



Medical and First Aid Policy

CoViD 19 update

Aim

Arundel Court Primary Academy & Nursery is committed to supporting each child to achieve full access to school and learning and this policy sets out clear statements to ensure that where possible those children who require First Aid and or medication have the same opportunities to experience school life as regularly as possible

We are committed to safety and as such we aim to take all reasonable actions to prevent accidents happening and to deal with them immediately when they occur. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Roles and Responsibilities

Parents/Carers have prime responsibility to meet the health needs of their child and should provide school with any relevant information about their child's health. This should be provided on admission to school or when a medical need is identified.

Any information on a medical condition affecting a child should be shared with all those adults responsible for the child's welfare. The child's parents and the health professionals need to provide this information in writing for the school to adequately ensure it is acted upon. In cases where there is the possibility of an emergency situation arising all staff will be informed of what action to take should that occur.

- Some children will have long term medical needs and may require medicines on a long term basis to keep them well. Other children may require medicines for particular circumstances such as allergies or asthma. Arundel Court Primary Academy & Nursery have a specific policy for Asthma management at school.
- Children who require long term medicines, have chronic conditions that require medication/support or have potentially serious consequences if medication is not given, will have individual health care plans that have been agreed with Parent/Head Teacher/nominated staff member and School Nurse.
- Where appropriate, any child with long term health or medical needs will be supported to assume responsibility to manage their needs. For these children a health care plan/medication /transition plan will be discussed with Parent/Head Teacher/nominated staff and School Nurse.

GDPR and Training

All health care plans/medication consent forms and relevant medical information will be held in by the medical officer which can be accessed by all teaching, support and lunchtime staff.

- Nominated staff members will receive training to administer prescribed medicines.
- All staff will receive annual refresher training with regard to Asthma and Anaphylaxis. Training with regard to Epilepsy, Diabetes and other medical conditions will be accessed by staff as deemed appropriate by the Head Teacher.

Medication

There is no legal requirement for school staff to give medicines to your child and the school can refuse to give medicine to your child. Giving your child medicine must be agreed by the Head Teacher, nominated staff member, parent and may include consultation with your GP/Prescriber/School Nurse. If the school feels the child is not well enough for school, you will be asked to take your child home.

Medicines we will accept

Medicines will only be accepted where it would be detrimental to the child's health if it were not administered during school hours. Normally such medicines will have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Prescribed medicines will only be accepted when in the original container as dispensed by a pharmacist and when they include the child's name and instructions for administration.

Non-prescribed medicines will never be administered without specific prior written permission from the parents using the form shown in appendix 2 and its administration will be noted on this form. These non-prescribed medicines must have dosage information attached on either the bottle or container.

Aspirin or medicines containing aspirin will never be given unless they are prescribed by a doctor.

Storage of Medicines

All medicines will be kept in either a locked cupboard in the class room or in the fridge. Instructions for their storage should be carefully followed.

Any medicines stored must be clearly labelled with the name of the child and instructions for use.

Asthma inhalers and adrenaline pens will be stored in class room bubbles, in clearly marked containers or with the child according as to the severity of the risk. These medicines will *not* be locked away.

In all cases the child will know where their medicine is stored.

Administering Medicines

Firstly, the member of staff must check that written consent has been given on the form shown in appendix 1, and then must check that the medicine is in the original prescribed container and has the following information:

- child's name
- name of medicine
- prescribed dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date
- any other written instructions provided by the prescriber

The member of staff administering the medication will be a member of staff allocated to that child's Classroom bubble or Nursery. In Nursery, this applies to only the 30 hour funded children or staff children.

If it is agreed that medicine will be given at school by a nominated staff member:

- Parents (those with parental responsibility) will be asked to provide relevant details and provide a signature that will consent to school giving medication to the child for a determined time span.

Unused or out of date medication will be returned to the parent. **NO** medication will be given to any child without signed parental consent.

- Medicines **must** be provided in the original container as provided by the chemist, and include the name of the child and instructions for the dose and giving of the medicine. School will not accept medicines that have been taken out of their original container.

Parents must complete a 'Parental agreement/Record of medicine administered to an individual form.

- School will only store medicines that have been **prescribed by G.P.** for an individual child. Medicines will be stored in accordance with product instructions, including refrigeration. Prescribed medicines must be bought to school each day and taken home at the end of each school day. This must be done by a parent/carer. No medicine will be accepted from or given to a child. **It is parent's responsibility to collect medicines at the end of each school day.**
- The name and class of the child, the date, type, and dose of the medication along with the time the medication was given will be recorded together with the signature of the person giving the medicine. These records may be seen by the Head Teacher and the School Nurse. These records will be passed to school nursing service when your child leaves Arundel Court School. You will be informed if we are required to share this information with other professionals.
- If your child refuses to take the medicine, we will contact the named person on the consent form. We will not force or coerce your child to take the medicine. If this refusal results in an emergency situation, we will follow emergency procedures. If medicine is not given to your child for any reason school will contact parent/carer **on the same day.**

Parent/Carer will be asked to complete a new consent and agree arrangements for every new medicine request.

- During the period of CoVid 19 pandemic any child who has taken any form of paracetamol or ibuprofen will not be allowed into school and will need to return after symptoms have ended.
- Any child who displays signs of a cold will not be allowed in school until after symptoms have ended.
- School will make reasonable adjustments to enable children with medical needs to participate safely on educational visits.

