



## First Aid and Medication policy

<b>Name of School</b>	Mapledown School
<b>This policy was updated on</b>	14 <sup>th</sup> December 2020
<b>The policy was reviewed in</b>	September 2021 September 2022 September 2023
<b>The policy is to be reviewed annually in</b>	September 2024

### Administration of medicines and medical procedures in school

#### Principles

Some students at Mapledown School will have medical conditions that require support so that they can attend school regularly and take part in school activities. School is committed to meeting the needs of these students and will work with parents, carers and medical professionals to ensure all students are able to access the curriculum, enjoy, achieve and be safe and healthy in school.

Schools have a duty to take reasonable care of children and this includes the possibility of administering medicine. Schools are required to have policies in place on managing students' medications and on supporting students with medical needs. Some children may be unable to attend school because of their medical condition and where this happens school liaises with the parents and medical professionals and advises on appropriate activities for the child to ensure the continuation of their education. In this document the word "medicine" is used to include "medicines and prescribed drugs", the term "medication" is used to refer to a student's particular medicine regime and the term "administration" means the acts involved in giving or applying the dose of medicine.

Generally speaking, students in schools who require medication will fall into three broad groups:

- Those who are completing a course of prescribed treatment
- Those who have long-term medical conditions
- Those with conditions that can, often without warning, require swift emergency medication

All these students are regarded as having medical needs.

This policy describes Mapledown School's approach to:

- assisting students with long-term or complex medical needs,
- students carrying and administering their own medication themselves
- the information required from parents or guardians with respect to any medication that is to be given to the child in school
- its commitment to school staff training in Barnet with medical needs:
  - record keeping
  - storage and access to medication
- emergency procedures

### The Legal Position

- It is recognised that school staff have legitimate concerns over their legal position in administering medicines. Staff with appropriate training can administer medicines and they are under a duty to obey reasonable instructions, taking into account the circumstances, the nature of the drugs concerned and their expertise and training. See DFE's guidance.
- Whilst parents are responsible for their child's medication, it is normally the Headteacher who decides if a school can assist a student who needs medication during the school day.
- Legally, it is not possible to disclaim liability for any serious adverse consequences of administering medicines in schools. In practice, any claim would lie against the employer. Mapledown school will also support any member of staff in any subsequent civil or criminal proceedings if the member of staff had followed the procedures set out in the school's guidelines.
- In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. To ensure that risks to health are minimised it is essential for schools to establish safe systems that limit any opportunities for negligence.

### Roles and Responsibilities

- Barnet Council guidance states that, "The headteacher / manager is responsible for the operation of the school / setting policy on the administration of medicine and is therefore the main person responsible for the administration of medicine. The headteacher / manager should authorise any named members of staff, with their agreement, to be responsible for the administration of medication (these members of staff are then 'authorised persons'). Appropriate training will be provided and the person will be signed off. It is the duty of the headteacher / manager to ensure that all members of the teaching or non-teaching staff (including supply staff) are made aware of the school policy".

### Role of the NHS School Nurse at Mapledown School

- Due to the nature of our students' needs and disabilities the level of required medication or medical intervention is much greater than in mainstream schools. At Mapledown School there are NHS School Nurse on site whilst the students are in school. The School Nurse is a Registered Nurse and has access to the students' NHS records and can liaise with other medical professionals who contribute to the students' health care. The School Nurse also plays a key role in liaising with students' parents and carers to ensure the school has relevant and up to date information regarding a student's health care.
- The Nursing team will obtain 'Consent to treatment' and 'Consent to share information from parents/carers for children and young people.
- The School Nursing team are employed and managed by the NHS. They all have an Enhanced Disclosure Barring check in place.
- Both the School Nurse and the Health Care Assistants are trained to administer medication and to deal with health care emergencies in line with NHS protocols. The administration of medicines to students on site is part of their respective job descriptions.
- The nursing team obtain consent annually (or as changes occur) from parents and carers **for all students who require medication whilst in school.**

## Role of School Staff

- Most of the daily administration of medicines is carried out by the NHS Special School Nursing team. However, there may be occasions when school staff are better placed to administer medication, especially in an emergency, e.g. asthma attack and anaphylactic shock. This is especially so during educational visits when students are off site (*please see below re: administration of medicines on educational visits*). A medical bag containing the student's medicines should accompany the child at all times unless in the child's classroom where it will be held in a locked cupboard/room.

