

# 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 Nurses, as registered nurses (“**the appointed person(s)**”). Caroline Beardwood & Joanne Langston are Registered General Nurses (RGN) 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 to pupils during the normal school day and when on visits out of school. This policy includes the EYFS.

## AIMS OF THE POLICY

The aims of this policy are that:

- There is adequate provision of appropriate first aid at all times
- Where an injury or illness takes place there are suitable mechanisms in place to provide remedial treatment.
- A person(s) is (are) appointed to take charge of first aid arrangements.
- Staff nominated as “first aiders” receive up-to-date training on courses by an appropriate provider.
- Suitably stocked and marked first-aid containers are available at appropriate locations throughout the school in accordance with HSE recommendations & the specific needs in that area.
- All members of staff are fully informed with regard to the first-aid arrangements.
- Relevant members of staff are aware of pupils with particular medical conditions and requirements.
- All staff are aware of hygiene and infection control procedures.
- Written and/or electronic records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences.
- First aid arrangements are regularly reviewed.
- Detail of the procedures for administering prescribed and non –prescribed (“over the counter”) medications are clearly stated.
- Staff training & updating is provided to members of staff who administer medications

# FIRST AID AND MEDICINES POLICY



## OTHER RELEVANT POLICIES

In reading this policy you should also consider and consult the following documents:

- Supporting Pupils at School with Medical Conditions Policy
- Health and Safety Policy
- Infection Control Policy
- Staff Handbook
- Employee Handbook

## 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 Compliance Committee and then approved by the Full Board of Governors (including the Chair of Governors and the Head(s)).

**Last reviewed: October 2023**

**Next review: October 2024**

**Person responsible for review: Deputy Head Pastoral & School Nurses**

## FIRST AID

The Health and Safety (First Aid) Regulations revised in 2013 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, employees, visitors, service users, temporary staff etc 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.

# FIRST AID AND MEDICINES POLICY



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

## **Risk Assessment/Roles & Responsibilities**

### **COO/Head**

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

This should include:

- how many trained first aiders are required to provide an effective and safe response to accidents and injuries.
- how many fixed and portable first-aid containers should be available and where they are to be located (see appendix 1)

### **Other Staff Responsibilities**

#### **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 Headteacher / Deputy Heads, Office Manager or teachers as applicable).

- 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, Head of Pupil Support (Senior School) Deputy Head (Pastoral Support) & Registered Nurse**

- Will risk assess staff and/or pupils with special health needs or disabilities.

### **Provision**

- 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.

# FIRST AID AND MEDICINES POLICY



- On school premises, first aid is administered by the Registered Nurse 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 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.
- For EYFS trips at least one member of accompanying staff must hold a paediatric first aid certificate.
- Portable first aid kits can be booked out from the medical room for staff to take on trips off site.
- The HR & Governance Administrator 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**

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.

# FIRST AID AND MEDICINES POLICY



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 Nurse can travel between the two sites to attend emergencies when required. 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 37.5) 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.

<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.

In determining the level of provision required the appointed person (The Head, Head of Pupil Support, School Nurse, Senior and Junior School Deputy Head) and the governing body will consider:

- the provision during lunch times and breaks.
- the adequacy of the provision to account for staff absences.
- the provision of first aid for off-site activities and school trips.
- the provision for practical lessons and activities, e.g. science, technology, home economics and physical education.

Staff should also refer to the “Supporting Pupils in School With Medical Conditions policy” for further guidance

## First Aid Qualifications and Training

All school first aiders 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.

Since 1st October 2013 First Aid Regulations have changed, removing the requirement for the HSE to approve first aid training and qualifications. There is a range of training levels available for staff including:

A 1 day Emergency First Aid At Work course EFAW

# FIRST AID AND MEDICINES POLICY



A 3 Day First Aid At Work course (2 day refresher) FAW  
A 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 Deputy Head The Junior School Office 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
- liaise with the governing body and Head as 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, Senior School Deputy Head or Junior School Office Manager when their first aid qualification is due for renewal.
- Ensure that the HR Administrator has an up to date copy of their first aid qualification certificate on completion of their training

## 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).
- 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.
- 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)
- 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.

**Staff using items from the first aid kits must advise the Registered Nurse 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.**

# FIRST AID AND MEDICINES POLICY



## **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.

**DEFIBRILLATORS** can be found at the following locations:

- Senior School medical room
- Junior school medical room
- Theatre Foyer
- Senior School Sports Hall entrance
- 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

- medical room
- Sports Hall medical room & Foyer
- Emergency Inhalers should also be carried by all PE staff.
- Theatre foyer
- DofE Department

### Junior School

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

### Boathouse

### Pavilion



# FIRST AID AND MEDICINES POLICY



**\*\* 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

Junior School

- Medical room

**\*\*Only children diagnosed as anaphylactic or at high risk of anaphylaxis can be given the emergency AAI\*\***

## **Identification**

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. Information on the school’s first-aid provision will be included in the staff handbook and on firefly:

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

Emergency equipment is easily identifiable by designated signage.

