



First Aid and Administration of Medicines Policy

At Chellaston Fields Primary Academy, our we work for all our children to be kind, courageous and curious citizens, helping to prepare them for a bright future.

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of pupil referral units to make arrangements for supporting children at their school with medical conditions.

Governors and staff acknowledge their shared responsibility for making appropriate provision for all our children, including those with medical conditions.

The Academy recognises medical conditions can be life threatening and that they can also affect how a child learns.

The Academy must ensure that arrangements are in place to support our children at school with medical conditions.

The Academy must ensure that school leaders establish relationships with relevant local health services and consult health and social care professionals, children and parents to ensure that the needs of children with medical conditions are effectively supported.

The Academy understand that some children with medical conditions may be disabled. Where this is the case we will comply with our duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care plan (EHCP) which brings together health and social care needs, as well as their special educational provision.

Staff Responsibilities

All staff in school including support staff will:

- familiarise themselves with all elements of this policy and understand what is required of them, seeking clarification from the Inclusion Managers if they are unsure, and help to promote the provisions of this policy
- know any diagnosis surrounding any of our children in any class they are responsible for, allocated to or come into contact with and seek support from the Inclusion Managers as to how to manage any specific medical conditions
- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- call an ambulance in an emergency
- know which pupils in their care have a complex health need and be familiar with the content of any pupil's individual healthcare plan (IHCP).



- o know the Academy's registered first aiders and where assistance can be sought in the event of a medical emergency
- o maintain effective communication with parents/carers including informing them if their child has been unwell at school
- o ensure children, who need medication, have it when they go on a school visit or out of the classroom.
- o ensure that none our children with medical conditions is excluded unnecessarily from activities

Procedures

Children identified as having a medical condition will be placed onto the Academy's Whole School Medical List and where an IHCP is also required onto the Academy's Medical Conditions Register both of which are distributed to all the Academy staff.

Individual Healthcare Plans and Medical Conditions Register

The Academy uses IHCPs to record important details about individual children's medical needs at the Academy including their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the IHCP if required.

The medical conditions and dietary preferences of our children are collated by office staff from admissions forms or parental updates. This forms the basis of the Academy's Whole School Medical List which is distributed to all Academy staff.

Medical conditions such as diabetes, anaphylaxis, asthma and epilepsy are considered life threatening and any child with such a condition is also placed on the Academy's Medical Condition Register. Any such conditions are highlighted in red on the Academy's Whole School Medical List. Any child with such a condition will have an IHCP.

Other children may have an IHCP if the Academy, in consultation with the child's parents/carers, believes that a child's condition, although not life threatening, may affect their participation in school activities.

Office staff, Inclusion Managers and First Aiders are responsible for ensuring that this information is current. The master copy of each IHCP is kept in a First Aid folder (in a secure cabinet clearly identified with the appropriate First Aid sign) in the relevant child's class. The information in the IHCP will remain confidential unless needed in an emergency.

IHCPs are used to:

- o inform appropriate staff and supply teachers about the individual needs of a child with a medical condition in their care
- o inform children with medical conditions to take their medication when they need to and, if appropriate, to remind them to keep their emergency medication with them at all times



- identify common or important individual triggers for children with medical conditions at our Academy that bring on symptoms and can cause emergencies
- ensure that all medication stored at our Academy is within expiry date
- ensure local emergency care services have a timely and accurate summary of a child's current medical management and healthcare in the event of an emergency
- remind parents of children with medical conditions to ensure that medication kept at school for their child is within its expiry dates. This includes spare medication.

Supply and Storage of Medication

All staff understand that there is no legal or contractual duty for any member of staff to supply or supervise a pupil taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may supply prescribed medication to pupils under the age of 16 with parental consent.

Supply of medication which is defined as a controlled drug (even if the pupil can administer themselves) will be done under the supervision of a member of staff.

Emergency medication is readily available to children who require it at all times during the school day or at off-site activities.

EpiPens and inhalers are in a known and easily accessible location for the child and any adults in the child's class, and children regularly reminded of the location of their emergency medication.

Safe Storage – Non-Emergency Medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in the staffroom or staff fridge if required unless alternative safe and secure arrangements are put in place on a case-by-case basis.

Children with medical conditions will be made aware of where their medication is stored and how to access it. They will be told that it can only be supplied by a member of staff or if they can administer it themselves, that they can only administer it under the supervision of a member of staff.

Safe Storage

The Academy has an identified member of staff who ensures the correct storage of medication. Expiry dates of all stored medication are checked three times a year.

The identified member of staff, along with the parents/carers of children with medical conditions, ensures that all emergency and non-emergency medication brought in to the Academy is in-date, in its original container (except insulin) as dispensed by a pharmacist and clearly identified with the child's name, the name of the medication and includes instructions for administration, dosage and storage.



Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly identifiable with the same details as set out in the previous paragraph. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils.

It is the parents'/carers' responsibility to ensure new and in-date medication comes into school with the appropriate instructions, and to ensure that the school receives this.

Safe Disposal

Parents/carers are asked to collect out-of-date medication. If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in the Academy are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

Record Keeping

Parents/carers are asked if their child has any medical conditions upon entry to the school in our Academy's entry form and are reminded regularly to provide updates on any medical condition. If a child has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a parental consent for administration of medication form is sent to the child's parents/carers to complete.