

ST COLUMBA'S CATHOLIC BOYS' SCHOOL

**GOVERNORS' POLICY STATEMENT**



# First Aid and Medication Policy

Head Teacher: Mr N Fisher  
School Lead: Mr B Woodcock  
Chair of Governors: Mrs S Biggs

Originator Date	July 2013
Review Date ( Three Yearly)	Summer 2016

## A. First Aid, accidents and incidents

1. A First Aid Risk assessment will be carried out on an annual basis. The Risk Assessment will take into account:
  - i. The size of the school;
  - ii. The location of the school and accessibility for emergency services;
  - iii. The number and age range of students;
  - iv. The number of staff;
  - v. Particular hazards within the school and specialist areas;
  - vi. Accident records;
  - vii. Provision at breaks, lunchtimes and during holiday periods; and
  - viii. Provision for school trips.

*The Risk assessment will advise the number of trained First Aid staff that the school has and the First Aid procedures.*

2. The school will always have an appropriate number of trained First aiders who have completed the 'First Aid at Work' qualification within a valid time frame.
3. A 'lead' First Aider will be appointed from the trained First Aid staff. This person will, where possible, administer the majority of First Aid within the school and maintain accurate records in an Accident Log or book.
4. **It is emphasised that the school has only qualified First Aiders and NOT trained doctors or nurses.**
5. Only basic First Aid will be administered in school, to include ice-packs and light support/ bandages. No emergency medicine will be administered unless prescribed for a student.
6. In the case of minor injury, a member of staff will contact parents or carers immediately. Parents or carers should come to school to accompany their child to have the injury checked. In the exceptional circumstance of a parent or carer not being able to get to school in the time required, a member of staff will accompany the student in a taxi to the nearest hospital but they **MUST** be met at the hospital by a parent or carer.
7. In the case of a serious injury an ambulance will always be called. A member of staff will contact parents or carers immediately. Parents or carers should come to school to accompany their child in the ambulance. In the exceptional circumstance of a parent or carer not being able to get to school in the time required, a member of staff will accompany the student in the ambulance, but **MUST** be met at the hospital by a parent or carer. In non-life threatening cases ambulance response times may mean that it would be faster for the student to be escorted to the hospital by a parent or carer.
8. Staff will monitor or organise appropriate supervision for any student in receipt of First Aid who is waiting for an ambulance.
9. If a student feels unwell during the school day, staff are not permitted to issue or administer medication unless it is prescribed for the student and handed in to the Front Office. If the student does not feel able to continue in lessons, parents or carers will be contacted and will be expected to collect the student.
10. First Aid boxes will be stored at key locations around the school although it must be a trained First Aider who administers any First Aid to students.

11. Staff administering First Aid will always use disposable plastic gloves and these will be disposed of in a sealed plastic bag.
12. All accidents and incidents (including 'near misses') to staff and students must be reported and recorded using the Accident Book in the Front Office.

## **B. Medication in School**

### **General Principles:**

1. **It is emphasised that the school has only qualified First Aiders and NOT trained doctors or nurses;**
2. The school will regularly review the policy making updates as appropriate;
3. The school will provide the facility to store, administer and record individually prescribed medication;
4. The school will train and monitor staff who assist with the administration of medication;
5. In the event that a student refuses to take a prescribed medication the school will advise the parent or carer and offer the alternative to have the medication returned in a resealable bag signed by the administrator or destroy the medication as per the guidelines;
6. Medication that has been contaminated i.e. that has been dropped or spat out, will be destroyed and recorded and the parent or carer informed;
7. Medications that are handed in that are not in their original dispensing containers will be rejected and the parent or carer informed. This may result in a student being sent home from school;
8. Parents and carers are advised that St Columba's Catholic Boys' School does not allow students to carry/ administer medication and that all medication, with the exception of Asthma pumps, must be handed in to the Front Office on arrival at school;
9. The school will notify parents and carers if required, should an outbreak of a contagious condition arise within the school. Advice on the periods of exclusion for contagious diseases and head lice will be available on request;
10. All staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply; and
11. It is a parent or carer's responsibility to provide medication to the school for their child and to ensure that stocks are replenished. The school will NOT contact parents or carers when the medication runs out.

## **Procedures**

### **Prescribed medication:**

Medicines should only be taken into school or on school trips or fixtures when essential, where it would be detrimental to a student's health if the medicine were not administered during the school day. The College will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist. Medicines must always be provided in the original dispensing container and include the prescriber's instructions for administration. Medication handed in at the Front Office will be recorded in the Medicines Book.

### **Controlled drugs:**

Any trained member of staff may administer a controlled drug to the student for whom it has been prescribed, providing it is in accordance with the prescriber's instructions. Controlled Drugs must be stored and administered in accordance with the following procedure:

- Drugs will be stored in a locked, non-portable container and only named staff should have access; and
- It is the parent or carer's responsibility to ensure the necessary amount of medication required is kept by the school and reserves are replenished when necessary.

### **Non-prescribed medication:**

The school will not hold any non-prescribed medication for use by students.

### **Short-term medical needs:**

In certain circumstances, where non-administration of a medication could be detrimental to a student's health, the school will hold antibiotics for administration throughout the school day.

### **Safety of medication supplies:**

Large volumes of medicines should not be stored at the school. Medicines will be stored in accordance with the product instructions and in its original dispensing container. The container must be clearly marked with the student name, dosage and frequency of administration. Where two or more medicines have been prescribed, each must be in its own original dispensing container.

Students should be aware of how to access their medication and who is allowed to administer. Emergency medication such as asthma inhalers or Epipen/Anapens must be easily available. Refrigeration will be available for medication that requires temperature control.

### **Risk assessments:**

Under the Health and Safety Policy, risk assessments will be regularly undertaken with regard to all aspects of medical treatment, including but not limited to:

- Storage of medicines;
- Hazardous waste/ clinical waste; and
- Administration of medication.

### **Staff indemnity:**

The governors of St Columba's Catholic Boys' School fully indemnify its staff against claims for alleged negligence, providing they are acting within the scope of their employment and have been provided with appropriate training. For the purposes of indemnity, the administration of medicines falls within this definition and hence staff can be reassured about the protection their employer provides. In practice, indemnity means the governors and not the employee will meet the cost of damages should a claim for

negligence be successful. It is very rare for school staff to be sued for negligence and instead the action will be usually be between the parent or carer and the employer. Staff should at all times follow the guidance provided by the school.

### **Guidelines for specific illnesses/ disorders:**

#### **Students requiring Epipen/ Anapen:**

- The Epipen/Anapen should be readily accessible for use in an emergency and where students are of an appropriate age the Epipen/Anapen can be carried on their person. It should be stored at room temperature, protected from heat and light and kept in the original named box;
- Once the Epipen/Anapen is administered, a 999 call must be made immediately. If two people are present, the 999 call should be made at the same time as administering the Epipen/Anapen. The used Epipen/Anapen must be given to ambulance personnel; and
- It is the responsibility of the parent or carer to renew the Epipen/Anapen before the student returns to school.

#### **Students with asthma:**

- Where students are of an appropriate age their inhaler should be carried on their person. It would be helpful if parents or carers could supply a spare inhaler for students who carry their own inhaler. This would be stored securely at the school in case the original inhaler is left at home or lost by the student;
- All inhalers must be labelled with the student's name;
- School staff should take disciplinary action if the owner or other students misuse inhalers; and
- If students are going offsite they must take their inhalers with them.

#### **Students with diabetes:**

- Students with diabetes must be allowed to eat regularly during the day. This may include eating snacks during class time or prior to exercise. Parents or carers must be responsible with providing students with regular food for during the school day or ensuring their child has sufficient money to buy food when required;
- Students are encouraged to carry their own treatment for hypoglycaemia (dextrose tablets, sugary drinks or dextrose gel).