

POLAM HALL SCHOOL
POLICY ON FIRST AID
AND
ADMINISTRATION OF MEDICINES

FIRST AID

Principles

First Aid can save lives and prevent minor injuries becoming major ones. The Governing Body accepts the responsibility to provide adequate and appropriate equipment and facilities for providing first aid in school.

The Governing Body is responsible for the health and safety of its employees and anyone else on the school premises. This includes:

- Arrangements for first aid
- Number of first aiders/appointed persons
- Number and locations of first aid containers
- Arrangements for off site activities and visits
- Out of school hours arrangements, for example, lettings, parents' evenings

The Governing Body should ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

In practice, most of the day to day functions are delegated to the Head, who is responsible for ensuring that the policy is put into practice, and that parents are aware of the School's health and safety policy, including arrangements for first aid.

Responsibilities of school staff

Staff are expected to use their best judgement at all times to secure the welfare of students at the school in the same way that parents might be expected to act towards their children.

The Head must arrange for adequate and appropriate training and guidance for staff who volunteer to be first aiders and ensure that there are enough trained staff. In addition, the Head will consider:

- the individual's reliability and communication skills
- aptitude and ability to absorb new skills and knowledge
- ability to cope with stressful and physically demanding emergency procedures
- ability to leave normal duties to attend an emergency.

Duties of First Aiders

A School Nurse is on site from Monday to Friday, between 8.30am and 5.00pm during term time and is the primary recourse in the event of illness or accident

Staff First Aiders complete a training course approved by the HSE. In the absence of the School Nurse, they give immediate help to casualties with injuries or illnesses and those

arising from specific hazards at school. When necessary, they ensure that an ambulance or other professional medical help is called.

Staff who undertake advanced first aid training do so on a voluntary basis. All staff are provided with basic first aid training and the School has a rolling programme of training. The School Nurse keeps a training record and organises courses and retraining as appropriate. When identifying potential first aiders, consideration is given to the more vulnerable areas of the school and to staff most likely to accompany residential visits.

Assessment of Need

The School is required to provide first aid for employees and, in the light of legal responsibilities, considers the likely risks to students and visitors and makes allowances for them when training first aiders. This is reviewed annually. The following factors are taken into consideration in the provision of first aid:

- The size and spatial arrangement of the school
- Any specific site hazards, for example in science laboratories
- Any specific need arising from the staff or students
- Accident statistics
- Provision at lunchtimes, or in the case of absence, or for out of hours activities

Providing Information

All staff, students and visitors to the school are informed as appropriate of the first aid arrangements. Notices are clear and easily understood and displayed in prominent places. Induction programmes include first aid information and it is also included in staff and parent handbooks.

All staff, students and visitors should know how to contact a first aider from **any area** of the school.

First Aid Equipment and Facilities

Sick Bay includes a consulting room, toilet and washbasin and rest room with four beds. This area houses the first aid equipment according to HSE recommended provision. For off site visits, a travelling first aid kit is available. Basic first aid kits are strategically positioned around the school and restocked regularly by the School Nurse.

Hygiene and Infection Control

All staff are required to take precautions to avoid infection and must follow basic hygiene procedures. First Aiders have access to single use disposable gloves and hand washing facilities. The usual precautions are taken when dealing with blood and other body fluids, or disposing of dressings or equipment. The School Nurse liaises with the cleaning staff in this matter.

Reporting Accidents and Record Keeping

The School Nurse keeps appropriate records and the Bursar reports relevant incidents to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Relevant records are kept for a minimum of three years. In addition,

Accident Report Records are kept by the Bursar (for staff), the School Nurse (for all cases she has treated) and in Senior Staff Room and Junior Office, Laboratories and PE Department (for minor incidents).

The school keeps a record of treatment given by first aiders including:

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injury or illness and the first aid given
- What happened to the person immediately afterwards - for example, went back to class
- Name and signature of the first aider dealing with the incident

In the case of any serious or significant incident, the parents are contacted by telephone, or by letter if less urgent.

ADMINISTRATION OF MEDICINES

General Principles

The Governing Body recognises that many students will, at some time, need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the students while at school, and the Governing Body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

Responsibilities

The Governing Body takes responsibility for the administration of medicines during school time in accordance with the government's policies and guidelines. The Head will implement this policy and report, as required, to the Governing Body.

Medication will normally be administered by the School Nurse, or in her absence, by designated staff.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The Governing Body does not require staff to administer medication. *See DfES Circular 14/96 Supporting Students with Medical Needs.* However, some specified staff, for example, the School Nurse, or staff taking educational visits who volunteer their services, will be given training to administer first aid and/or medication to students.

Staff Indemnity

The Governing Body fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following Governing Body guidelines. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The Governing Body will meet any claims in these circumstances.

Procedures

Admission Records

On admission of any student to school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants
- special requirements (eg dietary)

At the beginning of each academic year, all parents will be required to up-date the medical form.

