

FIRST AID AND MEDICINES POLICY



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FIRST AID AND MEDICINES POLICY



POLICY STATEMENT

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to The Grange School through the provision of first-aid equipment and trained personnel in accordance with the requirements of The Health & Safety (First Aid) Regulations 1981 (as amended 2013).

The first aid appointed persons are the School Nurse Caroline Beardwood & An Appointed First Aider Michelle Holland (“**the appointed person(s)**”) In their absence, the day to day first aid duties will be carried out by an appropriately qualified first aider.

This policy is also designed to clarify the school's position with staff, pupils and parents/carers regarding the management, storage and administration of prescribed and non-prescribed (over the counter-OTC) medicines This policy includes the EYFS.

AIMS OF THE POLICY

The aims of this policy are to ensure that:

- there is adequate provision of appropriate first aid at all times based on a first aid needs assessment which is regularly reviewed.
- members of staff are aware of this policy & first aid arrangements for The Grange School
- The Grange School complies with regulations outlined in the H&S regulations (First Aid)1981.
- there are suitably appointed persons to take charge of first aid arrangements
- there are suitable mechanisms in place to provide remedial treatment/care for individuals who become ill or injured both during the school day or when participating in activities off site, including sports fixtures & educational visits.
- There are a suitable number of trained first aiders (including paediatric trained available during the school day & for trips/fixtures off site.
- Staff nominated as first aiders receive up to date training provided by an approved first aid trainer/training programme.
- Suitably stocked first aid kits are available at appropriate locations around the school site as well as portable kits for trips/fixtures off site in accordance with HSE recommendations & the specific needs of that area /trip.
- Written and/or electronic records are kept of all illnesses, injuries & near misses.
- The correct procedures are followed for the Reporting of Injuries, Diseases & Dangerous Occurrences -RIDDOR 1995.

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- Procedures for the management, storage and administration of prescribed & non-prescribed (“over the counter” OTC) medication are clearly stated.
- “Basic Medication Awareness Training” is undertaken by staff who administer medication to pupils at least every 3 years in accordance with current DfE regulations (yearly updating is recommended for staff at The Grange School completed at yearly INSET).

OTHER RELEVANT POLICIES

In reading this policy staff should also refer to the following documents:

- Supporting Pupils at School with Medical Conditions Policy
- Health and Safety Policy
- Infection Control Policy
- Staff Handbook
- Employee Handbook
- First Aid In schools, Early Years & Further Education Gov.uk 2022

REVIEW DATES AND APPROVAL

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed and revised in light of any legislative or organisational changes.

This policy is reviewed by the Resources Committee and then approved by the Full Board of Governors (including the Chair of Governors and the Head(s)).

Last reviewed: September 2024

Next review: September 2025

Person responsible for review: Deputy Head Pastoral & Senior School Nurse

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FIRST AID

The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons and equipment to deal with First Aid emergencies and ill health occurring at work. Provision must also be made available for pupils, at The Grange School, visitors, service users, temporary staff & contractors if they become ill or are injured on or off site.

First Aid is provided to:

- Preserve life
- Prevent the situation worsening.
- Promote recovery

Early Years Foundation Stage (EYFS) settings

The statutory framework for the Early Years and Foundation Stage (EYFS) requires that for children aged under 5 there must be at least one person who has a current paediatric first-aid certificate on the premises at all times when children are present. It adds that a paediatric first aider should also be able to respond to emergencies quickly & should be available to accompany children on outings.

Paediatric first-aid training must be from an accredited provider and be relevant for workers caring for young children.

First Aid Needs Assessment/Roles & Responsibilities

COO/The Head of The Grange School

On behalf of the governing body & as the employer the COO/The Head of The Grange School will carry out a "First Aid Needs Assessment" to identify what first aid requirements are needed for both employees, pupils & visitors.

This should include:

- any work place hazards & risks
- how many trained first aiders are required to provide an effective and safe response to accidents and injuries & what level of training is required
- how many fixed and portable first-aid containers should be available and where they are to be located (see appendix 1)
- ensuring that an appropriate level of insurance & risk cover are in place.

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Other Staff Responsibilities

Head of Estates

The Head of Estates will conduct a regular risk assessment of all school buildings & facilities in conjunction with the Heads of Department where applicable (At the Junior School this would be in conjunction with the Head of the Junior School / Deputy Heads, General Manager or teachers as applicable).

A risk assessment should include:

- Size and location of the school
- Specific hazards or risks on the premises (including the storage of hazardous substances)
- Practical activities/departments
- Out of hours activities
- The use of machinery
- Previous records of accidents/incidents at the school
- Provision at lunchtimes and breaks
- Contractors on site
- The use of equipment for sports and physical education.

The COO, Whole School SENCo Deputy Head (Pastoral Support) & Registered Nurse

- assessment of staff and/or pupils with special health needs or disabilities.

Provision of First Aid

- **Information on the school's first aid provision will be included in the staff handbook and on Firefly.**
- First-aid provision will be available at all times while people are on the school premises and also off the premises during school visits/sports fixtures.
- On school premises, first aid is usually administered by the Registered Nurse/Appointed First Aider or in their absence by a member of staff holding a first aid qualification.
- In line with DfE requirements for the Early Years Foundation Stage ("EYFS") at least one paediatric first aider must be available at all times during the school day & for trips at least one member of accompanying staff must hold a paediatric first aid certificate
- For school visits and sports fixtures, first aid provision is part of the risk assessment and will usually be provided by a suitably trained member of teaching staff.

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- Portable first aid kits can be booked out from the medical room for staff to take on trips off site.
- The Senior HR & Governance Officer holds a complete and up to date record of all staff who are first aid trained, along with their particular qualifications and dates of expiry which can be located on firefly using the following link:

<https://grange.fireflycloud.net/medical/first-aid-staff>

Whilst staff may administer first aid within their level of training and experience, an ambulance should **always** be called on 999/112 in the following circumstances:

- an individual is unconscious
- fitting.
- bleeding heavily
- has complex fractures
- a deep laceration or cut requiring stitching.
- chest pain
- difficulties breathing.
- a severe allergic reaction (anaphylaxis)
- electric shock

Pupil Illness/injuries

A Registered Nurse is located in the medical room at the senior school Monday to Friday between 8:30-4:30 during term time. The school will always notify parents/carers if a pupil suffers anything more than a minor injury or becomes ill during the school day.

If a pupil is ill or injured during the school day the School Nurse or a suitably trained member of staff will assess the child and contact the parents/carers if the child needs collecting. There is access to a school medical room at both sites where children can be looked after if they are ill or injured until they are collected by a parent or are fit to return to class.

The school will always notify parents/carers if a pupil suffers anything more than a minor injury or becomes ill during the school day.

Pupils with an infectious illness or high temperature (over 38) should be kept off school until a medical professional has been consulted or until they are symptom free, well enough to return to school & do not require medication to reduce a fever. Pupils suffering from suspected infectious diarrhoea and sickness must be kept at home until at least **48 hours** after the last episode.

The Health Protection Agency 2017 guidelines will be referred to for advice on school exclusion for pupils with infectious illnesses.

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<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Specific Medical Needs

Specific consideration will be given to staff or pupils who have medical conditions or disabilities. Details of these shall be made known to relevant staff on a “need to know” basis (in line with confidentiality and GDPR regulations), via formal communication, the iSAMS data system or on staff noticeboards.

Staff should refer to “The Supporting Pupils in School With medical Conditions Policy “ for further information & guidance

First Aid Qualifications and Training

All first aiders at The Grange School will hold a valid certificate of competence issued by an appropriate organisation whose training and qualifications are recognised and which will be valid for three years.

There is a range of training levels available for staff including:

- 1 day Emergency First Aid At Work course EFAW
- 3 Day First Aid At Work course (2 day refresher) FAW
- 2 day Paediatric First Aid Course

<https://grange.fireflycloud.net/medical/first-aid-staff>

Refresher training and retesting of competence will be arranged between the Senior School Director of Teaching and Learning, and the Junior School General Manager and an appointed First Aid Trainer before certificates expire.

