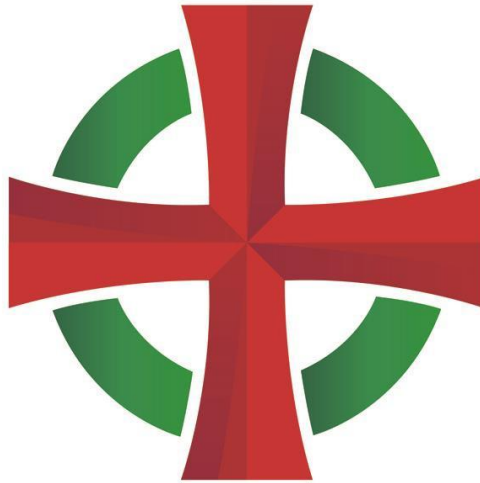




Holy Cross

CATHOLIC HIGH SCHOOL

Administration of Medicines and First Aid Policy

'I have come that they may have life, and have it to the full' (John 10:10)

ADMINISTRATION OF MEDICINES AND FIRST AID POLICY

Statement of intent

Holy Cross Catholic High School will ensure that pupils with medical conditions receive appropriate care and support at school in order for them to have full access to education and remain healthy. The school is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

Holy Cross Catholic High School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Holy Cross Catholic High School defines medicine as prescription and non-prescription medication.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

The Role of Staff and the Governing Body at Holy Cross Catholic High School

The governing body is responsible for:-

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there is a sufficient number of staff trained in the administration of medication.
- Ensuring that there are procedures and arrangements in place for first aid and the administration of medication during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid and administration of medication training is provided for staff.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.

- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid and the administration of medication arrangements and procedures for the school.

The Headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid and the administration of medication.

The appointed person is responsible for:

- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff and staff trained in the administration of medication are responsible for:

- Completing and renewing training as dictated by the governing body.
- Ensuring that they are comfortable and confident in administering first aid/medication.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid/medication, including emergency procedures.
- Keeping up to date with government guidance relating to first aid and the administration of medication in schools.

The appointed person Mrs P Waller is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:

What to do in an emergency.

How to assess and monitor a casualty.

First aid for the unconscious casualty.

First aid for someone who is having a seizure.

Maintaining injury and illness records as required.

Medication

- Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix A).
- No pupil under the age of 16 will be given medicines without written parental consent.
- Under no circumstance will a pupil under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor.

- Medicines must be in date, labelled, and provided in the original container with dosage instructions.
- Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.
- Before administering medicine, maximum dosages and when the previous dose was taken will be checked.
- When medicines are no longer required, they will be returned to the parents/carers of the pupil.
- Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes' that parents/carers must supply.
- Medications will only be administered at school if it would be detrimental to the child not to do so.
- Medications will be stored securely in Reception Office.
- In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens and asthma inhalers, will be readily available to staff and pupils.
- Only suitably qualified staff will administer a controlled drug.
- Staff members have the right to refuse to administer medication. If a class teacher does refuse, the headteacher will delegate the responsibility to another staff member.
- Any medications left over at the end of the course will be returned to the pupil's parent/carer.
- Written records will be kept for any medication administered to pupils (appendix B).
- Pupils will never be prevented from accessing their medication.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication. These arrangements will be reflected in their individual healthcare plan (IHCP).
- If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHCP and parents/carers will be informed so that alternative options can be considered.
- Holy Cross Catholic High School cannot be held responsible for side effects which occur when medication is taken correctly.
- Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

Individual Healthcare Plans

For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, headteacher, special educational needs coordinator (SENDCO) and medical professionals.

Complaints

Should parents/carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure.

Review date: Autumn 2027

Appendix A: Holy Cross Catholic High School parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the
school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the
medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix B: Holy Cross Catholic High School: record of medicine administered to all children

Name of school/setting

Holy Cross Catholic High School

[illegible]

Holy Cross Catholic High School:

Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows : Holy Cross Catholic High School, Myles Standish Way, Chorley, Lancashire, PR7 3LS
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone