



St John's C of E Primary Academy

First Aid Policy

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Key Personnel

Principal: Sarah Cockshott

Chair of Governors: Fr Roger Gilbert

ST. JOHN'S C of E PRIMARY ACADEMY
SCHOOL POLICY AND GUIDELINES
FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL

Reviewed January 2017

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 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 Business Manager.

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 teacher 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 first aid room.

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 are: Rebecca Woods, Rebecca Perry, Katrina Vardarcik, Ben Mills, Sarah Cockshott

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).