POLICY 16

FIRST AID, MEDICAL PROVISION AND ADMINISTRATION OF MEDICINES

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<tr>
<th>Policy Reviewed by:</th>
<th>Deputy Head Pastoral</th>
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<tr>
<td>Date Reviewed</td>
<td>Summer 2016</td>
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<td>Next Review Date</td>
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1. **INTRODUCTION**

1.1 This policy should be read in conjunction with the following related documents and policies: “Trips”, “Drugs Education and Misuse”, “Health and Safety” policies, “Students Medical Questionnaires”, the protocols for the “Administration of Medicines in Schools”. Also “Procedure for the recording and reporting of accidents to staff, pupils and visitors” and “Risk Assessment Form”. This policy is applicable to all pupils, including those in the EYFS.

1.2 In addition, Truro High School chooses to use the protocols and guidance on the MOSA, DCFS and HPA websites as the basis for their policies on one or more of the following topics:
   - A. The School Doctor – Guidelines for Headteachers;
   - B. Covering Sporting Events where danger to health is possible;
   - C. Dental policy in schools, to include opticians;
   - D. Eyewear in sport (not applicable to Truro High School);
   - E. Cycling;
   - F. The use of Entonox in schools;
   - G. Potentially fatal Anaphylaxis due to peanuts;
   - H. Prevention of blood borne virus infections;
   - I. Admission of a child who is known to be HIV positive or to be a Hepatitis B carrier/Hepatitis B & HIV infection;
   - J. Contraception and Sexual Health;
   - K. Depression in Adolescents;
   - L. Eating disorders;
   - M. Pandemic flu.

1.3 These are retained in the Sick Bay Handbook.

2. **LOCATION**

2.1 There is a qualified 1st level Nurse in the Sick Bay from 8:30 am until 4:00 pm during the school day. If the School Nurse is absent a qualified first aider/appointed person will assume the role. Sick Bay is located next to the Dining Room entrance at Dalvenie House.

2.2 There is a main office, a two bedded room and a toilet.

2.3 The School Nurse can be contacted by phone on 01872 242928 or Ext’n 228 or by mobile 07553239310.

2.4 We also have a large number of members of the teaching staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, your child is injured during sport. There will always be at least one qualified member of staff in each school site/building when children are present. At
least one person on the premises and one person on an outing must have a first aid certificate. EYFS trips must have a paediatric first aider.

3. **TRAINING**

3.1 Many staff receive first aid training as an Appointed Person, which is renewed every three years.

3.2 Key members of staff have a First Aid at Work Qualification. A list of all qualified first aiders and their qualification is available from the Senior and Prep School staff rooms and Sick Bay.

3.3 First aid training is not mandatory, so all staff are asked to check they do have a first aid qualified member of staff on any of their school visits. This training should be updated every three years.

4. **FIRST AID KITS**

4.1 There are first aid kits located in every department/Boarding House/minibus within the school campus. The member of staff for that area is responsible for identifying its location and checking their kit. They send the kits to Sick Bay to be restocked annually or whenever they require it. A record is kept when they have been checked. List of locations in Appendix 6 of Sick Bay Handbook.

4.2 Travel first aid kits are mandatory on any school visit. They must be arranged and collected from Sick Bay 24 hours before a trip. Any special medication or requirement will be provided for named individuals, e.g., epipens, prescription medication and GSL medicines.

5. **MEDICAL CONSENT**

5.1 Pupils’ current travel/medical consent forms will need to be collected from Reception to accompany them on any school visit. All the travel medical forms have signed consent from a parent/guardian for first aid/medical treatment and paracetamol.

5.2 Any student over the age of 16 years can give an informed consent for themselves in an emergency and a member of staff can give consent if a parent/guardian cannot be reached in an emergency.

6. **ACCIDENT RECORDING**

6.1 **Minor Injuries and Accident Book**
All very minor accidents (minor cuts and bruises) to staff, pupils, sub-contractor’s staff or non-employees should be recorded in the accident book held by the School Nurse in Sick Bay. More serious accidents or “near misses” (an incident that did not result in injury or damage to property) should be recorded on the Incident Report Form (Appendix 1) and sent to the Headteacher.

In the event that any person suffers an accident arising out of, or in connection with, work which results in that person being off work, the line manager should notify the Headteacher.

In the event that any person, including pupils, members of the public or sub-contractor’s employees, suffer an accident arising out of, or in connection with, work which results in a fatality, major injury, certain occupational diseases (as defined by RIDDOR), or where there is a dangerous occurrence which might have caused injury, the Head of Department must immediately notify the Headteacher. In all these situations the Headteacher will be responsible for completing RIDDOR Form F2508.

6.2 The Operations Manager is responsible for making sure that the School has adequate insurance cover for staff, visitors, pupils and contractors on the School campus and for school visits. The existing policy provides for a variety of cover including £20M employer’s liability cover, annual travel insurance for any
school trip not involving hazardous activities (see Operations Manager for details on what constitutes these activities) – however, snow skiing is covered.

6.3 The School does not have private medical insurance for pupils or employees. All pupils will have personal accident insurance.

7. IN AN EMERGENCY

7.1 On the School Campus
   A. Once a problem has been identified, the School Nurse or first aider will attend and make an assessment.
   B. If the casualty is able to walk they will be escorted to Sick Bay. An ambulance may be called if needed. Parents/guardians will be informed if necessary.
   C. If the casualty can be moved, but is not well enough to walk, a wheel chair will be used with the help of the maintenance men to take the casualty to Sick Bay. An ambulance may be called if needed. Parents/guardians will be informed if necessary.
   D. If the casualty cannot be moved then an ambulance will be called with the help of Reception. The School will, if possible, contact parents/guardians. A member of staff will meet the ambulance at the entrance to the school and direct the medical team to the site. If required, a member of staff will accompany the casualty to the hospital and stay with them until a parent/guardian can assume responsibility.

7.2 On a School Visit
   A. Once a problem has been identified, the first aider in charge of first aid will assess the situation.
   B. If the casualty is able to walk, after assessment, they may be taken for expert medical advice from a Doctor or a hospital accompanied by the first aider. Parents/guardians will be informed. All paperwork must be completed.
   C. If the casualty after assessment cannot be moved or is particularly poorly, then expert medical advice must be sought. An ambulance may be called. They will be accompanied by the first aider. The parents/guardians will be informed. All paperwork must be completed.

8. PARTICULAR MEDICAL CONDITIONS

8.1 On the School Campus
   A. Arrangements for pupils with particular medical conditions will be made available to all staff who are in contact with the pupil. The School Nurse will liaise with the parents and other medical professionals to ensure the specific needs of the child are met.
   B. Individual care plans will be stored in the pupils files in Sick Bay and a photo of those girls who need to be instantly recognised will be on display in the Staff Room to familiarise the staff with the girls who have specific medical conditions.
   C. Medications will be stored as per Sick Bay guidelines and will be administered accordingly by trained staff.

8.2 On a School Visit
   A. Pupils on a school trip off campus will have medication available with full written instructions from Sick Bay. The trip organiser will be fully briefed on the needs of each child.

9. HYGIENE PROCEDURES FOR CLEAN UP OF BODY SPILLAGES

9.1 All spillages involving body fluids should be dealt with according to the procedure in Appendix 7 of the Sickbay Handbook, which is accessible on the staff shared area.
10. ADMINISTRATION OF MEDICINES

10.1 Policies and procedures are held in Sick Bay.

10.2 Only trained staff may administer medication having been assessed as competent by the School Nurse.

10.3 Consents for medication are requested on admission and on yearly medical update requests.

10.4 Consent for own medication to be given whilst at school is recorded in Sick Bay.

11. INFECTIOUS DISEASES

11.1 All children must be kept away from school for a minimum of 48 hours following any episode of diarrhoea or vomiting. The parents must inform the school as soon as is reasonably practicable that their child is absent for this reason.

11.2 Any child who has diarrhoea or vomiting at school will be taken to Sick Bay where their emergency contacts will be expected to collect them and remove them from the school as soon as possible. Boarders will follow separate boarding care guidelines for isolation.

11.3 The School Nurse must be informed as soon as any other infectious disease has been investigated or confirmed and advice about return to school will be given.

11.4 The School follows Health Project Agency Guidelines.

12. ACCIDENTS OR INJURIES

12.1 All staff and visitor accidents must be recorded in the correct numbered books and the sheets should be sent to the School Nurse for filing or reporting.

12.2 Pupil accidents are reported on PASS and the record is attached to each individual pupil medical record.

12.3 Parents and guardians should be informed by note or email of the accident and subsequent first aid delivered.

13. SERIOUS ACCIDENTS INJURIES OR DEATH

13.1 Any serious accident, injury or death of a child whilst in the care of the school will be reported immediately to the LSCB.

14. ADMINISTRATION OF MEDICINES

Aim: To ensure safe storage and administration of medication to pupils and staff by the School Nurse, House parents and allocated staff.

Storage
All medications are kept in a locked cupboard in a room not normally accessible to pupils. In Sickbay medicines that require refrigeration are kept in a locked medicine fridge. In the boarding houses medicines that require refrigeration are kept in the housemistresses own fridge.
Controlled drugs
Controlled drugs (CDs) are stored in the medical centre in a CD cabinet. If required they are stored in the boarding houses in a locked area that only a limited number of staff have access to. The drugs are brought in by the parents or pupil for day pupils and by the parents or pupil or collected from the pharmacy by the house parent or school nurse for boarders. It is not always practical for two staff members to be present when a CD is administered, but a record of the amount given and the balance remaining is kept in a bound record book with numbered pages. There is a separate page for each person. CDs are disposed of by returning them to the pharmacy and a record of the returns kept in the CD record book.

Disposal of medicines
Any unused prescribed medications and any out of date over the counter medications will be returned to Sickbay and from there to the pharmacy for disposal. The cupboards are checked for surplus medications at the end of every term.

Replacing stock homely remedies in boarding houses
A record is kept of the stock supplied to the boarding houses, including the amount issued, issue date and expiry date.

Non-Prescribed Medications
The School Nurse is able to administer non prescribed medications under a homely remedies policy. (see appendix 1)
Non Prescribed medications are available to boarding pupils, day pupils and staff. The boarding staff have access and are trained, by the school nurse, to give the attached list of medications listed in the homely remedies policy.
Allocated first aid staff can issue, Paracetamol only, to pupils and staff in the absence of the school nurse. They will email the School Nurse when they issue a medication. This is then added to the pupil’s individual computer record.

Prescribed Medications
Medication prescribed by a doctor should be administered according to the instructions on the individual medication and only given to the named pupil to whom it has been prescribed. They should be kept in their original container. The original dispensing label must not be altered. It is not acceptable to have loose or cut off tablets in an envelope. The protocol should be the same as for non-prescribed medications.
A form ‘pupils taking short term prescribed medication’ should be completed by those staff giving the medication to the pupil. Appendix 2
The school Nurse will enter the Information on to PASS.

Adverse reactions
Drugs can cause adverse reactions in some people. If a pupil experiences adverse reaction to a medication do not give any further doses until instructed to do so by the doctor. A medical incident form should be completed. See Appendix 3
If a serious reaction occurs medical attention should be sought immediately.
An adverse reaction should be reported by the nurse to the Medicine and Healthcare products Regulatory Agency (www.mhra.gov.uk)

Medicines given in error
If an error is made with any medication advice must be sort immediately. During the day contact the school doctor on 01736 246888. If at night contact NHS 111 service.
A medical incident form should be completed explaining the error and any action taken. See Appendix 3.
Medication brought into school by the pupils
There are risks that prescribed medications will interact with medications purchased over the counter and cause harm. Also herbal or traditional medications could interact with prescribed or over the counter medications. **Over the counter medication should never be given to a pupil who has taken their own medicine.**
Pupils must not bring in their own over the counter medications into school. All prescribed medication should be taken to the school Nurse to administer and store securely. The school nurse will then record on individual pupil PASS records.

Self administration of medications
Boarders in sixth form, assessed as being able to self medicate sign the appropriate form. See Appendix 4. The pupil should be aware that they must keep their medicines in a secure place, and not give their medication to anyone else, even if they have the same symptoms.
The school has a protocol for assessing the ability of the pupils to self-administer. See attached – Appendix 5.

Life saving Treatment
In extreme emergencies e.g. an anaphylactic reaction, certain medicines can be given or supplied without the direction of a doctor, or without there being a patient group directive PGD, for the purpose of saving life.

Recording
Medications are recorded to provide a complete audit trail for all medicines. The records are checked frequently by the school nurse. In Rashleigh House and Dalvenie House, the records are recorded in a book, and copied onto the pupils’ personal file on a week day basis. This makes it possible to follow an audit trail for the treatment. E.g. where a boarder is issued Paracetamol in the boarding house by a house parent and then later in the medical centre by the nurse, both entries are recorded in the one place. When a boarder is given medication by the nurses after midday the boarding houses are notified.

School Trips
The lead staff member will sign post parents to the school nurse if their child requires medication whilst away. A form will be completed by parents and given to the lead staff member. See Appendix 6. The school Nurse will meet with the trip leader the day before the trip to dispense the medication required for the duration of the trip. This normally includes:-
A small quantity of paracetamol, prescribed medication which includes inhalers and epipens.
APPENDIX 1: FIRST AID KIT RECORD

First Aid Kit Location
Swimming Pool Box
Swimming Pool Bag
Maintenance Building
Plant Room
SEN Room
Main Hall
Main Staff Room
Nursery
Prep Staff Room
Prep Plasters box
Prep Dressings box
Rashleigh Kitchen
Rashleigh Hall
Lab1
Lab2
Lab3
Eyebox Lab Prep
Biology1
Biology2
Latin
Music
Modern Languages ML1
Modern Languages Staff
RP
Sports Field
Art1
Art2
English Book Room
English Kitchen
Geography1
Geography2
Drama
Dark Room
Physics Lab
Reception
Repro / PE
Car Shed
Library
ICT
Maths
Textiles
Food
Minibus 1
Minibus 2
Minibus 3
Dalvenie Office
### APPENDIX 2: LIST OF FIRST AID QUALIFIED MEMBERS OF STAFF

Date: 04/07/14

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*These members of staff are trained specifically in paediatric first aid.*