



**Hazel Cottage**  
School

# **First Aid And Medication Policy**

## **Policy Document**

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Reviewed by:	L.Dickinson
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**FIRST AID POLICY**

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## FIRST AID POLICY

It is the policy of Hazel Cottage School that there should be adequate and appropriate equipment, facilities and trained personnel to provide first aid within the school.

First aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.

Hazel Cottage School exceeds the minimum first aid provision suggested in the DfES "Guidance on First Aid for Schools".

The school provides suitably stocked first aid containers, kept in the following locations:

- Reception area
- Kitchen
- Medical room
- All minibuses
- A burns treatment kit is held in school kitchen

There are also an Emergency Eyewash Kit and a Body Fluid Disposal Kit in the office. Before undertaking any off-site activities first aid provision is considered and first aid kits are kept in the school's vehicles. All first aid containers are marked with a white cross on a green background.

At Hazel Cottage School there is always an appointed person on-site to take charge when someone is injured or becomes ill. She will decide whether further medical treatment is advisable (e.g. hospital visit). The Headteacher or Deputy Headteacher will have the responsibility for ensuring the appropriate action is taken. Contact will be made with the pupil's parent/carer to inform them of the situation and whether the pupil has been taken to hospital.

Appointed persons have emergency first aid training. The Headteacher carries the responsibility for informing the school community of the first aid arrangements.

Details of who the first aid personnel are and where they are to be found are displayed prominently as people walk in to the school. Therefore, all visitors, staff and pupils are made aware of this information.

These are:

Emergency First Aid:

- Rachael Horsewood
  - Laura Kitching
  - Jack Lawton Green
  - Olivia Derrick
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- Lianne Russell

#### Paediatric First Aid:

- Rachael Horsewood
- Laura Kitching
- Jack Lawton Green
- Olivia Derrick
- Lianne Russell

Staff take precautions to avoid infections and follow basic hygiene procedures. They have access to single-use disposable gloves and hand washing facilities, and take great care when dealing with blood or body fluids and disposing of dressings or equipment.

Whenever pupils are off-site engaging in adventurous activities an appointed person accompanies the group.

The First Aid containers and equipment are checked regularly and re-stocked when required. Currently the named person responsible for checking the First Aid boxes is Rachael Horsewood.

Hazel Cottage School has a procedure which records all accidents, and provides for the reporting of fatal or serious accidents, injuries etc. to the Health and Safety Executive (HSE) and Options Autism.

The school records any first aid treatment given on-site and retains these records for inspection in the statutory accident books. Emergency contact numbers, and consent for medical treatment are obtained for all pupils

First aid arrangements are the subject of regular and systematic checks.

## **MEDICATION POLICY**

### **1. Rationale**

Many pupils will need to take medication, or be given it at school at some time in their school life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases there may be a long-term need for pupils to take medication. To allow pupils to take or be given medication at school minimises the disruption that could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

### **2. Aim**

To work in partnership with parents, pupils, health professionals and other colleagues to ensure that children who require medication during school time are

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able to receive it in a safe and secure environment allowing them to continue to make progress at school and progress in their education.

### **3. Our Commitment**

In common with good practice, we will aim to work in partnership with parents and (as appropriate) pupils to meet their individual needs. The following guidance aims to ensure a smooth-running partnership that minimises the impact of medical requirements on the day-to-day school life of pupils. Parents are encouraged to contact the Headteacher if they feel that procedures require adjustment or alteration to suit their specific case.

Staff that provide support for pupils with medical needs which may include the administration of medication will be given support by the Headteacher, access to necessary information, and receive appropriate training and guidance where necessary.

It is important that pupils who need to take medication at school are involved as closely as possible in the arrangements made for them. When making arrangements for medical care at school the following should be considered:

- Independent management of needs
- Supervised administration of medication
- Staff administration of medication

Staff will assist pupils with their medical needs after consultation with the Headteacher. Agreements for administering medication will normally fall to the Headteacher after adequate consultation with parents and pupils. No staff member should enter into individual agreements with parent or child.

Hazel Cottage School will ensure that training is delivered according to guidelines.

Information about an individual pupil's medical condition and related needs will only be disseminated to relevant staff in order to ensure the pupil's well-being. Information can only be passed on with the consent of parents.

Where there is concern about whether Hazel Cottage School can meet either a pupil's needs or the expectation of parents, the Headteacher will seek advice from Options Autism and a suitable health professional.

Advice on the storage of medicines should be sought from a qualified pharmacist when required.

Medicines may be potentially harmful to anyone for whom they are not prescribed. We will try to ensure that risks to the health of others are properly controlled. A secure location is provided by Hazel Cottage School, this is in the medicine cabinet in the office.

Medicine must only be brought to school in a suitable container. The container should be clearly labelled with the following information:

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- Name of the pupil
  - Name of the drug
  - Dosage
  - Frequency of administration.

Medicines should always be kept in their original containers.

When a medicine requires refrigeration it can be kept in a refrigerator containing food, in an air-tight container. To avoid confusion medicines should be kept on a separate shelf used only for the storage of medication. The container should be clearly labelled as described above. If a refrigerator contains medicines, access to it should be carefully monitored. The refrigerator is situated in the school office. Members of staff who use the refrigerator are made aware of the importance of keeping the medicine safe and secure.

In an emergency, pupils should have prompt access to their medicine through a recognised procedure. It is the duty of the Headteacher to ensure that all staff are familiar with the emergency procedure.

Hazel Cottage School staff will NOT dispose of medicines. Out of date medicines will be returned to parents/carers for disposal.

The Headteacher will ensure that staff know how to call the Emergency Services.

A pupil who is taken to hospital by ambulance should be accompanied by a member of staff who will remain until the pupil's parent/carer arrives at the hospital or the pupil is returned to school or when the pupil has to be transported home by school staff. If a pupil is taken to hospital, it is essential that Oakfield House School makes every effort to inform parents immediately; failing this the emergency contact person will be informed.

In an emergency it may be necessary for a member of staff to take a pupil to hospital in his/her own car. When a pupil is taken to hospital by a member of staff they should also take with them all medication the pupil is currently taking together with the pupils medical record showing what medication has been taken, when it was taken and the dosage.

#### **4. Working with parents**

We will work together with parents to ensure that all relevant information with regard to a medical condition which may affect a pupil at school is passed on to all concerned. Information will only be requested from parents when it is necessary to ensure the health and safety of the individual pupil and/or their peers at school. The confidentiality of a child's medical records will be respected. Information is gathered at induction meetings and regular reviews. Separate information is requested when a pupil is going off-site.

All parents/carers will be informed of Hazel Cottage School policy and procedures for addressing the medical needs of children.

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Parents should provide the school with adequate information about their child's medical condition, treatment, or any special care needed at Hazel Cottage School. They should, in partnership with the school, reach an agreement on Hazel Cottage School. School's role in helping to address their child's medical needs. Any details will be passed on to those who need to know using the staff meeting forum.

The cultural and religious views of families should always be respected.

Parents will be asked for the following information about medication:

- name of medicine
- dose
- method of administration
- time and frequency of administration
- other treatment which may involve Hazel Cottage School staff or affect the child's performance during the school day
- side effects which may have a bearing on the child's behaviour or performance at school

Pupil medical conditions will be established at the interview and home visit. Parents should advise Hazel Cottage School of any changes in the medication administered to their child and/or changes of their condition at the earliest opportunity.

## **5. Administration of Medicines**

If a pupil refuses to take medication, Hazel Cottage School will record this and inform the child's parents. If the medication is essential to the child's continued well-being, School will call the emergency services and inform the parents. If the medication is essential to the child being educated, School will contact the parents to discuss actions to be taken.

Medication should be brought to School only when it is needed. Often medication can be prescribed in dose/frequencies which enable it to be taken outside school hours. Parents should be consulted about this.

### **5.1 Non-prescribed Medicines**

Pupils sometimes ask for pain killers (analgesics) at school, including aspirin and paracetamol. School staff should not give non-prescribed medication to pupils without the consent of parents/carers.

With the prior agreement of parents, School may administer mild analgesics; e.g. either one or two paracetamol tablet (according to parental/carer advice/consent) to a child who asks for it, if s/he suffers pain or a headache at school. A record must be kept of the dose given.

### **5.2 Prescribed Medicines**

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Any member of staff authorised by the Headteacher to administer prescribed medicines to a pupil should observe the following procedure in cooperation with a colleague

- confirm the pupil's name agrees with that on the medication
- check the written instructions provided by the parents or doctor
- confirm the prescribed dose
- check the expiry date

Staff that have been authorised by the Headteacher and completed training (control & administration of medicines: NCFE) to administer medication are:

- Ceri Mason
- June Case
- Jessica Hankin

### **5.3 Functional Medication**

This type of medication includes; Insulin (diabetes), Ventolin (asthma), Diazepam/Valium (Epilepsy), Adrenaline (anaphylaxis). Where this type of medication is needed staff will be given specific training.

### **5.4 Sharps/Needles**

Where pupils require medication which is supplied with a syringe or epi-pen, or where blood needs to be tested, the staff must dispose of the needles appropriately. A bona-fide sharps box will be used for this purpose.

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