Administration of the Medication

The school expects that normally parents will administer medication to their children. Any requests for medicine to be administered must come from a parent in writing on the school's *Request to Administer Medication Form* and each request will be considered on an individual basis. The Form will include:

- name of parent and contact number
- name of child and class
- name of medicine
- name of doctor who prescribed it, and contact details
- how much to give)
- how it should be kept and stored) *complete this section if the information*
- how it is to be administered) *is not on the medication label*
- when to be given)
- any other instructions

The Form will end with the following consent statement:

'The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the school to administer the medication in accordance with the school policy. I will inform the school in writing of any changes to the above information'.

It must be signed and dated by a parent or someone with parental control.

A separate form must be completed for each medicine to be administered.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity. If there are difficulties or concerns, they will be invited to discuss with the Head and the School Nurse what can be done before the Head makes a decision.

The Head, or person authorised by her, will decide whether any medication will be administered in school, and by whom (usually the School Nurse). In appropriate cases the Head and parents, in consultation with the School Nurse and anyone else the Head deems necessary, will draw up a healthcare plan.

The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the student's name and instructions for administration printed clearly on the label.

For day pupils, the school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

If the student is required and able to administer her own medicine, for example, an inhaler for asthma, where appropriate the School Nurse will check that the student fully understands what has to be done.

Medication will be kept under the control of the School Nurse or the trained staff unless other arrangements are agreed with the parent.

The School Nurse and trained staff are able to administer non-prescription medicines in school, for example, cough sweets and painkillers, at an age-appropriate dose. Parents are asked to sign the Medical Form to give permission for this to take place.

Asthma

Asthma Education: The school has a responsibility to advise all its staff on practical asthma management. The school nursing service could be involved to advise and offer support.

Parents: The school asks all parents whether their child has asthma. A register is kept of all asthmatic children and this includes details of the treatment that each child uses and in particular of any inhalers which need to be used at school.

Access to Inhalers: Reliever inhalers (usually blue) are of particular importance. It is essential that the child has access to this inhaler at all times. A delay in taking this treatment can lead to a severe attack, and in rare cases could be fatal. Relievers commonly used are: *Salbutamol, Ventolin, Salamol, Aerolin, Bricanyl, Terbutaline*. The teacher should encourage the child to have easy access to their reliever inhaler on school trips, on the sports field and at break and lunch-times.

Nebulisers: Children with severe asthma may use an electric compressor called a nebuliser to deliver their asthma drugs. The school nurse or the child's GP should liaise with the school to give correct management advice for these children.

Sports: Sports teachers should be aware that a number of pupils with asthma take a dose of their reliever inhaler before exercise, and may need to use their inhaler again on the sports field or in the swimming pool. If a child seems over-reliant on their inhaler then this concern should be communicated to the child's parent as this may mean that the child's asthma is poorly controlled.

Trigger Factors: Many things can trigger an asthma attack. This may be because of allergy to, e.g. pollen or animal hair but just as important are irritants such as cigarette smoke or chemical fumes. Every attempt should be made to ensure that asthmatics are not exposed to cigarette smoke. Care may also be taken if pets are kept in the classroom. Similarly it is good practice to use fume cupboards in science rooms to avoid fume inhalation.

Food Allergies

When school is informed that a pupil has a serious food allergy the information will be passed to Matron, the Housemistress (if applicable), the Form Tutor, the Head of PE and the Catering Department. The information will also be displayed on a list in the Staff Room and in the Boarding Staff's offices. Teachers in charge of pupils attending

away matches or on school trips must ensure that they are aware if any pupil in the party has a serious allergy.

Where an allergy has been discovered prior to the admission to school, the application form will provide the information. In the event of a parent communicating such information at a later date to any member of staff, the Headmistress's secretary must be informed immediately so that the information can be disseminated..

The Catering Department will draw attention on the menu board to any dishes or food products that contain high risk allergies, e.g. peanuts, other nuts, shellfish or other specific allergens.

In the event of an allergic reaction to foodstuffs resulting in admission to hospital, or death, the school has a duty to inform the Health and Safety Executive.

Homely Medicines

Homely medicines (non-prescription) can be taken by the girls, provided there are no contra-indications with prescribed medicines.

All girls who take these medicines should advise Matron of this so it can be recorded in their health profiles.

Sixth Formers and girls who are over 16 and deemed responsible to take medicines, may self-medicate. Girls younger than 16 should hand in their medication to be administered by a Housemistress or Matron.

Homely medicines to include non-prescription medicines, vitamin tablets, homeopathic remedies, health tonics, etc.

Any homely medicines brought by our overseas students are routinely checked by our local pharmacy

Long-term Medical Needs

The Governing Body and Head will do all they reasonably can to assist students with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The Head also reserves the right to discuss the matter with the School's medical adviser.

Records of administered medicines

The School Nurse and trained staff will complete an entry in their daily log in every instance. It will be kept in the relevant office. The record will contain:

- name of the student
- date and time of the administration
- who supervised the administration
- which medication
- how much was given
- a note of any side-effects

The School Nurse will ensure that the medical record logs are filled in and checked regularly.

Training

The Governing Body is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

Monitoring and Review

The Head will be responsible for monitoring the implementation of the policy and reporting annually to the Health and Safety committee.

Last reviewed: June 2009

Next review: June 2010