

**EC St James (V.A) Primary School**



**FIRST AID  
&  
MEDICINE IN SCHOOL  
POLICY**

## **First Aid and Medicine in School Policy**

The school will follow the advice given in the DfEE Guidance on First Aid for Schools 1998.

First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation we have to ensure that there are adequate and appropriate equipment and facilities for providing first aid. However, there are restrictions on what medicines and first aid equipment can be held in school.

**FURTHER INFORMATION REGARDING FIRST AID, ACCIDENTS AND REPORTING IS INCLUDED IN THE SCHOOL HEALTH AND SAFETY POLICY.**

### **Appointed Person**

There are appointed persons on the staff of the school who can administer minor first aid. The main duties of the first aider are to:-

1. Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
2. When necessary, ensure that an ambulance or other professional medical help is called.

### **Procedures**

1. A child who is injured in a minor capacity e.g. graze on the knee, will be brought to the school office or staff room for treatment.
2. If the injury is considered by the Headteacher to require further investigation, the first aider will be called for.
3. The parent may be informed and requested to take the child to hospital if appropriate.
4. Teachers should use the standard letters to inform parents of all injuries sustained in school.
5. In an emergency the school staff will call for an ambulance and request paramedics to attend. If a parent cannot be contacted immediately, a member of staff will accompany a child to hospital.
6. An accident report should be completed by the member of staff who witnessed the accident/ administered first aid.

### **Administration of Medicines**

**1. Medicines will not be given by school staff to children** unless in exceptional circumstances. These may be:-

#### **a) Long term complaints**

Parents must consult with the class teacher particularly at the beginning of a school year and/or if there is any significant change during the year that the teacher should be aware of. It is vital that parents include on the data checking sheet any medical problems including allergies, asthma etc. These forms are updated each year. Exceptions will be

made particularly for children with such medical conditions as muscular dystrophy or cystic fibrosis.

#### b) Asthma

The parents of children who suffer with Asthma or have suffered at any time in the past should complete a special asthma information form obtainable from the school office. This details the medication and the incidence of attacks and factors which may trigger an attack. Parents must ensure that they sign the consent form for school to administer medication in an emergency. We have been assured by the consultant paediatrician that a child would not be unduly affected by using Ventalin not belonging to that child. Training has been undertaken by all staff who would not hesitate to administer appropriate medication.

Children have free access to their inhalers and should be taught to use them sensibly and properly. They should be labelled with the child's name and renewed regularly. Children in the infant department will have their inhalers looked after by the class teacher but children in the junior department are allowed to look after inhalers themselves.

#### c) Allergies

Again the nature of the allergy should be clearly stated on the data checking sheet which is updated every year. If a child requires medication, a consent form must be signed. In the case of a possible severe reaction e.g. to nuts, where a child may need an injection, it is the parents' responsibility to ensure that the Headteacher and school staff are aware of this and that training can be given to the first aider to administer the necessary injection.

#### d) Prescription Medication

Other prescription medications may be given by staff in school in line with the schools policy for the administration of medication in school.

## **2. Sun Safety**

It is important in the summer time that children are provided with Suntan Lotion and sun hats. The school does keep a supply for emergencies but it is the parents' responsibility to ensure that their child is suitably protected.



St Thomas' Moorside CE (VA) Primary School  
Coleridge Road, Sholver, Oldham OL1 4RL

## **POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL**

1.5.1 The Board of Governors and staff of St James' Moorside CE (VA) Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.** **Where staff are not prepared to administer medication on a voluntary basis, the parent will be required to make arrangements for a responsible adult to come into school each day to administer medication to the child.**

**Please note that parents should keep their children at home if acutely unwell or infectious.**

**Medication will be administered once per day only, during the pupil's lunch break.**

1.5.2 Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.

1.5.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. A letter of instruction must be signed by a parent or legal guardian. It must include the child's name, date of birth, the name of the prescribed medication, information regarding the illness being treated, dosage and frequency of dosage and the starting date and commencement date of receiving medication.

1.5.4 Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

1.5.5 Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

1.5.6 Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

1.5.7 Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

1. Pupil's Name
2. Name of medication
3. Dosage
4. Frequency of administration
5. Date of dispensing
6. Storage requirements (if important)
7. Expiry date.

**The school will not accept items of medication in unlabelled containers.**

1.5.8 Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

1.5.9 The school will keep records, which they will have available for parents.

1.5.10 If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

1.5.11 It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

1.5.12 It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

1.5.12 The school will not make changes to dosages on parental instructions.

1.5.13 School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

1.5.14 For each pupil with long-term or complex medication needs, the Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

1.5.15 Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

1.5.16 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

1.5.17 The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

1.5.18 All staff will be made aware of the procedures to be followed in the event of an emergency.

Policy Agreed by Governors..... (Date)

Signed.....(Chair of Governors)

**PARENTAL REQUEST**

**FOR ADMINISTRATION OF PRESCRIPTION MEDICATION IN SCHOOL**

**REQUEST TO:** EC ST JAMES' CE (VA) PRIMARY SCHOOL

**REGARDING:** CHILD'S NAME.....

DATE OF BIRTH.....

**MEDICATION**

Name of Medication.....

Prescribed for (name the illness/condition).....

Dosage.....

Frequency of administration: Once per day between 12.00 noon and 1pm

Date of first dose in school.....

Date of last dose in school.....

Storage requirements (if any).....

Expiry date of medication.....

I request that staff at St Thomas Moorside School administer the medication to my child as stated above.

I have read and understood the school's medication policy.

I understand that the medication is administered by staff on a voluntary basis.

My child has received at least one dose of this medication at least 24 hours prior to the date of first dose in school and has shown no side effects or allergic reactions.

Signed..... Parent/Guardian      Date.....