## Carers Assigned to Individual Students

- From time to time a student may be admitted who requires constant supervision throughout the school day in order to meet his/her health care needs. The Headteacher works with the relevant medical professionals, including the School Nurse, to create a risk assessment and NHS Health Care Plan upon admission to ensure the child's needs can be fully met.

## Parents and Carers

- Parents have a responsibility to ensure that they provide relevant and up to date information to help school to care for their child and to provide any medication and other apparatus necessary to meet the student's health care needs. Parents must sign and/or agree to a student's NHS Health Care Plan.

## The student

- A small number of students may be able to administer their own medication. However, should this need arise, the School Nurse would discuss this with the parents, class staff and of course with the student in ways s/he can understand. The agreed outcomes would be incorporated into the student's NHS Health Care Plan and the student would be provided with the necessary training by the School Nurse and parents.

## Practice

### **Students' NHS Health Care Plans**

- Students with medical needs will have an individual NHS Health Care Plan as appropriate which identifies the level of support that is needed, both to support the student and to support the school to ensure the student's wellbeing. The NHS Health Care Plan can also help to identify particular safety measures in relation to health care that need to be taken to support the student. Students who suffer from anaphylaxis must have an NHS Health Care Plan that gives more detailed information relating to the student and the condition, since each student's symptoms and allergens will vary (*see below*).
- Students' NHS Health Care Plans are very important documents. They are compiled by the School Nurse in consultation with the parents, staff and other professionals as necessary. These plans detail the procedures and medications necessary to ensure the student's wellbeing and to meet his/her medical needs in school and during off site activities. Some confidential medical diagnoses are not detailed, but any necessary procedures or medicines are. These plans are reviewed annually or sooner as required by the School Nursing team. Parents have a responsibility to keep school informed of any changes to their child's condition, medication and medical needs which may require changes to the NHS Health Care Plan, updates are signed or agreed by parents/carers.
- The NHS Health Care Plan may also highlight training issues. Staff must not give medication without appropriate training from a relevant professional. This training may not need to be formal training but could be instructions from the Head Teacher or a competent person or written instructions from a Doctor. At Mapledown School the training is most likely to be provided by our School Nursing team.

## **Administration of Prescribed and Non-Prescribed Medicines**

- Generally, schools cannot be expected to administer medication which could be given before and after school. In these circumstances, the merits of each case are considered by the School Nursing team.
- The only medicines that should be administered are those which are prescribed by NHS doctors (sometimes private GPs) and where clearly written instructions are provided by the parent or carer and are in accordance with the doctor's instructions. The School Nurse will contact parents when medicine is sent into school via the student to ensure that the correct written information is supplied before any medication is given. Should school staff find medication in the student's school bag, it is brought *immediately* to the School Nurse. Unless transit meds between home and respite then school is responsible for storage.
- The medicine must be provided by the parents in bottles/packets which are clearly labelled with the student's name and the required dosage and the administration is recorded in line with the recording of prescribed medicines.
- In line with NHS protocols the School Nurse, HCA and school staff will not give non-prescribed medicine to students. However, the School Nurse can administer infant/child temperature lowering (e.g. Calpol) when the Nurse considers it vital to the student's well-being following written/verbal consent from parents/carers. This can be taken from school stock. Ibuprofen based products cannot be administered unless prescribed. Anti-histamine and other 'over the counter' medicines may be administered but only if prescribed and parents have previously provided specific written permission. The School Nurse will also phone the parents to determine the time of any earlier dosage given. If the parents are not contactable, the School nurse will act using her professional judgement.
- If prescribed/non-prescribed medicines are to be administered by staff, in agreement with the school nurse and in accordance with the policy guidelines outlined in the preceding paragraph, the school will obtain permission (please see Appendix 1) from the parents and record the administration of medicines using the documents "Supporting students at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England" 2015.
  - This can be found at the web site address:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/638267/supporting-students-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-students-at-school-with-medical-conditions.pdf)
- All medicine dosages will be drawn up by the school nurse or an appropriately trained health professional.
- Decanted medicines cannot be given at any time.
- Homeopathic medicines and herbal medicines cannot be given unless prescribed by an NHS doctor.
- Procedures for the Administration of Medication are outlined in the clinical policies:
  - Special Schools Medicines Policy 2013

## **Administration of medicines on school trips**

- On school trips, all medication is taken securely with the student. An appropriately trained member of staff draws up the medication and administers it to enable full inclusion.
- Emergency procedures apply in the same way as in school, taking into account the location of the trip. Risk assessments will have been completed.