Qualified First Aiders will:

- Administer first aid appropriate to their level of training/competency.
- look after the first-aid equipment in their area, restocking first-aid containers when required, replacing out of date materials and informing the School Nurse if items have been used and extra supplies are needed.
- ensure that an ambulance or other professional medical help is summoned when appropriate
- ensure that all accidents and injuries are appropriately recorded
- ensure that all members of full time and temporary staff are familiar with the school's first-aid provision.
- Notify the Senior School Director of Teaching and Learning and or Junior School General Manager when their first aid qualification is due for renewal.
- Ensure that the HR Department has an up to date copy of their first aid qualification certificate on completion of their training

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First-Aid Materials, Equipment and Facilities

- The Registered Nurse holds a complete list of the location and identification of first aid kits (See Appendix 1).
- First aid kits will be stocked using HSE guidelines or by taking into account the specific needs of certain areas (for example PE or trips)
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- All school minibuses will have a first-aid container on board.
- Portable first-aid containers will be available from the medical room or PE department for all school trips, sports activities and other events which take place off site.
- Where it is known that staff or pupils engaged in an out of school activity have specific health needs or a disability, a designated container will include the resources required to meet these specific needs, e.g. a supply of insulin or an adrenaline pen.

Identification

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- First-aid notices giving the location of first-aid containers will be prominently displayed using the “Green Cross” first aid notices. The school will make every effort to ensure that first-aid notices are clear and placed in easily visible locations.

Staff using items from the first aid kits must advise the Registered Nurse/Appointed First Aider what items they have used and from which kit immediately so that they can be replaced. Alternatively, extra supplies can be obtained from the medical room located by the Main Reception in both schools.

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EMERGENCY EQUIPMENT

****Anyone can use emergency equipment they do not have to have training in order to save a life. ****

As part of INSET & induction at The Grange school staff will be made aware of the location of emergency equipment & how to use it. All Emergency Equipment around school will have clear signage prominently displayed.

DEFIBRILLATORS can be found at the following locations:

- Senior School Outside school office
- Junior school medical room
- Theatre Foyer
- Senior School Sports Centre Foyer
- The Pavilion Foyer
- The Boathouse

How to use a defibrillator:

<https://grange.fireflycloud.net/medical/staff-training/how-to-use-an-aed-defibrillator>

EMERGENCY ASTHMA KITS/INHALERS:

Senior School

- Outside the school office Sports Centre medical room & Foyer
- Theatre foyer
- DofE Department
- Emergency Inhalers should also be carried by PE staff.
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Junior School

- Medical room
- Triage area
- Art room corridor
- Green PE shed
- Sports Hall

Boathouse

Pavilion

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**** only pupils on the “asthma register” who are diagnosed as asthmatic can be given the emergency asthma inhaler (Ventolin/salbutamol)**

How to give an emergency/rescue asthma inhaler:

<https://grange.fireflycloud.net/medical/staff-training/how-to-use-an-asthma-inhaler-with-a-spacer>

EMERGENCY AAIs (adrenaline auto injectors for anaphylactic /severe allergic reactions)

Senior School

- Theatre Foyer
- Outside school office
- Medical room sports centre

Junior School

- Medical room

New guidance from the MHRA now states that anyone suspected of having an anaphylactic reaction can be administered the school’s AAI in an emergency

Emergency Medical Treatment

In accepting a place at the school, parents/carers are asked to give their written consent for the Head of The Grange School/Head of The Junior or Senior School or other nominated representative to act in “loco parentis” and on the advice of a qualified medical Practitioner to give consent for NHS emergency medical treatment, including general anaesthetic and surgical procedures in cases where school is unable to contact a parent/carers.

A Registered Nurse or another suitably qualified First Aid trained member of staff will normally be responsible for summoning an ambulance and for escorting the pupil to hospital in the absence of a parent. In cases where a parent is un-contactable or unavailable then a member of school staff should remain with the pupil in hospital until a parent/carers arrives.

In an emergency situation out of school The Head of The Grange School or the Head of the Senior or Junior School, a member of SLT or the appointed person will follow the school's established procedures for contacting a parent or carer.

In the case of a “critical Incident” The Grange School Critical Incident Checklist” should be followed.

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Emergency equipment is easily identifiable by designated signage.

