



Broomhill School

Administration of Medication and First Aid Policy – February 2018

Many pupils will need to take medication or receive first aid treatment in school. This policy outlines and defines responsibilities, expectations and support in relation to medicines and first aid treatment.

Introduction

At Broomhill School we are happy to assist in the management of long term medication needs prescribed by a child's doctor. Where possible parents are encouraged to administer medicine out with school hours, however we understand there may be a need to take medicine during the school day.

Aberdeen City Council Insurance will only allow for the administration of medication that has been prescribed by a GP and dispensed through a pharmacy. No other medication will be administered by the school on legal grounds.

Pupil Wellbeing

Areas of responsibility are defined in this policy to ensure each person involved in supporting pupils with health care needs is aware of what is expected of them.

Working in Partnership with Parents and Carers

Parents and carers have prime responsibility for their child's health and should provide the school with information about the child's health care needs when enrolling. This information should be kept up to date at all times by contacting the school directly.

Short Term Prescriptive Medication Needs

Medication should only be taken at school when absolutely essential and with the agreement of the headteacher/administering staff member. If a child requires short term prescriptive or non-prescriptive medication the following should be taken into account:

- **Parental Administration**

If a parent wishes to administer the medicine personally on site we can arrange for your child to be excused from class to meet you at the school office at a mutually convenient time i.e. break/lunchtime. No forms will be required however; all visitors must follow the school safety and security procedures.

- **School Administration**

If the school is required to administer prescribed medicine a '**Medication Administration Request**' form should be completed by the parent/guardian and delivered to the school office along with the medication. Medication must only be handled by an adult. A '**Medication Administration Agreement**' form will be completed by the appropriate member of staff to confirm that the medication was administered and by whom. If the course of medication is to last for a number of days the agreement will be returned at the end of this period. Please be aware that if a child refuses to take medication, school staff cannot force them to do so. In this instance you will be contacted as a matter of urgency.

Non-prescription Medicine

Where a child requires administration of creams, medicated throat lozenges or any other non-prescribed medicine this should be timed out with school hours. Please be aware pupils are not permitted to carry non-prescribed medication for safety reasons.

Medication Administration Request

Parents/carers are responsible for supplying information about medicines that need to be taken in school and for letting the school know of any changes to the prescription or support needed. When completing the '**Medication Administration Request**' form you will require the following details;

- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Other treatment
- Any side effects

Long Term Medication Needs

Children with long term medical needs will require a healthcare plan in school. Once this plan is set the school and community health staff will provide the required support to ensure medical needs are met.

Healthcare Plan

A healthcare plan is produced in conjunction with the parents/carers and school nurse/doctor to identify the level and type of support required from the school in relation to long term medical needs. This written agreement signed by parents will form the basis of the child's individual care needs which in turn is used to clarify the expectations to be met by staff.

Pupils carrying their own Medicine

Parents who wish their child to carry their own inhalers should complete a '**Children carrying own Medicine**' form. We recommend that a spare inhaler be provided to the school to keep in the class first aid bag in the event of an emergency.

School Trips

There will be an opportunity to communicate any medical requirements during a school trip to the trip leader prior to the date of commencement. The Aberdeen City Educational Visits Policy form V4 will be used to gather information on medical needs. Where required the school can support you to complete these as incomplete forms would result in the pupil not being able to participate. If the school is required to administer medicine a '**Medication in School**' plan will be completed with the trip leader detailing the child's medical requirements.

Managing Staff

All staff administering medicine will be given the appropriate support and training where necessary. The Headteacher will ensure that training has given staff sufficient understanding, confidence and expertise to support child. Different levels of training will be required for different medications and where applicable NHS staff will be called upon to address the required needs. All Pupil Support Assistants are First Aid trained.

All administered medication will be witnessed by another member of staff and recorded in the '**Medication and First Aid**' folder under the '**Medication Administration**' tab located in the First Aid room. A staff member administering pupil medication must check and confirm the following;

- The pupil's name (the medication should not be prescribed to anyone else)
- Written instructions provided by the parent/carer or doctor
- Prescribed dose
- Dose frequency
- Expiry date
- Any additional or cautionary labels

Pupils are encouraged from a young age to manage their own medication where appropriate. Where a child administers their own medication staff will supervise and record as above.

Class teachers receive medical information for pupils every session and are kept updated throughout the school year on individual medical needs.

Storage and Access

Medication is stored in our First Aid Room to ensure that only the appropriate staff and children have access to it. Each class has a designated first aid kit for emergencies. Inhalers are stored in the appropriate class kit with all other medications kept in clear sealed containers in a designated cupboard accessible to staff only. Where required we have a fridge that is able to store medication that requires refrigeration. Please ensure that any medicines are clearly labelled and stored in an airtight container.

With the exception of inhalers, children are **not permitted** to carry medicine in school. All medicine should be handed directly to office staff where the appropriate forms must be completed.

We are unable to store large volumes of medication so ask that medication is supplied on a weekly or monthly basis. Any unused or expired medication will be returned to the parent/carer for safe disposal.

Record Keeping

The '**Medication and First Aid**' folder is kept in the First Aid room and will contain clear records of all medical and first aid administration as well as pupil injury records. Records will be retained filed at the end of a school year and retained as part of the Pupil Progress Record for 5 years after the pupil's final attendance at school.

First Aid Administration

Minor injuries will be dealt with in school by a Pupil Support Assistant or a member of the school staff where a PSA is not available i.e. school trip. School staff are only permitted to bathe injuries with water and/or apply a dry dressing. All first aid administration will be recorded in the '**Medication and First Aid**' folder located in the First Aid room. If further attention and/or treatment is deemed necessary, parents will be contacted.

Where an injury is deemed treatable however the child is marked or bruised beyond a minor cut or graze an '**Injury Record**' form will be completed and sent home. We will also contact you to make you aware of the injury.

Head Bumps

If your child sustains a head bump an '***Injury Record***' form will be completed and sent home along with a head bump guidance letter. For minor bumps you will be alerted via Groupcall - parents are not required to contact the school upon receipt of this message. For major bumps and visible injury we will call you directly - if we are unable to speak to you we will leave a message. The class teacher will also receive a note alerting them to the head bump to ensure the child is monitored during the school day. If your child becomes unwell during the school day we will contact you requesting that they be collected.

Emergency Procedure

In the event of a serious incident or injury where the school is unable to provide the level of assistance required emergency services will be contacted immediately. Parents/guardians will be contacted as soon as possible thereafter.

Hygiene and Infection Control

Broomhill School works in partnership with NHS Grampian and Public Health to ensure that all pupils and staff follow basic hygiene procedures to prevent where possible the spread of infection. If you or your child has diarrhoea and/or vomiting they must remain at home until 48 hours after the symptoms have settled.

Insurance

The insurance position of your child whilst a pupil with the Education Authority is covered by the following statement:

Aberdeen City Council does hold Public Liability Insurance, which indemnifies the Council for any legal liability in respect of claims from third parties, e.g. parents on behalf of pupils who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. However, if there is no negligence, a claim would not be accepted by the Council."

Staff who administer medication do so in the capacity of their role and are covered by Aberdeen City Council Public Liability Insurance upon fully following the administration guidance laid out.

Further Information

Parents and carers who require any further information can contact the school directly.