Asthma and Severe Allergies

If children suffer from Asthma their asthma pumps are kept in their classroom bubble. The pumps need to be clearly marked with the child's name and supplied with a spacer if needed and placed in a clear zipped wallet.

If a child needs to use their spacer and pump during the day parents should be telephoned and informed. The spacer and inhaler must be cleaned thoroughly with an antibacterial wipe. It should be sent home

half termly to be thoroughly cleaned by parents and returned with the child at the start of the new term child returns to school.

Allergies

If the child has a severe allergy, then a photograph is taken of the child after seeking permission from the parents. This is displayed in the staff room and a copy kept in the Reception area so that all staff are aware.

First Aid

Normally day-to-day decisions are delegated from the Headteacher to the recognised first aiders, but overall responsibility for putting policy into practice remains with the Head.

The school in the long-term should always have at least one qualified first aider on site, who is qualified to more than just a basic level when the children are present. There may however be short periods when the school has to be covered by those with basic qualifications only. When the recognised First Aiders are in any doubt they should always seek the advice of the Headteacher or of the most senior member of staff available.

Staff Training

All recognised Paediatric First Aiders receive a two-day course of training which is refreshed every three years. Basic first aid training is given to all staff at least every three years. Staff in each bubble will be informed of any medical needs of the children in their bubble.

First Aid Procedure

- There will be a first aid kit in every bubble and first aid boxes for the different outdoor play zones.
- The adults in the bubbles will administer minor first aid but in the event of a more serious situation, the bubble staff will seek the advice of a paediatric first aider in school.
- Staff will follow government guidelines for minimising risk of infection and use gloves where contact with bodily fluids is unavoidable.
- A supply of PPE equipment will also be available in each bubble including gloves, face masks and aprons. All staff have a small selection of PPE equipment with them all times in a bum bag. This must be used.
- The First Aider will decide on what treatment is necessary and who should be contacted.
- The First Aider will always seek extra help if unsure of the treatment, and if necessary call for an ambulance.
- In any serious case (and certainly those involving hospital) the First Aider will inform the Headteacher as soon as possible after the patient has been treated and is safe.
- The First Aider will inform the parents by telephone and/or text of the circumstances.
- In the case of any knocks to the head a phone call must be made home.
- All accidents will be recorded in the 'Medical Bump Note' folder saved in staff share.
- If the first aid has been administered by a person other than adults from the child's bubble, the First Aider will inform the adult if they are concerned that the child needs to be monitored further.
- Plasters should not be used unless the given permission.
- When using ice, it should be covered with a damp disposable wipes to prevent 'cold burns'.
- All used PPE equipment must be placed in a tied plastic bag and given to the site team to be disposed of after 48 hours.

First Aid Kits

Each classroom or bubble should have a First Aid kit. Staff must take this with them during outdoor play sessions and during PE. It is the responsibility of the class teachers to fill the first aid boxes in classrooms as and when needed.

First aid boxes have been set up for lunchtime supervision for each zones. It is the responsibility of the dinner staff to fill the first aid boxes as and when needed.

First aid resources are kept under lock and key by the medical officer, Teresa Campbell. It is the responsibility of the medical officer to order resources and keep them stocked up at all times. The officer is also responsible to audit and check the contents of all first aid kits/boxes half termly to ensure compliancy with the Health and Safety audits. An email will be sent out to all staff asking them to leave the kits/boxes outside of their classroom so that the audit can be completed safely without entering classroom bubbles.

The recognised first aiders are all trained in the use of epi-pens.

Record Keeping

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person.
- Name of qualified/emergency/school/paediatric first aider or appointed person.
- Place, date and time of accident.
- Type of accident.
- Treatment provided and action taken.

A 'Medical Bump Note' folder has been set up and can be found in Staff Share.

Intimate Care

If a child is in need of any form of intimate care such as needing to change their underwear or clean themselves after an accident, or if someone has to examine an injury in an intimate area we will always ensure that:

- Two adults are present
- the child cleans themselves as best they can without needing adult help in the first place
- if possible, we will provide a change of clothing or phone parents to bring change of clothes to school
- we inform the parents/carers of what has happened
- all actions will be documented
- in all cases we will endeavour to put the child at their ease.

Appendix 1:

Paediatric First Aiders

Mrs Campbell
Mrs Phillimore
Mrs Venugopal
Mrs Dixon
Mrs Knight
Miss Cole
Mrs Richards
Mr Green
Mr Denford
Miss Cutler
Miss Martin
Miss Hunt
Miss Begum
Mrs Nightingale
Miss Offin
Miss Haycox
Mrs Shutt

Appendix 2:

ARUNDEL COURT PRIMARY & NURSERY



Parental agreement/Record of medicine administered to an individual child

Name of child	<input type="text"/>
Date medicine provided by parent	<input type="text"/>
Class	<input type="text"/>
Quantity received	<input type="text"/>
Name and strength of medicine	<input type="text"/>
Expiry date	<input type="text"/>
Dose and frequency of medicine	<input type="text"/>

Staff signature _____
Signature of parent _____ Date _____

Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time given	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dose given	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of member of staff	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time given	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dose given	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of member of staff	<input type="text"/>	<input type="text"/>	<input type="text"/>

Chair of the Governing Body

Date ...

Policy will to be reviewed by Governors in

Review:

Headteacher

Signed: Revd. C Hetherington
Chair of Governing Body

Ms K Stocks
Headteacher

Policy Update: July 2020
Review date: July 2021