

Medication and First Aid Policy

Updated January 2018



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INVESTOR IN PEOPLE



Students with Medical Needs

Rationale

Ashcroft Technology Academy (the Academy) endeavours to ensure that all its students achieve success in their academic work, in their relationships and in their day-to-day experiences at school. Some of our students are likely to have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their life in school is minimised as far as possible, and that all staff who work with the students understand the nature of their difficulties and how best to help them in order to maximise their time within the Academy.

While there is no legal or contractual duty on teachers to administer medicines or supervise students taking their medicines nevertheless we wish to support our students where we can. Students with special medical needs have the same right of admission to the Academy as other children and cannot be excluded from the Academy on medical grounds alone.

Teachers and associate staff are in loco parentis and may need to take swift action in an emergency, both in school and off site, for example during school trips.

The prime responsibility for a student's health lies with the parent or carer who is responsible for the student's medication and should supply the school with any relevant information.

Aims

The Academy aims to:

- ◆ assist parents in providing medical care for their children
- ◆ educate staff and students in respect of special medical needs
- ◆ adopt and implement any national or local authority policies in relation to medication in schools
- ◆ arrange training for staff who volunteer to support individual students with special medical needs or general first aid requirements
- ◆ liaise as necessary with medical services in support of the student
- ◆ ensure that students with special educational needs are enabled to access the full life of the academy where possible and in meeting the needs of any education health and care plan, that a student may have in place.
- ◆ maintain appropriate records

Entitlement

The Academy accepts that students with medical needs should be assisted if at all possible and that they have a right to the full education available to other students.

The Academy believes that students with medical needs should be enabled to achieve full attendance and receive necessary proper care and support.

The Academy accepts all employees have rights in relation to supporting students with medical needs in relation to:

- ◆ choosing whether or not to become involved
- ◆ receiving appropriate training
- ◆ working to clear guidelines
- ◆ having concerns about legal liability
- ◆ Bringing any concerns they have about supporting students with medical needs to the leadership group.

Expectations

We do not expect parents to ask staff to administer medication unless it is absolutely essential:

1. that this takes place during Academy hours and
2. that the student is unable to do so him/herself either because of the complexity of the procedure or because the student would not normally have access to prescription medications without supervision.

Where parents have asked the Academy to administer the medication for their child we expect them to ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for use whilst at the Academy. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. The Welfare Officer will not accept any medications not presented properly.

The Academy will deal with each request to administer medication or offer other support to a student with special medical needs separately.

The Academy will liaise with the School Health Service for advice and information about a student's special medical needs, and will seek support from the relevant practitioners where necessary and in the interest of the student.

Practice

When a parent requests that the Academy administer medication, the Academy will:

- ◆ ask the Welfare Officer to consider whether or not they are prepared to administer the medication.
- ◆ With the agreement of the Principal, obtain written consent from parent/guardian for administration of the medication required.
- ◆ undertake a risk assessment to consider the viability of administering the medication in the Academy.
- ◆ ensure that the medication is kept in a secure place during the Academy day, that it is only accessed by the Welfare Officer, and that each time the medication is administered, the Academy's medication record is completed by the Welfare Officer and a note put in the student's diary as confirmation.
- ◆ at the end of the Academy day, or at the end of each week, or at the end of term (whichever is appropriate) ensure that the Welfare Officer hands any remaining medication back to the parent/guardian.
- ◆ if the parent/care does not attend the Academy to collect the medication, the medication will be destroyed using approved methods and this will be recorded in the medication register.
- ◆ when the student comes to the end of his/her course of treatment the care plan, mark 'treatment completed' with a note retained on the student's Academy record should it be needed for future reference
- ◆ keep the medication record in the Academy's archives so that any future queries can be resolved.

FIRST AID PROCEDURE GUIDELINES

The following course of action should be adopted if a student is feeling unwell or is injured on the premises.

