



Brookland  
School

# FIRST AID & ADMINISTERING MEDICINES POLICY

Brookland School,  
13 Newhey Road,  
Rochdale  
OL16 3NP  
Tel: 01706 658 297

## First Aid & Administering Medicines Policy 2023

This policy applies to all children in school.

Staff at Brookland will **NOT** administer medicines to children in their care unless this is absolutely essential.

This policy takes account of the following documents and guidance:

- MOSA Guidance "First Aid Provision and Training in Schools" October 2006
- Guidance on First Aid for Schools – a good practice guide DfE 2013
- Public Health (Control of Disease) Act 1984
- Health Protection Legislation Guidance (2010)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- Managing medicines in schools and early-years settings DfE 2013 (website accessed 31.1.14)
- The Education Act (1996)
- Medicines Act (1968)
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Misuse of Drugs Act 1971
- Equality Act 2010

Please read the following related policies alongside this First Aid/Administering Medicines are covered in different areas:

- Drug Education
- Health and Safety, Out of School Activities and Visits
- Risk Assessment
- Safe Handling of Medications policy
- ECHPs for each student
- Risk assessments

### Introduction

Medicines should only be brought into school when it would be detrimental to a child's health if it were not administered during the school day. Staff should only accept medicines which are correctly labelled with a child's name, are in date and the medicine should always be provided in the original container as dispensed by a pharmacist.

### Aims

To ensure that all the staff are aware of the correct procedure for the safe storage and administration of medicines to children ensuring that children with medical needs receive proper care and support whilst at school;

- To ensure equality of opportunity in all aspects of school life for all children who have medical needs which require them to take medication.
- To ensure that all staff are aware of the procedure for the safe storage and administration of medicines to children.
- To ensure that all children with medical needs receive proper care and support whilst at school.
- To ensure that a child's medical needs are adequately supported to reduce any effect on their ability to learn and make progress.
- To make parents/carers are aware of this policy.
- To ensure all medicines are kept under the care of the designated First Aider on duty and only be administered by them.

### Responsibilities

Director of Education;

- To agree and approve the policy for administration of medicines and arrange for its review on a regular basis.
- To ensure that there is a named person (Ava Dyson) with responsibility for administration of medicines within the school and that the named person monitors the effectiveness of the policy.
- To ensure that staff receive proper support and training where necessary.
- To report to parents/carers on how the administration of medicine policy works in practice.
- To ensure that all parents/carers and all staff are aware of the policy and procedures for the administration of drugs and the safe handling of medication.



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## Staff

- The first aider is responsible for recording the administration of the medicine and this signed/dated record will be kept for up to two years.
- To ensure medication is clearly labelled with the child's name and stored safely. Medicines will be kept in a locked non-portable container. Children who need access to their medication such as Inhalers and Epipens, have them stored safely in their classrooms and class teachers are responsible for ensuring that the child has immediate access to their medication if it becomes necessary.
- To ensure permission is obtained from the child's parent/carer BEFORE any medicine or topical creams are administered/applied. Permission slips to be obtained and stored in the child's file.
- To undertake appropriate training if administration of the medicine requires technical knowledge which the staff do not possess e.g. administration of insulin intramuscularly in a child with Diabetes.

The first aider who accepts the medicine must:

- Ensure permission slip is signed
- Check medication is labelled with child's name
- Check expiry date
- Check dose and frequency
- Check that the medication has been administered before with no adverse effects
- If in doubt about any procedure staff should not administer the medicine but check with parents/carers before taking further action.
- To inform parents/carers when a medicine has been administered. Any change in the child's condition will also be reported to parents/ carers.
- To ensure all used medicine containers or medicine no longer required is returned to the parents/carers of the child in person.
- To protect the child's right to confidentiality.
- If a child refuses to take medicine, staff should not force them to do so, but should note this in an individual child's records. Parents/carers should be informed on the same day.
- To apply topical application of creams as per parental/ carers instructions and by the designated members of staff.

