

THE FEDERATION OF HACKBRIDGE PRIMARY SCHOOL AND SPENCER NURSERY SCHOOL

ADMINISTRATION OF MEDICINES POLICY AND FIRST AID POLICY

A summary for parents and carers



In our school we have;

- clear policies known and understood by all staff
- staff training as necessary
- regular reviews of the policy by the governing body

All school staff have a duty of care to all children. However, there is no legal requirement that they administer medicines. We **do not** normally administer medicines, including antibiotics.

It is the responsibility of the Headteacher to decide whether the school can assist a pupil who may require medication. This may come as a result of a child having an **INDIVIDUAL HEALTH CARE PLAN** or as a result of exceptional or emergency circumstances. Where it has been agreed by the Headteacher, **no medicine will be administered unless prescribed by a doctor.**

This booklet is intended to help you understand our role in supporting children who have medical needs.

ASTHMA

Asthma is a diagnosed condition. Asthma inhalers must be provided to the School Office with the prescription label intact – we cannot accept inhalers without a dispensing label.



Asthma inhalers are kept in classrooms and will be taken with the group if they are going to a PE lesson or on an outing.

Records are kept when inhalers are used.

It is the responsibility of the parent to ensure that all inhalers are in date and that they have sufficient doses remaining. Parents should check their child's inhalers regularly.

CHILDREN WHO HAVE AN INDIVIDUAL HEALTH CARE PLAN

Children requiring an individual health care plan are typically those with long term health care needs such as; **Severe Asthma, Epilepsy, Diabetes, Anaphylaxis or ADHD** who require specific care and medication as part of their day to day lives.

These children have a diagnosed condition that may require regular medication and as such will have an individual health care plan.

Parents must complete the necessary form detailing basic information before their child starts school or at a later point of diagnosis, whichever comes first.

Where it has been agreed by the Headteacher that the school can assist a pupil who needs medication, all medication must be prescribed by a doctor and be provided to the School Office with the prescription label intact – we cannot accept medication without a dispensing label.

Full details of these conditions can be found in the school's full Administration of Medicines policy and medical guidance issued by Sutton council.

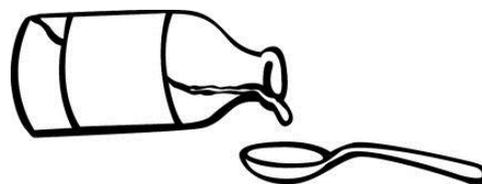
If you feel your child has diagnosed long term health care needs that are not mentioned in the list above, please discuss these with the

School Office who will arrange for you to meet with our SENCo/Inclusions Manager.

CHILDREN WHO REQUIRE ANTIBIOTICS

We do not normally administer antibiotics.

Parents, carers or their nominated adult may come into school to administer the medicine in agreement with school staff, although a dose in the morning followed by a dose as soon as the child returns home from school meets medical requirements.



MINOR FIRST AID

Minor first aid incidents in teaching areas are dealt with in class.

Children reporting to First Aid will be recorded in the Accident Book in the School Office or KS1 First Aid Room and receive a fully completed red First Aid Form.

EYFS have their own Accident Book.



