

# The Pope Francis Catholic Multi Academy Company



*The* **POPE FRANCIS**  
**CATHOLIC**  
*Multi Academy Company*

## **FIRST AID POLICY**

Providing education for our children with 'The Joy of the Gospel' at its heart

## **POLICY FOR MEDICAL ARRANGEMENTS FOR STUDENTS**

### **AIMS:**

The aim of this policy is to set a framework for the administration of medicines for students at our school. In practice, this policy should serve to enable regular attendance at school by providing for identified medical needs and for the administration of prescribed medicines.

### **PRINCIPLES AND DEFINITIONS:**

The key principle underpinning this policy is that medical needs will be dealt with appropriately and with due regard to the health and safety of all parties.

*Prescribed Medicines:* are those prescribed by a doctor or other medical professional with clear instructions for dosage and methods of administration.

*Non-Prescribed Medicines:* are those proprietary medicines that may be purchased freely over the counter as palliatives for medical conditions that have not been evaluated by a doctor or medical professional.

*Long-Term Medical Needs:* are those identified by a doctor or other medical professional and shared with the school by parents/guardians/carers as requiring long term treatment and/or special care arrangements.

*Medical Administrator:* is the person trained to be responsible for overseeing day-to-day arrangements for first aid, the administration of medicines, the recording of accidents, liaison with all relevant parties with regard to specific medical or care needs and the communication of relevant information to relevant colleagues in school.

### **CRITERIA FOR SUCCESSFUL PRACTICE:**

In practice, this policy will be judged to be successful if:

- Appropriate practice is followed by all relevant parties
- Incidents requiring first aid are successfully managed
- The accident log book is maintained up to date.
- First aid boxes are appropriately stocked and, as needed, restocked
- Student medical records are maintained and updated as necessary
- All relevant staff are briefed about special medical/care arrangements are needed for identified individuals.
- Sufficient staff are trained in the delivery of First Aid and that they are qualified to a suitable level.
- Complaints from parents and relevant others are few if any and that any matters arising are referred to the next tier of management for action.

### **MONITORING AND EVALUATION:**

In practice, medical matters will be dealt with by the medical administrator whose performance will be overseen by both the admin manager and the facilities manager. Special care needs will be monitored by the special needs co-ordinator who will also be responsible for the communication of these needs to all relevant others. The maintenance of accurate student data relating to medical needs will be the responsibility of the admin manager. The accident log will be monitored by the Academy Committee's Premises Group, which will also be responsible for reviewing and revising this policy statement annually following its initial adoption by the Academy Committee.

## **MEDICAL ARRANGEMENTS FOR STUDENTS – STATEMENT OF PRACTICE:**

The aim of these guidelines is to provide a clear understanding and acceptance by staff, carers and students of the ways in which the school will manage medical needs in order to provide appropriate and proper care. Further, the objective will be to enable regular attendance through formal systems and procedures in respect of administering medicines, developed in partnership with carers and staff.

It is expected that parents/carers will provide accurate and current information about their child's medical needs. This will be achieved using the common admissions form, the separate form requesting detailed medical information and be complemented by other relevant information provided by parents/carers and/or health professionals.

In all circumstances, the school will comply with the LA policy relating to First Aid at Work. The Academy Committee will ensure that sufficient numbers of staff are trained and qualified, given the size of the organisation, to undertake first aid and/or to aid in school.

### **PRESCRIBED MEDICINES**

- Medicines will only be taken in school when essential, i.e where it would be detrimental to a child's health if the medicine were not administered during the school day.
- The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Such medicines must always be provided in their original container as dispensed by a pharmacist and must include the pharmacist's instructions for administration.
- Prescribed medicines will be stored under lock and key in the medical room in the care of the appointed medical administrator.
- The school WILL NOT accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- Parents will be encouraged to ask prescribers to enable dose frequencies which can be accommodated outside the school day.
- The administration of prescribed medicines will be formally recorded to include details of date, time, dosage, the name of the student and the name of the person who administers the medicine.

### **CONTROLLED DRUGS**

Some medicines are controlled by the Misuse of Drugs Act ('controlled' drugs) and there may be occasions when such a drug is prescribed as medication for use by children.

- A child who has been prescribed a controlled drug may legally have it in their possession. If required, the school will look after a controlled drug if there is agreement that it will be administered to the child for whom it has been prescribed.
- Where storage is required, this will be in a locked, non-portable container to which only named staff have access.
- A controlled drug will be returned to the parent when it is no longer required and the parent will be responsible for its safe disposal.

Misuse of a controlled drug will be an offence and will be dealt with under the terms of the school's drugs policy.

## **NON-PRESCRIPTION MEDICINES**

- No students will be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.
- Proprietary medicines will only be administered with the written consent of parents. This consent will be held on record and such medicines will only be administered by an appropriately qualified member of staff. The administration of such medicines will be formally recorded in the Medical Book

## **LONG-TERM MEDICAL NEEDS**

- The school expects that parents/carers will provide sufficient information about the medical condition of any child with long term medical needs
- The school will need to know about any particular needs before a child is admitted or when a child first develops a medical need.

## **ADMINISTERING MEDICINES**

- As part of the admission procedure, parents will be required to furnish details of medical needs on the pupil admission form.
- No student will be given medicines without their parent's/carer's written consent.
- Where consent is in place, the member of staff involved will check the child's name, the prescribed dose, the expiry date and the written instructions provided by the prescriber on the label or container.
- If there is any element of doubt, staff will not administer the medicines but check with parents or a health professional before taking further action.
- Medicines which are left in storage after they are needed and not collected by parents and those which have reached their expiry date will be safely disposed of by the school health nurse team.