## Parents and Carers

All parents have access to the First Aid and Administering Medicines policy, or they can request a copy. We would always recommend that children should be kept at home when they are unwell or maybe infectious. However, we will make reasonable adjustments to ensure that we do not discriminate against children with medical needs which means they need to have medication administered during the school day.

The procedure is:

- To notify class teacher and First Aider as appropriate
- Ensure that the medication is in its original container, within date and clearly labelled with the child's name To complete a written, signed permission slip
- The school must be informed of any changes to the child's condition or medication as soon as possible. If a child becomes unwell during the school day we will contact the parent/guardian/carer and keep the child comfortable until they are collected.

## Children

- To treat other children with or without medical conditions equally.
- To show care and concern for others in their daily lives in school.

## Designated Person for Administration of Medicines

- To monitor the effectiveness and implementation of the First Aid & Administering Medicines policy.
- To review the policy according to the set dates.
- To make sure all staff are aware of the policy and the procedures to be followed.
- To check the storage of inhalers and EpiPens in each classroom.
- To check that individual inhalers are taken on all trips to the swimming baths and trips and activities out of school.



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All infectious illnesses will be recorded by the school and held in a confidential file by the administrative staff. All notifiable diseases will be reported to the Health Protection Agency.

Parents/carers will be fully informed about the agreed procedures and policies adopted by the school for dealing with injuries and illness when their child is first registered at the school. School Policies are always available to parents. If any changes/amendments are made to these procedures/policies, parents will be informed.

Report incident under RIDDOR 1995 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if appropriate: 0845 300 99 23 and complete form 2508 within 10 days.

For arrangements for pupils with particular medical conditions such as asthma, epilepsy and diabetes, please see individual risk assessments.

List of communicable diseases that are notifiable to Calderdale Authority Officers under the Public Health Regulations 1988;

- Acute poliomyelitis
- Anthrax
- Plague
- Rabies
- Cholera Diphtheria
- Relapsing Fever
- Rubella
- Dysentery Food poisoning
- Scarlet Fever
- Small Pox
- Malaria Measles
- Tetanus
- Tuberculosis
- Meningitis
- Typhoid fever
- Leprosy
- Yellow Fever
- Mumps
- Viral hepatitis
- Whooping cough
- Meningococcal septicaemia
- Swine Flu
- Paratyphoid fever

<b>Approved by:</b>	Tayyaba Ahmed - Director of Education	<b>Date</b>	08/01/2024
<b>Last Reviewed on:</b>	08/01/2024		
<b>Next Review due by:</b>	07/01/2025		



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**Appendix 1.**

Attendance of First Aid Training Course - see People HR and Lead Teacher to complete this section

The following members of staff hold a valid certificate of competence approved by the Health and Safety Executive. <b>Name</b>	<b>Qualification</b>	<b>Responsibilities</b>

**Appendix 2.**

Pathway for provision of First Aid

1. Call an Ambulance
2. Discuss PJW
3. Inform Parent/Carer
4. Accident Form
5. Refer to First Aider

**Appendix 3.**

Pathway for the care of an unwell child (No Injury)

1. Needs to go home Discuss
2. Inform Parent & Class Teacher
3. Keep for observation
4. Review after 15 minutes No Treatment
5. Back to class or play-time
6. Refer to First Aider for Assessment
7. Call an Ambulance
8. Discuss Inform Parent/carer review
9. Send back to class
10. Observe for further 15 minutes
11. Review
12. No change Inform parent Class teacher
13. First Aid and Administering Medicine 2014

**Appendix 4.**

Contacting Emergency Services Request for an Ambulance

1. **Dial 999, ask for ambulance and be ready with the following information**
2. Your telephone number – **01422 415529**
3. Give your location as follows:  

**Brookland School**  
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4. Give exact location in the school/setting
5. Give your name
6. Give name of child and a brief description of child’s symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty.