



Kingsley

FIRST AID AND ADMINISTRATION & STORAGE OF MEDICINES POLICY

This policy covers all age groups within the School, including EYFS

Governors' Committee normally reviewing policy	Governors
Date policy formally approved by Governors	September 2017
Period of review	3 years
Review date	September 2020

Person responsible for monitoring implementation and effectiveness of the policy	SMT
Other relevant policies	





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First Aid and Administration and Storage of Medicines Policy

The Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a review to satisfy themselves that the implementation of this policy is effective.

The Governors are responsible for monitoring the updating of this policy and will present their report to the Governors' meeting.

Aims

- To provide adequate First Aid Equipment, facilities and expertise for the care of day and boarding pupils and staff
- To ensure everyone has the necessary information about First Aid
- To provide timely and competent administration of first aid including the recognition of and response to medical emergencies.
- To ensure the implementation of the First Aid policy.
- To ensure that the physical, mental and emotional health of boarders is promoted including procedures for care of those with chronic conditions, disabilities and the administration of household remedies.

First Aiders/Appointed Persons

The School Medical Centre is at the top of the main building next to art. There are facilities for examination and treatment of day and boarding pupils by the school GP or School Matron and accommodation for the short-term care of sick and injured day and boarding pupils. Bathrooms and toilets are available in the medical centre.

The Medical centre is managed throughout the school day. From 09:00 until 16:00 a School Matron is in attendance to whom illness and injuries must be reported. Outside of Matron Support and the boarding staff will continue to monitor pupils. Any illness or injury arising in the PrepSchool should be reported to the PrepSchool Secretary who will liaise with the School Matron. If necessary, at night and at weekends, the boarding staff should speak with the on-call doctor for advice, NHS Direct or ambulance depending on the nature of the injury or illness, the School Matron should also be notified for consistency of records.

All boarding staff employed by the school are first aid trained. There are several appropriately trained first aiders in each of the school settings.





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A list of First Aiders (Appendix 1) will be displayed on House Office Notice Boards.

A record is kept of First Aiders and their certification dates available. Updated training is required to be taken every three years.

There will always be at least one qualified first aider on each school site when children are present. In the EYFS setting and on EYFS trips there is always a qualified paediatric first aider present.

Useful Numbers

School Matron	Medical Centre	01237 426237
	Internal	ext 237
	Mobile	07702 946454

Bideford Medical Centre: 01237 476363

NHS Direct: 0845 4647(24hr medical advice centre)

NHS Non-emergency: 111

What to do in an Emergency

- Contact the nearest First Aider and or School Matron.
- Give clear details of the accident or emergency.
- They will give immediate help and ensure an ambulance or other professional medical help is sought if necessary.

In the case of anaphylaxis (see guidelines) some people are aware of having a severe allergy – check for an EPIPEN syringe which contains adrenaline. They may be carrying it in a bag or coat pocket. If necessary, help the casualty to use it, or if trained to, give it yourself. All staff should be aware of anyone in school who carries an EPIPEN and training will be given to those staff willing to administer it in an emergency.

Arrangements for other medical conditions such as asthma, epilepsy and diabetes will be made on an individual basis in consultation with parents, doctors and medical specialists.





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If someone is seriously ill or injured or their life is at risk then dial 999.

If dialling 999 for emergency services the following information is required:

For **MAIN SCHOOL** location is: Kingsley School
Northdown Road
BIDEFORD
EX39 3LY

Remember to state the exact location that the emergency service is required, e.g. Main School car park, sports field, boarding house name etc. Ensure someone is waiting for the emergency services to arrive so they can be taken immediately to the casualty.

Do not assume the emergency services have been called unless you have done so yourself – **ALWAYS CHECK.**

The School Office should be notified once they have been called.

