospital visit will be reported to the local authority using PRIME. Accident records are monitored by the Principal as part of their health and safety responsibility.

Serious accident, injury to, illness, or death of a child in the setting's early years provision on the early years register will be notified to Ofsted in accordance with the Statutory framework for the Early Years Foundation Stage. Accident records are kept for the required period of time.

All accidents or injury sustained by children in Early Years Registered provision will be reported to parents/carers on the same day or as soon as is reasonably practicable. For all other children, all serious accidents or injuries will be reported as above. All head bumps and injuries must be reported to parents/carers on the day and a head bump letter should be given to parents/carers detailing when the incident happened and signs and symptoms to be aware of.

Nominated staff will ensure all first aid boxes are fully stocked. Staff are responsible for notifying the nominated staff of any items that are running low.

School trips will, whenever possible, include a member of staff with the required level of first aid training who is also responsible for taking an appropriate first aid kit with the group.

Infectious Illnesses

The academy, including Early Years Register Provider, will promote good health of children attending the settings. They will discuss concerns with parents/carers and take appropriate action if a child is taken ill during their attendance at the setting. If an illness is identified as infectious the setting will take steps to prevent spread of infection as appropriate to the illness. This includes additional disinfection cleaning of key areas, consult Public Health England website for guidance on recommended periods of exclusion from the setting which can be found following this link

<http://www.hpa.org.uk/Topics/InfectiousDiseases/InfectionsAZ/SchoolsGuidance/OnInfectionControl/>

Appendix 1

Name: _____
Male / Female

FORM 'C'

The Aspire Educational Trust

PARENT / GUARDIAN CONSENT FOR AN EDUCATIONAL VISIT

To be distributed with an information sheet giving full details of the visit

Establishment/Group: _____

Details of Visit to:

From: Date Time To: Date Time

I agree to _____ (name taking part in this visit)

I have read the information sheet I agree to _____'s participation in the activities described.

I acknowledge the need for _____ to behave responsibly throughout the visit.

1. Medical information about your child

a) Any conditions requiring medical treatment, including medication? YES/NO
If YES, please give brief details:

b) Please outline any food or other allergies and special dietary requirements of your child:

c) Any recent illness or accident staff should be aware of?

d) The type of pain/flu relief medication your child may be given if necessary:

For residential visits and exchanges only

e) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infections? YES/NO
If YES, please give brief details:

f) Is your son/daughter allergic to any medication? YES/NO
If YES, please specify:

g) When did your son/daughter last have a tetanus injection:

Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Name: _____

Work: _____ Home: _____

Home address: _____

Email address: _____

Alternative emergency contact:

Name: _____ Telephone number: _____

Address: _____

Email address: _____

Name of family doctor: _____ Telephone number: _____

Address: _____

As part of the activities your son/daughter/ward are involved in Cheshire East Council may take photographs or video footage to use in printed publications or publicity or promotional material including the local press.

Can we use the young person's photograph in this way? YES / NO

Signed: _____ Date: _____

Full name (capitals): _____

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE ESTABLISHMENT CONTACT