First Aid For Minor Cuts, Grazes & Wounds

- Wash hands with soap and water
- Put on gloves if there is a risk of hand contamination
- Clean around wound with soap and water or wipes if there is contamination from dirt/mud.
- Clean wound with sterile normal saline wound wipes ensuring that you are wiping away from the wound, use a clean wipe for each stroke to prevent contamination.
- Allow area around the wound to dry before applying a plaster or adhesive dressing to cover the wound & prevent contamination (check for allergies before applying adhesive dressings)

Seek medical help if:

- A wound won't stop bleeding after pressure has been applied
- A foreign object is embedded in the wound (e.g. a splinter, glass)
- The wound is from a human or animal bite
- You are unsure if the casualty needs a tetanus injection.

Hygiene and Infection Control

Staff should also refer to the Grange School Infection Control Policy

All staff will:

- follow basic hygiene procedures when carrying out first aid.
- have access to single use PPE (Personal Protective Equipment) within the school medical rooms and first aid kits and hand washing or hand sanitising facilities.
- use disposable gloves & other PPE as appropriate when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.
- dispose of soiled dressings or contaminated equipment using the yellow clinical waste bags provided in all first aid kits. Where possible clinical waste should then be disposed of in the yellow bin in the medical room.
- dispose of "sharps" (e.g. diabetic needles) in the yellow plastic sharps bins located in the medical room or in the individual's own portable sharps container.

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- Will alert a member of the cleaning or estates team in the event of the spillage of any bodily fluids as they have the appropriate PPE and resources to ensure cleaning is done safely and correctly.
- be made aware of how to take precautions to avoid the spread of infections (eg. norovirus and blood borne infections such as hepatitis B or HIV).
- Undertake any special measures required during an outbreak of illness or pandemic

Recording Accidents and Injuries

All accidents, injuries and near misses & illnesses must be recorded in a written or electronic form & records kept in line with current document retention guidelines.

The record of any first-aid treatment given by first aiders and other appointed persons will include:

- the date, time and place of the incident
- the name and class/work location of the injured individual.
- details of the injury and what first aid was given.
- what happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class /work or went to hospital)
- the name and signature of the first aider or person dealing with the incident.

Serious or significant incidents will be reported to parents/carers either by telephone or in cases where they cannot be directly contacted by sending an SMS or email home.

If a child sustains a significant head injury their parents/carers should be informed by telephone and a head injury advice leaflet sent home with the child.

Reporting Accidents and Near Miss Events to the HSE (RIDDOR)

The COO and Head of Estates must be informed of all potentially RIDDOR reportable injuries, accidents or illnesses so that the appropriate action may be taken

The following types of accidents will be reported to the Health and Safety Executive ("HSE") as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- Injuries and ill health involving employees.
 - Accidents which result in death or a specified injury must be reported without delay.
 - Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the

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- accident, but including weekends and other rest days) must be reported within 15 days of the accident.
- Any case of a work-related disease as specified under RIDDOR that affects an employee and that a doctor confirms in writing.
 - Injuries involving pupils and other people not at work.
 - The death of the person, and arose out of or in connection with a work activity, or
 - An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).
 - Dangerous occurrences.
 - These are specified near-miss events, which are only reportable if listed under RIDDOR, and typically include:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.

Records must be kept for at least **three** years after the incident for staff & up to the child's 18th birthday for a pupil. The school refers to HSE guidance in relation to reportable specified injuries and occupational diseases.

Termly accident reports will be run by the Head of Estates and shared with the health and safety committee. This enables accident trends to be identified and appropriate action taken where necessary.

Notifiable Diseases

If an outbreak of an infectious disease is suspected, the appointed person (usually The Heads of The Junior & Senior School) should inform the local Health Protection Agency for advice and continue to monitor the situation (see Grange School Infection Control Policy).

Further information regarding types of reportable incidents can be found on the HSE website :

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

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MEDICINES POLICY

School Staff Roles & Responsibilities

The Head of The Senior School Head of The Junior School.

The Head of the Senior School & Head of The Junior School must ensure that adequate provision is put in place for pupils with medical needs & that staff receive the necessary information, support & training to enable them to care for pupils with medical needs appropriately during the school day & for trips/fixtures off site.