First Aid Containers will be:

- Maintained in good condition and have age-appropriate contents for treatment.
- Suitable for the purpose of keeping the contents in good condition
- Readily available for use
- Prominently marked as a First-Aid container with a white cross on a green background

Location of First Aid Containers

Nursery	Science Labs and prep room	The Bursary
Pre School	Kitchen	Art room
PrepSchool office/classrooms	Laundry	Boarding Houses
Sixth Form centre	Staff room	Mini buses
Food room	Sports hall	Public Service Vehicles
CDT room	Gym	Maintenance Vehicles
Ergo room	Maintenance dept	Year Day Centres
Music centre	Main school reception	School Shop





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The containers should be returned to School Matron for checking/restocking on a regular basis

The Medical centre in the senior school offers full First aid facilities

Sports First Aid Kit

It is responsibility of the sports staff to ensure a first aid kit is available for PE/games lessons and sporting fixtures. They should be returned to School Matron for checking/restocking as necessary. Mobile phones should be carried by PE staff to enable easy contact in an emergency whilst in an isolated area e.g. sports field.

Travelling First-Aid Kits

Adequate first aid provision as recommended by HSE should be available for school trips and any off-site activities. The kit should be returned to School Matron for checking/restocking and kept in the school surgery until next required.

Minibuses

Each of the school minibuses should be equipped with a first aid kit that adheres to Transport Regulations.

Hygiene/Infection Control

All staff should take precautions to avoid infection and follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand-washing facilities and/or hand gel and should follow the guidelines/procedure for dealing with blood or other body fluids and disposing of dressings or equipment. (All dressings are disposable.) No 'sponge' must be used for injuries on the sports field.

Reporting accidents and Record keeping

All accidents involving injury **must** be reported using the Kingsley School SIR (Safety Incident Report) system.

SIR **blank forms** are available from the school medical centre, kitchen office, caretaker's office, boarding houses, Prep School, EYFS and bursary.

An SIR must be completed following any near miss accident, learning process, damage to property, or injury to persons. The completed **page one** must be passed to the Domestic Bursar.

Alternatively, the SIR can be completed electronically and e-mailed. These will be regularly reviewed by the Governors' Health and Safety Committee.





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Parents will be informed of any significant accident at the earliest opportunity by the School Matron or Boarding Staff.

Details of the school's legal obligations and procedures under RIDDOR should be followed as detailed in the School's Accident Policy.

The First Aider or Appointed Person should keep their own record of any first aid treatment given.

Providing Information

It is important that all staff are aware of the first-aid arrangements. Everyone should read and follow the procedures outlined in the policy. A copy will be displayed in the staffroom both at the Prep and Senior Schools, the kitchen and a copy given to the maintenance staff and domestic staff.

First Aid notices will be displayed in prominent places around the school.

Information regarding First Aid should be given to new staff and pupils so they are aware of the policy and procedure.

Re-assessment of First-Aid Provision

The School's first-aid needs are reviewed on a regular basis and, particularly after any changes, to ensure the provision is adequate.

EYFS

In the EYFS setting the School Matron or teachers will discuss with parents the procedure for responding to children who are ill or infectious.

Parents will be informed of any accident or injury sustained by their child on the same day, or as soon as reasonably practicable. Parents will be informed of any first aid given to their child.

For addition advice and information see the following documents:

- Mental health and behaviour in schools 2015
- Counselling in schools: a blueprint for the future 2015
- Reasonable adjustments for disabled pupils 2015
- Supporting pupils at school with medical conditions 2014





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- SEND code 2015

GUIDELINES ~ ADMINISTRATION & STORAGE OF MEDICATION IN THE SENIOR SCHOOL & BOARDING.

AIM

To ensure safe storage and administration of medication in school.

DRUG STORAGE

- Drugs must be kept in locked cupboards
- **Controlled drugs** such as Methylphenidate (Ritalin/concerta) must be kept in a locked cupboard, within a locked room.
- **Insulin** should be stored in a fridge in a locked room with the temperature monitored on a daily basis. A child with an insulin 'pen' may keep and administer it as necessary if responsible to do so. Appropriate facilities are available if the pupil needs to do this in private.
- **Epipens** – Pupils should carry their own, but spares should be available in safe, easily accessible places – not locked away. Epipen users may also carry an antihistamine tablet/syrup. *See separate policy on anaphylaxis.*
- **Asthma inhalers** – Pupils should carry their own but spares must be available in case of loss.
- Boarders must hand in any medication they have brought with them to the Matron or House-staff. This will be locked away.
- Where appropriate boarding pupils may be given permission to keep their own medication in a locked area in their room.
- A list must be made of pupils who keep their own medication.