- 1 A permission slip to be out of class should be made out and signed by the member of staff to whose attention the incident/illness was drawn. If the slip is not available a signed note within the student's diary is appropriate.
- 2 The student should then attend reception who will call the Welfare Officer or in the absence of the Welfare Officer other qualified First Aid staff who rotate in undertaking such support provision.
- 3 ALL details of first aid administration and accidents along with the action taken, will be entered in the Academy's Accident Book, kept in the Welfare Office.
- 4 **In an emergency parents/carers should be informed and either:**
 - a. They will attend and take the student to hospital/doctors.
 - b. An ambulance/mini cab will be called by the Academy and the student taken to hospital, accompanied by the Welfare Officer or other designated member of staff.

Emergency treatment must not be delayed while waiting for a parent/guardian to attend.

- 5 No student should be sent home without the agreement of the Parent/Guardian. Students should not be given permission to phone home asking to go home unwell but sent to the Welfare Officer who will assess the situation and make the relevant phone call if necessary. The Welfare will look to return the student to class post assessment, where this is possible.
- 6 All first aid boxes should be kept fully stocked and in date by the Welfare Officer with the relevant supplies and if any items are used the Welfare Officer to be informed in order to re-stock them.

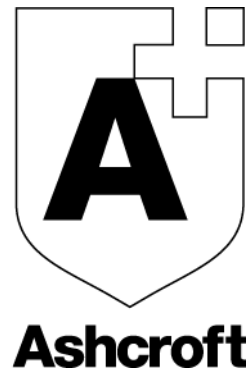
GUIDELINES TO HELP ALL FIRST-AIDERS IN THE ABSENCE OF THE WELFARE OFFICER

No pills, creams, antiseptic lotions or any medicines should be dispensed by any first aider. This is a rule laid down under the Health Safety Regulations. Please note that under these regulations, the only person able to dispense the above is a qualified Doctor.

Some students have arrangements in place to keep, in the Welfare Office, paracetamol, creams, nasal inhalers etc, for their own use in a suitably marked envelope/bag. They are kept there for safe-keeping and so other students do not use them. Each individual medicine is clearly labelled and in its original packet with the student's name. If a student requires their own medicine, they should be allowed to take it out of the envelope themselves, **AFTER** their parent/carer have been contacted and approval granted. **EVEN IF THERE IS A COVERING LETTER** giving permission for the student to take the medicine, their parent/guardian should still be contacted. A record must be kept in the 'medical records book' if students do use their own medicine along with the name of the parent/guardian giving permission plus the time the medicine is administered/taken and an entry also made in the student's diary with time/date the medication is taken.

Some students keep a second Ventolin inhaler, in the Welfare Office and if it is required by the student, there should be **NO DELAY** in letting him/her use it. Parent/carers permission is not required in this case, although obviously, if it is a bad attack they should be informed in due course, after first aid has been rendered. All accidents/illnesses reported to the first aider must be entered in the Academy's Accident Book or on the form F2508 'Report of an injury or dangerous occurrence', which is then submitted to the Health and Safety Executive (HSE) as appropriate. Copies of these are kept in the welfare office.

Parental Agreement for the Academy Welfare Officer to Administer Medicine



We will not give your son/daughter medicine unless you complete and sign this form to allow the Welfare Officer to administer medicine

Date:	
Student's name:	
Tutor Group:	
Name and strength of medicine:	
Expiry date of medicine:	
Dosage	
When to be administered:	
Any other instructions:	
Number of tablets or quantity given to Welfare Officer:	

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

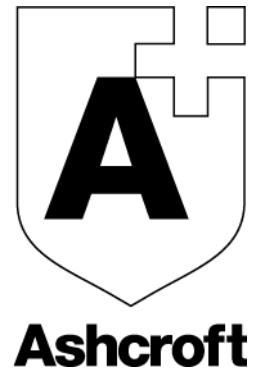
Daytime Tel No of parent or adult contact:	
Name & Tel No of GP:	
Agreed review date to be initiated by Welfare Officer:	

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

Parent's signature:	
Print name:	
Date	

If more than one medicine is to be given a separate form should be completed for each one.

Request for child to carry his/her own medicine



This form must be completed by parents/carer

Student's name:	
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Tutor group:	
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Address:	
	Postcode

Name of medicine:	
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Procedures to be taken in an emergency:	
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Contact Information

Name:	
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Daytime Tel No:	
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Relationship to child:	
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I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed:	
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Date:	
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If more than one medicine is to be given a separate form should be completed for each one.