



## **Fleet Wood Lane Primary School First Aid and Medicines Policy**

This policy outlines the nature, purpose and management of First Aid and the Administering of Medicines at Fleet Wood Lane School.

### **NATURE AND PURPOSE**

The purpose of this policy is to ensure the Health and Safety of all users of Fleet Wood Lane School, and to outline the different approaches taken by Fleet Wood Lane School to:

- Ensure that any first aid issues are dealt with promptly and correctly
- Manage the secure storage of medicines required by children
- Ensure that children who need to take medicine in school time can do so safely

### **MANAGEMENT OF FIRST AID**

All staff are able to deal with simple First Aid issues, if there are significant injuries, or the staff member is unsure, they should consult the First Aid Trained individuals listed on the First Aid signs in school. Staff receive First Aid training on a rolling programme. At least two members of staff will undertake the 3-day Paediatric First Aid Training.

First aid boxes are located in each classroom with additional first aid boxes located in the staffroom and hall as well as mobile first aid kits that can be taken off site.

Any First Aid actions are to be recorded in the Accident Book by the person who dealt with the incident. The carbon copy is to be sent home via the class teacher to inform parents that first aid was administered.

If a child has been hurt significantly, or the injury is a head trauma and you feel a parent needs to check on the child, a phone call must be made to the parents as soon as possible, preferably by the First Aider. The Head Teacher, or Acting Head in their absence, should also be informed.

### **MANAGEMENT, HANDLING, STORAGE AND ADMINISTRATION OF MEDICINES**

When children need to take medicine at Fleet Wood Lane School for health reasons, parents must:

- Inform Fleet Wood Lane School in writing by completing an 'Parental Permission for the Administration of Medication' form available from the School Office or on the School website. See Appendix A. These will be kept in the school office.
- Secure medicines in a robust container (with a child proof cap where appropriate), which is clearly labelled with the child's name and details of the medicine and dosage. (Antibiotics should be stored in a clear plastic bag to avoid contamination for other pupils and staff with penicillin allergies.)



- Provide sufficient quantity of medicine to administer, eg a week at a time, where the prescribed course of treatment is a week or more (eg children with ADHD who take Ritalin). An administrator (medicine spoon, medicine syringe etc.) must also be provided.
- Hand them to the Office Staff at the beginning of the school day.
- Administer medicines to their own children if the child refuses to take administered medication from school staff. If a child refuses medication, the parent will be informed at the time of refusal, and this will be logged in the Medicine Administration Log.

Fleet Wood Lane School will:

- Ensure all medicines are kept in a safe and secure place. The Office Team working in conjunction with Fleet Wood Lane School's Senior Leadership Team, will be responsible for ensuring the safe and secure storage of all medicines. Most medicines will be stored in a locked cabinet in the school office, whilst those requiring cold storage will be placed in the fridge in the staffroom.
- School will administer prescribed medicines and **may** agree to administer non-prescribed medicine, for example, Calpol, if a child is feeling slightly unwell, but well enough for school and administering would make them feel more comfortable and able to be in school for the full day. (This would be useful for a child returning to school after illness that made them too unwell for school.) **Please note school reserves the right to refuse to administer non-prescribed medicines.**
- Supervise children while they take their medicines and record the fact in the Medicine Administration Log which is kept in the school office. See Appendix B. Medicines should always be administered by a member of staff who has agreed to administer medicines, and one other member of staff must be present to verify the administration.
- Contact parents in the event of any drugs related or medical emergency (eg diabetic coma) and when the details relating to the course of medicine to be taken are unclear.
- Supervise children in such circumstances (above) until their parents arrive or contact emergency services if necessary.
- Keep a record of any medicines administered.

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**Exceptions:**

- Children who use inhalers for asthma must have them clearly labelled with their names. All inhalers will be stored in a labelled box in an identified within the child's classroom.
- Where a child has a chronic condition that requires regular medication a care plan will be created with the family and child – see 'Supporting Children with Medical Needs Policy'.

**MONITORING ASSESSMENT AND REVIEW**

This policy will be reviewed annually or in the event of an incident prompting the review of procedures in school. Procedures will be monitored by the Headteacher, Governors and the SENDCo as appropriate.



**Appendix A**  
**Fleet Wood Lane School**  
**Parental Permission for the Administration of Medication**

Name of Child	
Date of Birth	
Class	
Medical Condition or Illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry Date	
Dosage and Method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration under supervision	Yes <input type="checkbox"/> No <input type="checkbox"/>
Procedures to take in an emergency	
<b>Prescribed</b> (please strikethrough appropriately)	Yes <input type="checkbox"/> No <input type="checkbox"/>

**We reserve the right to refuse to administer a medicine that is not prescribed.**

**NB: Medicines must be in the original packaging.**

**Contact Details**

Name	
Daytime Telephone Number	
Relationship to Child	
Address	

I understand that I must deliver the medicine personally to the School Administrator who will ensure the member of staff responsible for administration is informed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