ADMINISTRATION OF MEDICATION

When issuing a medication the following procedure should be followed:

- . If the pupil is under 16 refer to their individual medical questionnaire to establish whether parental/guardian consent has been given.
- . The reason for giving the medication should be established. Is it necessary?





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- . Whether the pupil has taken any medication recently, and if so, what? Many medications must not be issued more frequently than every 4 – 6 hours. E.g. Paracetamol and Ibuprofen
- . Whether the pupil has taken the medication before. If no, whether the pupil is allergic to any medication. (Refer to the pupil's medical information completed by their parent/guardian)
- . Check that the medication is in date
- . Strict adherence to dosage instructions and frequency on each individual medication must be followed and any cautionary labels.
- . The pupil should be seen to take the medication by the person issuing it.
- . The pupil's name, reason for medication, the medication issued, the dosage, date and time should be noted immediately and documented.
- . House staff should inform the School Matron in writing if any medication has been administered in the boarding house overnight/first thing in the morning.

PRESCRIBED MEDICATION

Medication prescribed by the doctor should be administered according to the instructions on the individual medication and only given to the named pupil to whom it has been prescribed.

The same procedure for administration should be followed.

Timed Medications

In situations where pupils are prescribed timed medications the normal procedure for medications will be followed, but additionally any information to support the pupil concerned will be circulated to appropriate members of staff. This might include teaching staff, where the medication may affect or interrupt lessons and house staff, where the medication may need to be taken at various times of the day. A list of any pupils using timed medication will be kept in sick bay and information on side-effects etc. will be recorded.





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BOARDING PUPILS

The Matron, designated first aider (see Appendix 1) and House Staff can administer medication to boarding pupils according to previously agreed guidelines. It is the responsibility of the School Matron or first aider to inform the House Staff of any medication given to a boarder during the school day.

DAY PUPILS

Appropriate consent will be requested on the day pupil's health card for simple over-the-counter medication to be administered. If a parent/guardian requests specific medication to be given at a specific time written instructions should accompany the medication to include:

- The pupil's name
- Written instructions by the parent or doctor
- The prescribed dose
- The dose frequency
- The expiry date
- Any additional or cautionary labels.

The medication must be provided in its original container.

The medication can be administered by the Matron or a designated first aider according to previously agreed guidelines.

REFUSING MEDICATION

If pupils refuse to take prescribed medication they should not be forced to do so. In the case of a day pupil the parents must be informed, in the case of a boarder the doctor prescribing the medication should be informed.

SCHOOL TRIPS/OFF-SITE ACTIVITIES

Pupils requiring medication whilst off school site must have written consent from their parent/guardian or school Matron to enable a member of staff to administer the medication, as long as they are in agreement.

It should state:

- the pupil's name
- written instructions provided by parents or doctor
- prescribed dose
- dose frequency
- expiry date
- any additional or cautionary labels.

The medication should be in its original container.





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LONG-TERM MEDICAL NEEDS

Pupils with long-term medical needs should have a detailed plan available for staff who are involved in their care, with sufficient information to enable special treatment/requirements to be met. This will be completed by the School Matron in liaison with parents/guardians.

DISPOSAL

Any medicines belonging to day pupils that are no longer required must be returned to the parents. Any medication belonging to boarders that is no longer required or medication that has expired should be returned to the pharmacy.

EMERGENCY PROCEDURE

All staff agreeing to administer medication will be told what to do in an emergency and who to contact.

SIDE EFFECTS

Drugs can cause side effects in some people. If a day pupil experiences any side-effects to the medication given, do not give any further doses until the parents have been informed. If a boarder experiences any side effects do not give any further doses until instructed by the Matron or doctor. Call School Matron for advice if necessary. See below for emergency guidelines.

VACCINATIONS FOR PUPILS

Vaccinations will be administered by a doctor or nurse. A doctor does not have to be present when administering a vaccine but a second adult, preferably a nurse trained in the management of anaphylaxis, is advised.

OBTAINING MEDICATION

- medication prescribed for the individual pupil by a doctor or nurse-prescriber.
- purchasing from the school's medical budget
- bulk ordering by the doctor

DAY PUPILS

Consent for day pupils to be administered medication should be sought for children under 16. Only the Matron or designated first aider will administer medication according to previously agreed guidelines.





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IF A SERIOUS REACTION OCCURS MEDICAL ATTENTION SHOULD BE SOUGHT IMMEDIATELY

DIAL 999 IF AN AMBULANCE IS REQUIRED

ENSURE THE CORRECT ADDRESS IS GIVEN:

KINGSLEY SCHOOL

NORTHDOWN ROAD

BIDEFORD

DEVON

EX39 3LY

AND STATE EXACT LOCATION WHERE THE AMBULANCE IS REQUIRED

ALWAYS INFORM THE SCHOOL RECEPTION THAT AN AMBULANCE HAS BEEN CALLED AND IF POSSIBLE GET SOMEONE TO WAIT AND DIRECT THE AMBULANCE TO THE CASUALTY

GUIDELINES ~ ADMINISTRATION AND STORAGE OF MEDICATION IN THE PREPSCHOOL AND EYFS.

Whenever possible, parents should ask their G.P. to prescribe medication in dose frequencies which enable it to be taken outside school hours. However, if parents wish the school to administer the medication (in loco parentis) they should give prior written permission to the school detailing the medication to be given, along with the frequency, dosage and other relevant information (e.g. interaction with other medicines such as paracetamol.) Oral information from the pupil/parent cannot be acted upon.

The School Matron is informed of any long term medical needs. She will act as a point of contact if necessary.

Short Term Medical Needs

In order to reduce the time a child is away from school, the school will administer medicines, for example the end of a course of antibiotics or apply a lotion, but usually only for a short course of up to 5 days, and only when previous avoidance strategies have been examined.





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The School will also administer a paracetamol based medicine (kept securely locked in the medical cabinet) if a qualified first aider deems it necessary. Parents will then be informed of the time and dose of medication.

Children on natural homeopathic remedies – contact is made initially with parent before administration of medicine.

Long Term Medical Needs

The school will be fully informed of the child's needs before admittance.

It is essential to have sufficient information in order for the child's medical needs to be adequately supported.

All medicine should be:

- In its original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Medicine not in its original packaging cannot be administered.
- Brought to School by parents daily (collecting the medicine at the end of School is the parent's responsibility) or a supply of medication provided specifically for use at School.
- Provided in small quantities.
- Non-prescription medicine cannot be administered. *
- No medicines can be administered without prior written consent from the child's parents.

* Parents whose child regularly takes non-prescription medicine are encouraged to discuss with their GP, whether it is appropriate for the medicine to be prescribed.

Before administering medicine to a child the member of staff will check:

- ✓ The child's name
- ✓ Prescribed dose
- ✓ Expiry date
- ✓ Written instructions provided by the prescriber on the label or container
- ✓ Administration of short/long term medicines forms to be filled in as appropriate





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EYFS Procedures

Long term medicines: Parents fill out medical form which is kept in children's files. When the key worker deems it necessary, medicine is administered to the child and parent informed at handover.

Short term medicines: Parent will inform EYFS staff at handover and a medical form is filled out on which they state if medicine has been prescribed or not. Parents then sign to confirm that medicine can be administered. If medicine is given to the child two members of staff have to be present (one to administer and one to witness so the correct dose is given). The staff will then write on the form what was given, how much, and at what time. At handover, the parent is informed and the parent then signs the form again to state that they were informed.

Records

Records will be kept of all medication brought to the setting and when medication is administered this will also be recorded in the medicine file in the Prep School Office and signed by the parents. The Prep School secretary oversees the medical records for the Prep School.

Sporting Activities

It is advisable to prepare a risk assessment of medical needs of individual children, including those who may suffer from an asthma attack. Inhalers should be taken to the sports field/swimming pool as a matter of course.

The Head

The Head will ensure that all staff receive appropriate support and training and aware of this policy. Likewise, the Head will inform the parents of the policy and its implications for them.

In all complex cases the Head will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of a medical advisor.

Teachers and Other Staff

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts.





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All teachers are able to administer medicines.

Storing Medicines

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the Prep School office. Children should know where their medicines are kept and who is responsible. **This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.**

Emergency medicines such as asthma inhalers and adrenaline pens should be kept safely away but always in the vicinity of the relevant pupils.

Reviewed by school GP	April 2016
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Reviewed by Governors	September 2017