Teachers/Support Staff

Anyone caring for children including teachers & support staff have a common law “duty of care” to act like any reasonably prudent parent. Although administering medication is not part of a teacher’s professional duties they should take into account the needs of pupils with medical conditions that they teach, particularly if it allows a pupil to remain in school whilst undergoing medical treatment, managing a chronic health condition, or if they develop an illness during the school day.

School staff administering medication to pupils will be required to complete “Basic Medication Awareness Training” at least every 3 years as stipulated by the DfE.

School staff should receive sufficient and suitable training & achieve the necessary level of competency before taking on the responsibility to support children with complex medical needs.

**Staff should be made aware that anyone can administer emergency medication to save a life, they do not need prior training in order to do this.

The Registered Nurse/Appointed First Aider

The Registered Nurse /Appointed First Aider, wherever practicable, will be responsible for administering medicines to pupils , however, in their absence another suitably trained member of staff may be called upon to carry out this responsibility.

Parents/Carer’s

Parents/carers have the prime responsibility for their child’s health & must provide the school with sufficient & up to date information about their child’s medical condition & any treatment they are receiving in order to maintain their safety during the school day. This is particularly important in regard to medications which may affect their child’s cognitive or physical abilities or alter their behaviour or emotional state.

They must ensure that all medicines sent into school are in date, clearly labelled with the child’s name, provided in the original packaging or container as bought in a

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pharmacy (in the case of over-the-counter medication) or as dispensed by a pharmacist or other healthcare professional & contain the manufacturer's guidance leaflet (as required by law).

Parents carers must give appropriate consent before any medication can be administered in school

- For over-the-counter medication parents must complete an electronic consent usually sent on admission to the school & recorded in iSAMS> medical centre >manage records>parental consent. The electronic consent for OTC is considered valid unless a parent withdraws their consent in writing which they have a right to do so at any time.
- For prescription medications parents must provide consent for each prescription medication either in writing, by using the designated form or by email, clearly stating what the medication is for, when it is to be taken, the duration of the course any potential side effects & any other special instructions which staff need to be aware of.
- In the senior school phone consent may also be required on the day for OTC medication depending on the age & understanding of the child or if there are any doubts about the suitability of a medication or timing of any previous doses.
- In the junior school parents will always be contacted by phone prior to administering any OTC medication.
- Parents of EYFS pupils must provide written consent by email on the day before any OTC medication can be administered to them.

Administration of medication General Guidelines

- Staff must not administer medication to pupils unless they have completed "Basic Medication Awareness Training"
- Staff will not accept any prescription or over the counter OTC medication which have been taken out of the original container they were dispensed/sold in, are not clearly labelled with the child's name & instructions for dosage or do not have the manufacturer's instructions with them.
- Before administering any medication, staff must check that there is a parental consent.
- The basic principles of right child, right time, right dose, right route should be strictly adhered to.
- Staff must not agree to make changes to dosages upon parental request, an age-appropriate dose of medication must always be given unless an alternative dose is prescribed by a doctor.
- Staff must ensure that they are aware of the pupil's medical condition.
- They must be familiar with any side effects or contra-indications before giving a medication
- Staff must ensure that they know what constitutes an emergency (for example an over dose) , what action should be taken & who should be notified.

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Storage of Medication

- All medicines may be harmful to anyone for whom they are not appropriate. At The Grange School prescription and non-prescription OTC medication will be stored in a locked fixed wall cabinet unless it is “emergency medication” or the pupil has been authorised to carry their own medication see below).
- Access to locked medication cupboards will be available to only the Registered Nurse/Appointed first Aider & other nominated suitably trained staff.
- children should be advised where their own medication is kept & stored.
- Where medicines (such as certain antibiotics) need to be refrigerated these will be kept in the locked medical refrigerator in the medical room.

Surplus Medicine & Empty Containers

At the end of a course of prescribed medication any surplus medicine or the original empty container, should be returned to the parent or arrangements made with the Registered Nurse or a pharmacy for its safe disposal.