- Information regarding the administration of meds is provided with the medication (Please see Appendix 2)

### **Short-term ailments**

- Students suffering from short term ailments who are clearly too unwell to access the curriculum should not be in school and the Headteacher is within their rights to ask parents or carers to keep them at home or collect them from school. The decision to send children home if they are deemed unwell, lies with the School Nurse. Once the decision has been made, staff can then call parents to request their child to be picked up. Some parents may seek to send their children to school with non-prescribed medicines (e.g. cough mixtures) and schools cannot be expected to accept responsibility for administering medicines of this nature.
- If a student experiences diarrhoea and/or vomiting, it is the school's and the Local authority's policy that students must remain out of school for 48 hours after the last bout of diarrhoea or vomiting. If a student experiences three bouts whilst at school, parents/carers will be called by the school nurse to collect their child.
- According to Public Health England (September 2019), in an event of a diarrhoea and vomiting outbreak, alcohol gels and wipes are no longer effective. It is sufficient to use the six-steps steps of hand washing method with soap and water.
- If influenza, Coronavirus (COVID-19) or norovirus are suspected, an isolation unit will be made available to accommodate the student until they can be collected.
  - The student will be monitored at all times by a staff wearing full PPE (mask, visor, apron, gloves) and maintaining distance if possible. The room will be ventilated and fully cleaned once the student has been collected.
- If a significant proven COVID-19, influenza or norovirus outbreak occurs, visiting staff should not enter the premises and Mapledown staff should not attend any other school/organisation until the risk has passed.

### **Chronic illness or disability**

- Some of our students have chronic illness or conditions which require the administration of regular prescribed medicines during the school day. This is detailed the student's NHS Health Care Plan. Health care plans will be devised on an individual basis

### **Asthma**

- Students with asthma have airways that narrow as a reaction to various triggers. The triggers vary between individuals but common ones include viral infections, cold air, grass pollen, animal fur and house mites. Exercise and stress can also precipitate asthma attacks in susceptible people. The narrowing or obstruction of the airways causes difficulties in breathing and can be alleviated with treatment. Students with asthma have the triggers, symptoms and treatment, including accessibility to inhalers, detailed in their NHS Health Care Plans. Most of our students are unable to recognise and communicate when they need their inhaler and rely on staff observing and responding to the onset of symptoms.
- Due to the recent change in legislation (Human Medicines (Amendment) (No. 2) Regulations 2014) allowing schools to purchase asthma inhalers for emergency use only as long as they have a diagnosis. Mapledown School will have at least one inhaler. The use of these will be subject to advice given in the legislation.

### **Inhalers for Asthma.**

- Inhalers are used to prevent wheezing as well as treatment for wheezy episodes. Staffs working with students with asthma have immediate access to their inhalers. The inhaler should be clearly marked with the student's name. Most of our students are unable to take responsibility for their

inhaler, therefore staffs ensure that it is stored in a safe but readily accessible place and staffs take responsibility for its use. The use of inhalers by all students is recorded by the School Nursing team.

### **Advising the Parents**

- An agreement will be made between the School Nursing team and the student's parents as to when and how the parents are informed that their child has experienced an asthma attack. However, if it is a first incident or it is significantly worse than usual, the School Nursing Team will advise the parents as soon as possible after the incident.

### **Epilepsy**

- Epilepsy is a common condition and Mapledown School has considerable experience in meeting the health care needs of students with epilepsy. Epileptic seizures may be recurrent or infrequent and the nature, frequency and severity of the seizure will vary greatly between individuals. Most, but not all, of our students with epilepsy take anti-convulsant medicines and the symptoms of most are well controlled by individually tailored medication regimes. Seizures may be unpredictable or have known triggers, e.g. ill health, tiredness, emotional state, hormonal changes, flashing or flickering lights, video games and computer graphics (photosensitive epilepsy). Certain geometric shapes or patterns can also trigger seizures in some individuals. Screens and/or different methods of lighting can be used to enable photosensitive students to work safely on computers and watch TV.
- Students with epilepsy are not excluded from any school activity. Extra care and supervision may be needed to ensure their safety in some activities such as swimming or in playground activities. Concerns about any potential risks should be discussed with the Head Teacher, School Nursing team and the student's parents/carers.

### **What to do when a student has a seizure**

- All our educational staff are trained to respond appropriately and safely to a student having a seizure and all students diagnosed with epilepsy have an NHS Emergency Care Plan. The specific nature, triggers and management of a student's epilepsy is detailed in his/her NHS Emergency Care Plan, but in general nothing must be done to alter the course of a seizure once it has begun. The area immediately surrounding the student must be made safe to reduce any possibility of harm to the student or others during the seizure. The student should *not* be restrained and there should be no attempt to put anything into the student's mouth. Students in postural seating and other postural equipment must not be moved unless they are unsafe. The time of onset of the seizure must be noted and the School Nurse advised. Students may require medication at the onset or during the seizure. All students diagnosed with Epilepsy are prescribed orally administered Buccal Midazolam, this is mostly administered by trained staff the prescribed medication both in school and out in the community. Only on very rare occasions will this be done by the School Nurse
- Some students may require immediate medication or action and the School Nursing team should be called at once to respond to the situation. This may, for example, include administering medication.
- **School staff can and must call 999 if they deem it necessary before calling a nurse.**

## **First Aid Procedures and Policy**

## Statement of intent

Mapledown School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, students and visitors.

Mapledown School will take every reasonable precaution to ensure the safety and wellbeing of all staff and students. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- First Aid and Medication Policy
- Educational Visits and School Trips Policy

The Senior Leadership Team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

## Legal framework

- This policy has due regard to statutory legislation, including, but not limited to the following:
  - The Health and Safety (First Aid) Regulations 1981 (amended 2013 and 2018) and approved code of practice and guidance
  - Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance (2015)

## Aims

- All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- All staff will use their best endeavours, at all times, to secure the welfare of the students.
- Anyone on the school premises is expected to take reasonable care for their own and others' safety.

The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order for every student, 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 all staff and students 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.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.
- Nothing in this policy should 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 for the emergency services 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.

- To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:
  - A leaflet giving general advice on first aid;
  - Individually wrapped sterile adhesive dressings (assorted sizes);
  - Two sterile eye pads;
  - Four individually wrapped triangular bandages (preferably sterile)
  - Six safety pins;
  - Six medium sized (approximately 12cm x 12cm) individually wrapped sterile
  - Unmedicated wound dressings;
  - Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
  - One pair of disposable gloves.
  - Equivalent or additional items are acceptable.
- The First aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.
- First aid boxes are located in the following areas:
  - Buses
  - Hydrotherapy pool
  - Nurse's office

### **Staff Training/duties**

- Mapledown School has an extensive programme of First Aid training to ensure that there is full school coverage.
- First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the Deputy Headteacher – Caroline Garvey, or Helen Wells (Learning Resources Officer).
- Each classroom's first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.
- All teaching support staff are regularly trained in basic awareness of epilepsy. Specific training such as training for asthma, diabetes and anaphylactic shock is provided where necessary by the School Nursing team.
- Staff who are trained in enteral feeding can administer feeds to students via gastrostomies, naso-gastric tubes and jejunostomy tubes. The School Nursing team is responsible for ensuring that school staffs meet the required level of competency at time of assessment.



- A dated record is kept of staff training and stored online school on the school system. The School Nursing team also has a list of staff who are trained and competent in administering feeds.
- Details of the current first aid appointed person(s) can be found on the Network via the Deputy Head Caroline Garvey.

#### **Clinical waste:**

- All clinical waste must be disposed of appropriately in the yellow bins provided. These can be found in the toilets, Hydro and the nurses office. These are emptied on a daily basis into the correct clinical waste receptacles located outside the school. They are collected on a regular basis by the Local Authority waste disposal services.
- Pads must be disposed of in the macerators provided.
- Only pads to be placed in the macerators one at a time. All other waste to be placed in the yellow bins.

#### **Emergency procedure in the event of an accident, illness or injury**

- If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- If called, a first aider will assess the situation and take charge of first aid administration.
- In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
  - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
  - Call an ambulance or a doctor, if this is appropriate – after receiving a parent’s clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
  - Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
  - See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident must be reported to:
  - The Headteacher or Deputy-Headteacher or Office Manager
  - The parents/carer of the injured.

- Barnet Council's H&S on-line reporting system if the incident resulted in a visit to GP or hospital.
- Staff are required to follow the Mapledown School Accident and Incident Recording procedure below:

### **Borough on Line System**

All accidents/incidents relating to staff

Any serious accidents/injuries to students which require them to go home, hospital or could result in time off school.

Any accident to staff or students due to fault of school – e.g slippery surface, broken equipment.

### **Accident Record Sheet**

For students who have sustained a minor injury and have received first aid. This includes any injury that breaks the skin and any incident involving the head even if there is no obvious injury. It must be fully completed, with body map filled in. Parents to be informed. Responsibility of class staff. To be handed to Deputy Heads as soon as possible after accident has occurred.

### **GREEN Accident Book or CPOMS**

Any accident /incident to staff or student where there are no injuries.

NB

This is not related to safeguarding. Any unexplained marks or injuries should be recorded on the unexplained injuries report from and given to the DSL team.

### **Calling an ambulance**

- ***School staff can and must call 999 if they deem it necessary before calling a nurse or the management team.***
- First aiders are trained to make decisions as to whether it is necessary to call an ambulance. However, advice can be sought from the nurse if necessary.
- Staff must ensure they use a mobile phone and are with the student at the time so they can quickly and accurately relay information to the operator. In this circumstance, a personal mobile may be used.
- If a child is transported to hospital, please photocopy their contact details which are found in the student file in the office. This is just in case the hospital requires information such as GP/family details. If applicable, a copy of the child's Health Care Plan

### **Reporting to parents**

- In the event of incident or injury to a student, at least one of the student's parents must be informed as soon as practicable.
- Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. They must also be contacted via a telephone call.
- In the event of serious injury or an incident requiring emergency medical treatment, the student's class teacher will telephone the student's parents as soon as possible.
- A list of emergency contact details is kept at reception/admin office.

- If an incident occurs when out in the community, staff must notify the school as soon as possible so that the office can notify the parents.

### **Consent**

- Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

### **Monitoring and review**

- This policy is reviewed annually by the Headteacher in conjunction with the Governing Body; any changes made to this policy will be communicated to all members of staff.
- All members of staff are required to familiarise themselves with this policy as part of their induction programme.

**Consent to authorise registered School Nurses to administer Paracetamol to children of 4 years and over in accordance with the protocol**

**Name of Student:** \_\_\_\_\_ **NHS Number:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**Consent to Authorise registered School Nurses/School Nurse Assistants to Administer Paracetamol in accordance with the Administration of Non-prescribed Paracetamol Protocol.**

I consent to the School Nurse or School Nursing (Healthcare) Assistants administering Paracetamol to my child at an appropriate dose if necessary for the treatment of: <ul style="list-style-type: none"> <li>• Pyrexia (fever)</li> <li>• Mild to moderate pain</li> </ul>	<b>Yes / No</b> (please delete)
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<b>Name of parent/carer. (Please print)</b> ..... <b>Signature of parent/carer</b> ..... <b>Relationship to student</b> .....	Date  Daytime phone no:
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<b>DRUG: Paracetamol</b>				
Date	Time	Dose	Route	Signature

<b>SIGNATURE</b>					
<b>INITIALS</b>					
<b>PRINT NAME</b>					



## ADMINISTRATION OF MEDICATION DURING SCHOOL TRIPS

NAME OF CHILD:

CLASS:

<i>Date</i>	<i>Time due</i>	<i>Medication</i>	<i>Dose</i>	<i>Route</i>	<i>Drawn up by</i>	<i>Witnessed by (Senior Management)</i>	<i>Time given</i>	<i>Administered by</i>

**Medication must be drawn up by class staff, witnessed by school management with a member of the nursing team present**