## **Hygiene and Infection Control**

All staff will:

- Be familiar with the school Infection Control Policy.
- follow basic hygiene procedures
- 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:

All staff will 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.

Disposable gloves & other PPE as appropriate must be worn when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

# FIRST AID AND MEDICINES POLICY



Yellow clinical waste bags should be used for the disposal of soiled dressings or contaminated equipment & will be provided in all first aid kits. Where possible clinical waste should then be disposed of in the yellow bin in the medical room.

If “sharps” (eg. diabetic needles) are used then these must be disposed of safely in the yellow plastic sharps bins located in the medical room or in the individual’s own portable sharps container.

In the event of the spillage of any bodily fluids a member of the Cleaning or Estates team must be contacted as they have the appropriate PPE and resources to ensure this is done safely and correctly.

## **Recording Accidents and Injuries**

All accidents, injuries and near misses 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.

## **Emergency Medical Treatment**

In accepting a place at the school, parents/carers are asked to give their written consent for the Head 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/carer.

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/carer arrives.

# FIRST AID AND MEDICINES POLICY



In an emergency situation out of school the Head, 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.

## **Reporting Accidents and Near Miss Events to the HSE**

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 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 18<sup>th</sup> 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.

# FIRST AID AND MEDICINES POLICY



## **Notifiable Diseases**

If an outbreak of an infectious disease is suspected, the appointed person 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>

## **MEDICINES**

### **School Staff – Roles and Responsibilities**

Anyone caring for children including teachers and other school staff have a common law duty of care to act like any reasonably prudent parent. Staff must make sure that pupils are healthy and safe. In exceptional circumstances, this duty of care could extend to administering medicines including emergency medications

Staff administering medication to pupils must have “Basic Medication Awareness Training” which should be renewed every three years.

The School Nurse will add this training to Firefly & send a link to staff for updating training at INSET each new academic year.

### **Head**

The Head must ensure that staff receive proper support and training where necessary. They must also make sure that all parents/carers and staff are aware of the school’s policy and procedures for dealing with medical needs, and that all staff receive the necessary information about a pupil’s medical condition (whilst respecting confidentiality & GDPR regulations).

### **Teachers**

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers’ professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient & suitable training & achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

### **Registered Nurse(s), Teaching and Support Staff.**

# FIRST AID AND MEDICINES POLICY



The Registered Nurse(s) will wherever practicable be responsible for administering medicines to pupils, however, in their absence another member of school staff including support staff and teachers, may be called upon to accept this responsibility especially if such administration allows a pupil to remain in school while undergoing treatment for a medical condition or if they develop a minor illness during the school day.

School staff administering medications will be provided with “basic medication awareness training” co-ordinated by the Registered Nurse, to ensure that they are familiar with commonly used medications and their side effects.

Any person responsible for administering medicines to a named pupil will ensure that they are aware of:

- details of the pupil's condition;
- any specific contra-indications
- any special requirements, e.g. dietary needs, pre-activity precautions;
- the likely side effects of the medicine;
- what constitutes an emergency (for example an overdose), what action should be taken and who should be notified.

The nominated members of staff will not accept prescription or over the counter (OTC) medicines that have been taken out of the container in which they were originally dispensed/sold, and will not agree to make changes to recommended dosages on parental instructions.

## **Refusal to take medicine**

If a pupil refuses to take a prescribed medicine, nominated staff will not force them to do so, but will make an appropriate note on the record sheet or on iSAMS and ensure that parents/carers are informed immediately about the refusal.

## **Surplus medicine and empty containers**

At the end of a course of prescribed medication any surplus medicine, or the original empty container, will be returned either to the parent, the Registered Nurse or to a pharmacy as appropriate, for safe disposal.

## **Parents/Carers Roles and Responsibilities**

Parents/carers have the prime responsibility for their child's health and must provide the School with sufficient information about their child's medical condition in order to maintain their safety during the school day. The School will make clear to parents/carers that medication will only be administered during the school day, or on school trips, if the following conditions are met:

# FIRST AID AND MEDICINES POLICY



- Over the counter medicine can only be given in school if parents/carers have completed the appropriate consent form which is issued electronically on the child's admission to the school (this can be found in iSAMS Medical Centre>Manage Records>Parental consent) In the Senior School phone consent may also be required on the day depending on the age and understanding of the child. At the Junior School, parents/carers will **always** be telephoned for their verbal consent on the day if there is a need to give an OTC medicine. This is to ensure that a child has not already received a dose of medication that day and to confirm that a parent is happy for them to receive medication.
- The responsible parent must give the school sufficient information about the medical condition. This is particularly important where there is a long-term medical condition. Some medicines may, for example, affect cognitive or physical abilities, or the pupils' behaviour or emotional state.

## Administration of Prescription Medicines:

- Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bed time. Parents are encouraged to ask the GP /prescriber whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done.
- Medicines should always be provided in the original container as dispensed by a pharmacist. School cannot accept medicines that have been taken out of the original container or with changes made to dosages on parental instruction.
- We can only accept/administer medicines prescribed by a doctor, dentist, nurse prescriber or other registered professional.
- If medication is required both at home & at school it is good practice to ask your pharmacist to dispense the medication in two separate containers for home & school use.
- A Parental Consent to Administer Medicine form must be completed and signed by the parent /carer. No medication will be given without the parent's written consent.
- All prescription medication must be handed into the office staff or school nurse for safe storage.

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

- Name of child

# FIRST AID AND MEDICINES POLICY



- Name of medicine
- Dosage
- Written Instructions for administration provided by the prescriber (e.g. route, precautions etc.)
- Expiry date
- The manufacturer's insert leaflet

## **Administration of Non-Prescription OTC Medicines**

### Pupils' Illness During School Hours

Should a pupil complain of feeling unwell and, upon assessment by either the Registered Nurse(s) or an appropriate member of staff, it is determined that the giving of a non-prescription, over the counter (OTC) medicine (e.g. paracetamol) would be helpful, the following procedures must be adhered to:

- For children under 16 the parent/carer must have returned an electronic consent for the administration of "over the counter medication" which should be checked prior to administering any medication.
- Depending on the pupil's age and their ability to self-consent on the day the pupil's parent may also be contacted by phone to obtain permission for the medication to be administered. This is **always** the case in the Junior School.
- For children in the EYFS verbal as well as written consent must be obtained on the day.
- The pupil will be given an age appropriate dose (as directed on the medication box/bottle or the insert guidance).
- All medication administered to pupils must be recorded electronically on iSAMS

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

### **Special Regulations for Children in Reception EYFS**

DfE regulations now require parents of children in "Early Years settings" (EYFS) i.e. Reception 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 telephone parents and ask them to email the office giving written consent (using the Junior School email address [prep@grange.org.uk](mailto:prep@grange.org.uk))

Office staff or the nurse will then copy this email into the child's iSAMS medical record as proof of consent.

# FIRST AID AND MEDICINES POLICY



## **Procedures for the administration and storage of Medicines**

All medicines may be harmful to anyone for whom they are not appropriate. At The Grange School school prescription and non- prescription medication will always be stored in a locked cabinet (unless they are “emergency medication” or the pupil has been authorised to carry their own medication see below).

Access to medication will be available only to the Registered Nurse(s) and to nominated staff.

Children should be advised where their own medicines are stored and who holds the key (if required).

Where medicines need to be refrigerated, they will be kept in the locked refrigerator in the medical room clearly labelled with the child’s name and class. Access to any refrigerator containing medicines will be restricted.

## **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(s) and parents/carers).

In the case of AAIs **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 a green “emergency medication” sticker). 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 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.



# FIRST AID AND MEDICINES POLICY



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.

## Record-keeping

A written or electronic record will be kept for medicine received in School on behalf of a pupil and when it is returned to the parent/carer or otherwise disposed of. An electronic record on iSAMS must be kept of all medication administered to pupils

## 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 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. 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. This school accepts that a pupil who has been prescribed a controlled drug may legally have it in their possession.

# FIRST AID AND MEDICINES POLICY



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
- Staff transporting controlled drugs for school trips are responsible for their safe keeping & if going overseas must carry them according to local guidance (see link above)

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.

# FIRST AID AND MEDICINES POLICY



<b><u>Appendix 1 - Location of First Aid Boxes</u></b>	
<b><u>SENIOR SCHOOL</u></b>	<b><u>JUNIOR SCHOOL</u></b>
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 <sup>th</sup> form centre kitchen 1 catering box	Medical room multiple portable kits for outdoor sports & trips -approx 8 + small bum bags approx. 5
6 <sup>th</sup> form ground floor 1 box (back of common room)	
6 <sup>th</sup> form upstairs 1 box (outside HofY Office)	
Science:	<b><u>PAVILION</u></b>
Bio Prep & S6	Kitchen 1 box catering
Chem prep & S9	1 Box
Physics Prep & S3 S11	<b><u>OTHER</u></b>
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

# FIRST AID AND MEDICINES POLICY