Prescription Medicines

- Prescription medicines should be administered at home wherever possible, for example, medication that needs to be taken 3 times a day an usually be taken before school, after school & at bed time. Parents are encouraged to ask the GP/prescriber to do this where possible.
- Prescription medicines should only be administered in school where it would be detrimental to a child’s health if it were not done.
- Written parental permission must be provided.
- Prescribed medicines can only be accepted from a registered professional for example a Doctor, Dentist or nurse Prescriber.
- If medication is required both at home and in school it is good practice for the medication to be dispensed in two separate containers for home & school use.
- Prescription medication should be handed into the School Office at Junior School or The School Nurse at senior school for safe storage.

In all cases prescription medication sent in must have the following information:

- name of child
- name of medicine
- dosage
- Label with written instructions for administration provided by the prescriber (route, precautions etc.)
- Expiry date
- The manufacturer’s leaflet/insert.

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Refusal to take medicine

If a pupil refuses to take prescribed medication staff should not force them to do so but make an appropriate note on the child's record on iSAMS & ensure that parents are informed immediately about the refusal.

Administration of Non-Prescription OTC Medication.

If a pupil becomes unwell & upon assessment by either the School Nurse or an appropriate member of staff it is decided that the giving of a non-prescription OTC medication would be helpful either to alleviate symptoms or to enable them to remain in school the following procedure should be followed:

- For pupils under 16 a parent must sign an electronic consent for the administration of "over the counter medication" which should be checked on iSAMS prior to giving any medication.
- Depending on the pupil's age, the time of day & their ability/understanding to self consent on the day the pupil's parent may also be contacted by phone to obtain permission for the administration of OTC medication. This is **always** the case in the junior school.
- The pupil will be given an age appropriate dose (as directed on the medication box/bottle or the insert guidance). Parental request for larger dosages will not be accepted by staff.
- All OTC medication administered to pupils must be recorded electronically on the pupil's iSAMS record.

Aspirin must not be given to children under 16 except with the express written permission of a doctor

Special Regulations for Children in EYFS

DfE regulations require parents of children in "Early Years Settings" (EYFS) i.e. Reception classes to give written consent on the day that OTC medication is given. This written consent can be obtained in the form of an email

Staff should phone parents and ask them to email the Junior School Office prep@grange.org.uk

The email should be copied into the child's iSAMS medical record as proof of their consent.

Sixth Form Pupils

Sixth form pupils can self-consent for the administration of OTC medication without written or verbal consent from their parent.

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A record of administration must still be entered into iSAMS .

Emergency Medication

- It is parental responsibility to ensure that pupils requiring emergency medication always have a supply of in date medication in school at all times
- All emergency medicines should be readily available to pupils, and older, competent pupils should be encouraged to carry their own emergency medicine such as inhalers and AAI's (if deemed appropriate by the Registered Nurse and parents/carers).
- In the case of AAIs (Adrenaline Auto Injectors) **2** must be available in school at all times
- Emergency medication should be carried by pupils in easily identifiable containers labelled clearly with the child's name & if appropriate the emergency careplan (IHCP) should be kept with the medication (eg. Allergy action plans)
- In the junior school, if a pupil is too young to carry their own medication, emergency medication should be kept at classroom level in clearly identified areas (this will usually be in a cupboard or on a high shelf clearly labelled with green cross "emergency medication" signage).
- If going out to PE or other activities the class teacher is responsible for ensuring that the child's supply of emergency medication goes with them.

Self-Administration

The Grange School supports and encourages older pupils, who are able, to take responsibility to manage their own medicines. Subject to obtaining prior parental consent, a pupil will be able to self-administer their own medicine. Only enough doses of medication required for that school day should be brought into school.

Pupils are not permitted to self-administer medicines at the Junior School with the specific exceptions (agreed by all parties) of pupils diagnosed with particular chronic medical conditions (e.g. Diabetes Type 1) where self-testing and self-administration, albeit under adult supervision, encourages independent self-care. Clearly there may be emergency situations where the automatic actions of a child to self-administer with rapid intervention medicines (e.g. EpiPen, Asthma Inhaler) precedes the action of a supervising adult.

Medicines on School Trips and Sporting Fixtures

Where medicines have to be administered during school trips or sporting fixtures, a member of staff accompanying the trip (usually the trip leader) or fixture will be trained

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to administer medication and will be responsible for its safekeeping. Staff taking pupils off site should always be aware of any medical needs, and the relevant emergency procedures related to a child's medical condition.