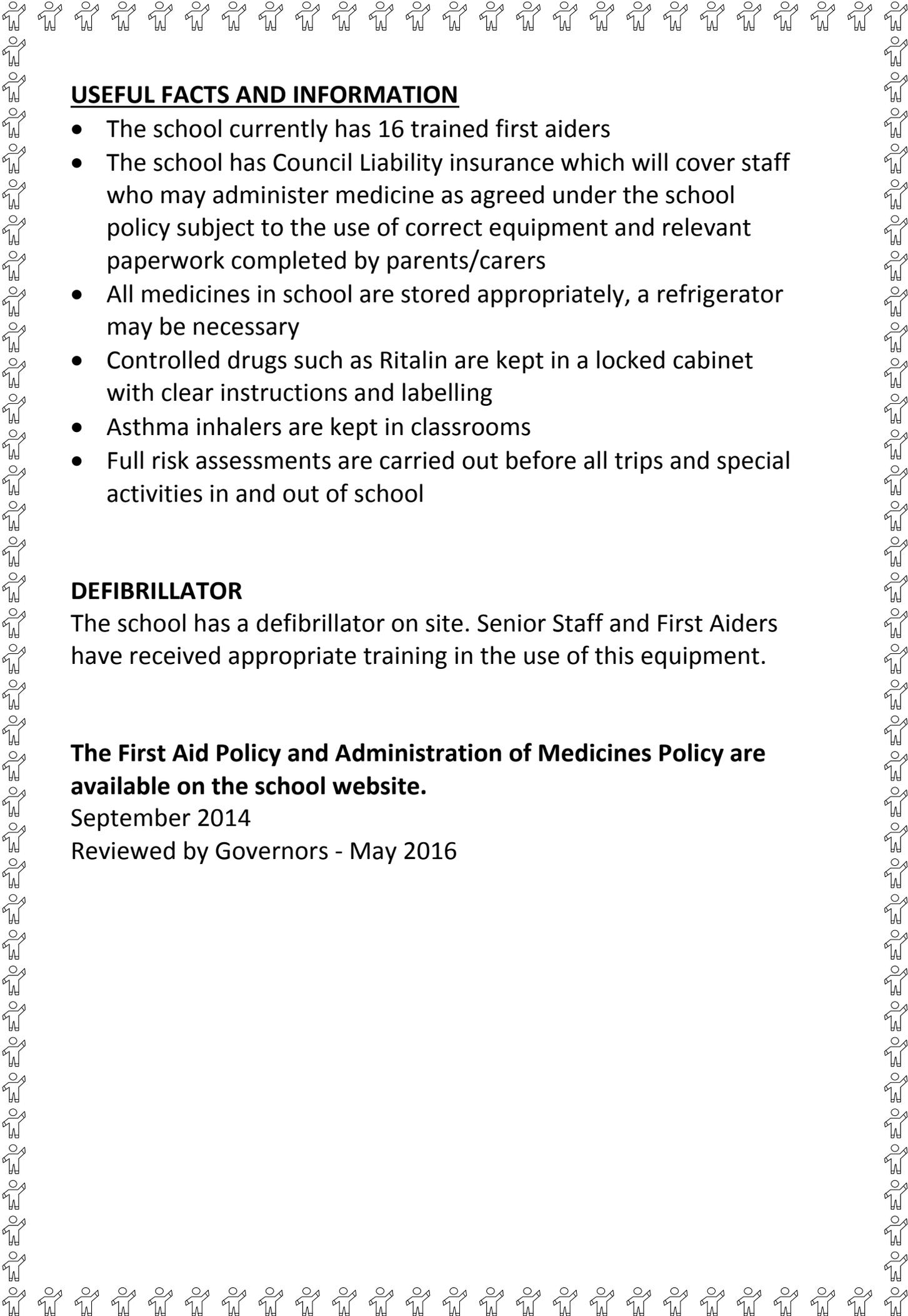
Concerns after an incident may result in a member of the office staff phoning the parent/carer and the parent/carer being given the opportunity to visit the school to see their child and, in certain circumstances, may decide to take their child home or be requested to do so by the school. It may be that the school will advise the parent/carer to seek medical advice.

IN THE CASE OF AN EMERGENCY...

Trained first aiders will carry out emergency treatment if needed.

Should a child need to be transported to hospital, a member of teaching staff will accompany them if their parent/carer is not available or until such time that they arrive.



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USEFUL FACTS AND INFORMATION

- The school currently has 16 trained first aiders
- The school has Council Liability insurance which will cover staff who may administer medicine as agreed under the school policy subject to the use of correct equipment and relevant paperwork completed by parents/carers
- All medicines in school are stored appropriately, a refrigerator may be necessary
- Controlled drugs such as Ritalin are kept in a locked cabinet with clear instructions and labelling
- Asthma inhalers are kept in classrooms
- Full risk assessments are carried out before all trips and special activities in and out of school

DEFIBRILLATOR

The school has a defibrillator on site. Senior Staff and First Aiders have received appropriate training in the use of this equipment.

The First Aid Policy and Administration of Medicines Policy are available on the school website.

September 2014

Reviewed by Governors - May 2016