

ST. JOHN'S C of E PRIMARY ACADEMY SCHOOL

FIRST AID HANDLING AND ADMINISTERING MEDICINES IN SCHOOL



Reviewed July 2023

Rationale

As a primary Church of England school we want all our pupils to be happy, safe, fit and well. In order to achieve this, we believe a clear policy on the handling and administration of medicines in school is necessary to safeguard all of the pupils in our care.

- a) **Medical Equipment:**
It is the responsibility of the First Aid staff and in particular Ben Mills and Kim Boughton in school to ensure that the first aid stocks are checked and replenished regularly and that all first aid equipment is maintained. Where deficiencies are identified ensure new stock is ordered by placing an order with the School office.
- b) **Storage, administration and handling of Medicines:** For safety reasons, all medicines are stored centrally in the school office and are handled by adults only. Parents are asked to deliver any medication to school via the front office and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school. Only medicines that have parental authorisation and are appropriately named are allowed in school.
- c) **Timing of Administration of Medicines:** The office staff set alarms to remind them to administer the medication brought into school. The Head of School must give authorisation for medicines to be administered at any other time in exceptional circumstances.
- d) **Parental Authorisation Forms:** Before medication can be given in school, Parents must complete the appropriate authorisation for administering medicines in school form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the school office. All forms must be checked by authorised First Aid staff on a regular basis to ensure accuracy of information and expiry dates of medicines.
- e) **Medicine Administration:** First Aid staff dispense all oral medicine to children and supervise diabetic children administering their own insulin. Children with asthma, administer their own medication under supervision of the First Aider.
- f) **Non-prescribed Medicines:** Due to the increasing number of children receiving medication in school, medicines that are not prescribed such as cough lozenges etc. will not be administered by First Aid staff and are not to be brought to school.

- g) Administration of Antibiotics: The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.
- h) Monitoring of Administration of Medicines: When a child receives medication in school, details are to be recorded on the appropriate Daily Medical Register which is located in the school office.

i) Qualified First Aid Staff:

First Aid staff must hold the appropriate up-to-date Paediatric first aid certificates or First Aid At Work Certificate and should attend renewal courses as appropriate.

Our current qualified First Aiders for First Aid at work are: Ben Mills and Kim Boughton. All class teacher and support staff hold Paediatric first aid certificates.

- j) Educational Visits: A portable First-Aid kit and individual pupils medicines must be taken on all Educational Visits. This is the only time medication will be allowed outside the designated storage area for medicines in school. On such visits medicines are to be transported and administered by a designated member of staff (see Educational Visits Policy and relevant authorised Risk Assessments for each visit).
- k) Administering First Aid When on duty, teaching staff and lunch time supervisors are to wear hi - viz jackets and carry a small portable first aid kit that contains the following:- 1. Gloves 2. Plasters 3. Wipes 4. Accident Forms 5. Pen 6. Eye wash It is the responsibility of each member of staff to replenish their small portable first aid kit. Staff to notify Ben Mills or Kim Boughton if the stock levels are running low or they have taken the last piece of equipment

How is first aid communicated with parents?

Where a child received first aid the record slip is handed to parents at the end of the day.

If it is a head injury – a phone call home is actioned, if no answer a message is left or a text message sent to call school.

How is first aid recorded?

First aid slip is copied so the office retain a copy for records.

How are head bumps reported to parents and what is the definition of a head bump?

Where a child sustains a bump to the head a phone call home is made or a message left to call school. Any injury from above shoulder is classed as a head bump.