## **SELF-MANAGEMENT**

- It is good practice to support and encourage students, who are able, to take responsibility to manage their own medicines.
- If a student is able to take their medicine themselves, staff may only need to supervise. Where this is the case, the medicine will be stored safely and parental consent will be required. Medicines should only be carried around school with parental consent and when medication is self-managed.

## **REFUSING MEDICINES**

- If a child refuses to take medicine, they will not be forced to do so. The situation must be placed on record and parents informed immediately.
- If the refusal results in an emergency, then appropriate emergency help will be sought from health professionals or the emergency services.

## **RECORD KEEPING**

- Parents will be expected to inform the school about medicines that their child needs to take and to provide details of any changes to the prescription.
- Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. There will be a check that written details include; the child's name, the name of the medicine, the dose, the method of administration, any side effects and the expiry date.
- A record will be kept of the medicines given to students and the staff involved.

## **ROLES AND RESPONSIBILITIES**

### **Parents and Carers**

- It only requires one parent to agree to or request that medicines are administered. As the norm, the named first contact will be this person.
- The school will maintain a record of who has parental responsibility for a child and this record will be retained on the schools administration system.
- Parents will be given the opportunity to provide the Principal with sufficient information about their child's medical needs if treatment or special care is needed. This information will be gathered from the common admission form and the accompanying sheet which requests specific and detailed medical information. They should jointly, with the Principal, reach agreement on the school's role in supporting their child's medical needs.

### **The Principal**

- The Principal is responsible for putting this policy into practice and for developing detailed procedures.
- The Principal has a contractual duty to ensure that staff receive appropriate training.
- The Principal is responsible for ensuring that all parents and staff are aware of this policy statement and for making sure that appropriate systems for information sharing are available. It will be made clear that parents should keep children at home when they are acutely unwell.
- For a child with medical needs, the Principal will be responsible for agreeing with parents exactly what support can be provided. Where parental expectations appear unreasonable, the Principal will seek advice from the school nurse or doctor, the child's GP or other medical adviser and, if appropriate from the LA.
- In following documented procedures, staff should be fully covered by the site public liability insurance should a parent make a complaint. The Principal will ask the insurer to provide written confirmation of the insurance cover for staff who provide medical support.

### **Teachers and other Staff**

- Staff with children with medical needs in their class or group will be informed about the nature of the condition. This information will be provided by the child's parents and relevant health professionals.
- Staff will be made aware of the likelihood of an emergency arising and what action to take if one occurs. ALL staff likely to be responsible for children will receive this information.

## **Staff Giving Medicines**

- The school will ensure that there are sufficient numbers of staff who are either employed or trained to manage medicines as part of their duties.
- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child will have appropriate training and guidance.

## **TRIPS/RESIDENTIAL VISITS**

The school will consider what reasonable adjustments might be made to ensure that students with medical needs can participate safely on visits/trips.

In order to carry out an informed assessment on the student:

- The first aider/appointed person and group leader must know of the medical condition/allergies of the children taken out of school on trips or residential visits. These must be completed on the confidential information form by parents/guardian (OA2)
- All rules of prescribing and administering medication will remain the same as within school.
- A first aider/appointed person must always be present on any trip/residential visit and must be trained to deal with emergency medication such as an adrenaline pen.
- Copies of the OA2 form will be taken on trips in the event of the information being needed in an emergency.

## **TRAINING**

- First aiders and appointed persons are trained in accordance with HSE guidelines and with St John's Ambulance on a regular basis.
- Specific training or advice for a particular medical requirement such as epilepsy, diabetes, anaphylaxis is carried out by the local health services via school nurse who will advise on further training needs where necessary.
- Staff shall not administer medicines without appropriate training.

## **If a pupil is taken ill during school hours or incurs an injury**

If a pupil is taken ill during school hours they will be sent to the school office either for time out or, if necessary for a parent/guardian to be contacted to collect their child.

Any injury in school will be dealt with by a First Aider and recorded in the accident book. Parent/Guardian will always be notified of **any** head injury.

All hospital referrals will be registered in a central Health & Safety file and copies sent to the County Health & Safety Team.

**In the event of an injury, a decision will be made as to whether an ambulance is required or not. If an ambulance is not called, either:**

- **parents will be called and advised that the child should be seen by a medical practitioner and taken to A&E for further investigation. In this case it is essential that the parent is given the option to be taken by a member of staff to this examination. The member of staff releasing the child into their parent's care should assess the confidence of the parent to deal with the injury.**

**or:**

- **if it is not possible to contact a parent/carer, two members of staff will be deployed to take the child for a further medical investigation whilst contact is made with parents. One member of staff to be free at all times to attend to the**

child. At least one member of staff will remain with the child at the hospital until a parent/carer arrives. Addendum: 17/05/16

In the event that intimate/personal care is required a parent/carer will be contacted and asked to attend. If contacted and unable to attend the parent/carer will be asked to nominate a close relative to attend in their stead. If contact cannot be made with parent/carer and the student can cope independently, suitable shower room facilities are available, also towel, soap, sponge and a change of underclothes.

In the event that intimate or personal care for a SEN student is required, nominated staff will follow the below procedure. The school will ensure that personal dignity and privacy are maintained and that students are dealt with in accordance with personal care plans, where appropriate.

At all times students will be assisted to be as independent as possible. Reporting procedures will mirror those in the first aid policy.