Medication for trips off site & overseas can be requested from the School Nurse.

Trip leaders should liaise directly with parents regarding arrangements for any prescription medication which may need to be administered during a school trip.

Special arrangements will be made for the secure transport of the medicine and for appropriate facilities to be available at the location where the visit or fixture is to take place for the administration and storage of the medicine.

Some pupils may need to take precautionary measures before or during exercise, and may also need immediate access to their medicines; e.g. inhalers or emergency medication such as AAIs which should always be carried with them.

Trip leaders taking pupils overseas must refer to up to date guidance regarding the carriage of prescription medication :

<https://www.nhs.uk/common-health-questions/medicines/can-i-take-my-medicine-abroad/#:~:text=Travelling%20with%20your%20medicines&text=Check%20that%20the%20expiry%20dates,pharmacist%20about%20storing%20your%20medicine.>

All medication administered outside school should be recorded on iSAMS or on the Trip medication log found inside the trip medication bags.

Controlled Drugs

Some medicines fall under the control of the "Misuse of Drugs Regulations" 2001. The Grange School accepts that a pupil who has been prescribed a controlled drug may legally have it in their possession.

Prescribed controlled drugs handed in to school for safekeeping or as an emergency supply will be:

- recorded in a "controlled drug register" held in the medical room (including when they are received, administered to a pupil, taken off the school site and when returned to a pupil or destroyed).
- held securely in a locked container (unless they are emergency medication in which case they will be kept in the unlocked "emergency medication" cupboard).
- accessible only to named staff

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Controlled Drugs taken on School Trips will be:

- handed into the trip leader who will be responsible for their safekeeping
- recorded on the trip “Controlled Drug Record Form For School Trips”
- transported in a school supplied “lock box”
- checked and administered by 2 members of school staff during the trip
- If going overseas staff must carry controlled drugs according to local guidance & law (see above link)

Sixth Form Pupils Over the Counter medication may be administered to Sixth Form pupils without written or verbal permission from their parents/carers as they are deemed capable of self-consent.

A record of administration must still be entered onto iSAMS.

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<u>Appendix 1 – Location of First Aid Boxes</u>	
<u>SENIOR SCHOOL</u>	<u>JUNIOR SCHOOL</u>
M20 (pupil support) 1 box	Caretaker’s Room 1 box
Art 1 box upstairs and 1 box downstairs	Kitchen 1 box catering
Music kitchen 1 box	Reception (communal corridor)
Drama office 1 box	Prep 1 cloakroom
Bursary 1 box	Preps 1& 2 corridor
Library 1 box	End of Prep 2 corridor
New Dining Hall/catering 1 box	Prep 3 & 4 corridor
Food tech 1 box	IT Office/Art (in corridor)
Graphics office 1 box	Prep 5 & 6 corridor
Theatre Foyer 3 boxes (including 1 catering)	Gym
Maths office 1 box	Triage room (Prep 3 & 6 playground exit)
6 th form centre kitchen 1 catering box	Medical room multiple portable kits for outdoor sports & trips -approx 8 + small bum bags approx. 5
6 th form ground floor 1 box (back of common room)	
6 th form upstairs 1 box (outside HofY Office)	
Science:	<u>PAVILION</u>
Bio Prep & S6	Kitchen 1 box catering
Chem prep & S9	1 Box
Physics Prep & S3 S11	<u>OTHER</u>
Rowing club 1 box (plus waterproof kits for launch)	School minibuses 1 kit each (approx. 5)
Workshop 1 box (top car park)	Nurses first aid “grab bags” JS 1 SS 1
Downstairs Marshall building 1 box (in English office)	Overseas trips: 3 large bags
Upstairs Marshall Building 1 box (MFL office)	Saturday sports 1 large
Sports Centre upstairs Gym (in Gym cupboard)	SS trips 18
Sports Centre Medical Room	
Sports centre Main gym downstairs.	
Sports Centre Kitchen	
Dining Hall Foyer	
PE Dept hold several portable kits for taking out to pitch side -approx. 8 kits	Total Kits approx. 99

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