



Hampden House Policy

First Aid and Medication

Adopted by the Management Committee on: 23 November 2018

Signed:

Date:

Chair of Management Committee

Date for review: November 2019

First Aid

First Aid is the immediate assistance or treatment given to someone injured or suddenly taken ill before the arrival, if necessary, of an ambulance, doctor or other appropriately qualified person.

First Aid is a skill based on knowledge, training and experience. The term "First Aider" is usually applied to someone who has completed a theoretical and practical instruction course and passed a professionally supervised examination.

Staff must seek guidance from a qualified first aider before administering first aid. An up to date list of qualified first aiders is displayed in the first aid room.

1. Medication in schools

Hampden House follows the Royal Pharmaceutical Society's "Handling of Medicines in Social Care 2007 Principles:

1. People who use social care services have freedom of choice in relation to their provider of pharmaceutical care and services including dispensed medicines.
2. Care staff know which medicines each person has and the social care service keeps a complete account of medicines.
3. Care staff who help people with their medicines are competent.
4. Medicines are given safely and correctly, and care staff preserve the dignity and privacy of the individual when they give medicines to them.
5. Medicines are available when the individual needs them and the care provider makes sure that unwanted medicines are disposed of safely.
6. Medicines are stored safely.
7. The social care service has access to advice from a pharmacist.
8. Medicines are used to cure or prevent disease, or to relieve symptoms, and not to punish or control behaviour.

- Responsibility for administering medicines

It is the responsibility of parents/carers to administer medication to their children. There is no legal requirement for head teachers or school staff to administer medication or supervise a student taking it. However, school staff are often asked to assist children and young people who are taking medication and some staff may have the administration of medication written into their contract. The Department for Education guidance emphasises the need for each school to have a clear policy to guide staff and parents on such matters.

- When this may be required

There are two main sets of circumstances in which requests could be made to school staff to deal with the administration of prescribed medicines to students at school

- a) Cases of chronic or long-term conditions, such as asthma, diabetes or epilepsy.
- b) Cases where students recovering from short-term illness are well enough to return to school but are receiving a course of prescribed medication, such as antibiotics, that require four or more doses in a 24 hour period.

Following a period of illness a student's own doctor is the person best able to advise whether they are fit to return to school. It is the responsibility of the parent/carer to obtain such advice as is necessary.

Very few courses of medication are likely to require medicine to be taken during school hours. Doctors will be encouraged to prescribe medication that can be administered out of school hours e.g. antibiotics three times a day – before school, after school and evening.

The fact that a student may need to take medication is not normally sufficient grounds for them to be deprived of any schooling.

In addition, school staff may find it necessary in an emergency to take action which in exceptional circumstances may extend to administering medication.

Students do have the freedom to choose whether or not they take the medication offered to them, however, refusal may mean that the student might be sent home.

Whenever possible, studentren will be encouraged to self- administer their medication e.g. inhalers, though this is subject to their understanding and ability to do so. Staff will explain what is expected, why they need to take the medication, monitor and have the studentren and parents sign a self -administration of medications consent form (controlled drugs will not be self-administered). If the student does not administer his medication appropriately, staff will then take over dispensing the medication.

2. Hampden House's Responsibility

- Direct action

The Headteacher and their staff, in accordance with the schools Health and Safety policy and the relevant Health and Safety at Work Regulations, must take appropriate action when a student in their care becomes ill. In most cases appropriate action will be to secure either the attendance of a parent or medical assistance, but in a few rare instances staff may need to take some limited direct action.

- Routine administration of medicines

Staff share the general legal duty of the care towards their students, but, unless they are specifically contracted and trained to do so, they have no obligation either to administer medication routinely or to supervise students taking medication. However, there is no reason why staff cannot help if they are willing to volunteer, if they have been given appropriate training, are acting with the written permission of parents/carers and are acting in accordance with the schools policy.

School staff who volunteer to act in this context should be assured that they are covered by Hampden House's insurance arrangements against any claim for negligence or other liability. The insurers have confirmed that, provided staff act in accordance with the

requirements of the school's policy, reflecting any relevant guidance, they are fully indemnified under the terms of the Hampden House's Employer's Liability and Public Liability policies. Staff who are in any doubt about their position may wish to contact their professional association, which is well-placed to offer guidance and resolve queries.

Staff will be trained in the administration of medication and monitored by Senior staff until the Senior staff feel that the staff are competent to administer medication without their oversight. **The staff will retrain every 3 years.**

Staff should know which medicines each student has, how this medication should be taken, when this medication should be taken, what conditions the medication are intended to treat and keep an accurate audit account of the medicines (what comes in and what goes out). Staff will only give medicines that they are trained to give and must not undertake the following unless they have satisfactorily completed additional training:

- Rectal administration, e.g. suppositories, diazepam etc..
- Injectable drugs e.g. insulin
- Administration through a Percutaneous Endoscopic Gastrostomy (PEG)
- Giving Oxygen

Medicines that have been prescribed and dispensed for one person, should not, under any circumstances, be given to another person or used for a purpose that is different from the one they were prescribed for.

If a student refuses his medication that a doctor has prescribed, they must be clearly recorded. It may be worth waiting and offering the medication again later to see if they have changed their mind. Let the Senior Member of staff know immediately. In some cases, refusal may mean that the student returns home. **NEVER force a student to take their medication and take advice from the GP if you are concerned.**

It is always possible that human error may occur and staff must feel able to report any mistakes. The school will examine systems whenever human error occurs and take action to ensure these mistakes are minimized in future.

If a student is given too much medication in error, then the staff will take medical advice as to what action to take.

If a member of staff neglects to give medication at the prescribed time, then they will take medical advice as to administer it when remembered or skip the dose entirely.

If a student is self-medicating, then the staff must be alert to notice if they are taking too much or not enough.

Medication is to be given in a calm and controlled environment and in a way that is sensitive to the individual.

. All medication must be checked and recorded by a trained member of Staff (unless it is a controlled medication).

. A record of staff signatures must be held on file.

. Medication should not be masked or disguised.

. Staff must regularly check students' Health Care Plans and/or Emergency Medication Protocols ensure medical records clearly state any change to medication/dosage.

Adverse Drug Reactions – If you give a new medication the student and they become unwell, this may be caused by the medication. You must get medical help immediately.

- Guidance for parents/carers (Ref. **Appendix A**)

Guidelines of the school's organization and arrangements for the administration of medication should be given to parents. This should include an explanation of parents' own responsibilities and how to make a request for medication to be given at school. Parents should be asked to advise the school of any medical condition which may affect their student during the school day or during the week if they board. Parents should do this at the time of first admission, and in respect of any conditions which may arise subsequently.

Where any doubt exists about whether or not to agree to the administration of a particular course of a medication in school, Headteacher may seek advice from the School Nursing Team, the Consultant Community Paediatrician or the student's GP.

3. The Parents/Carers Responsibility

- Parental or self-administration

It is preferable that parents/carers administer or supervise the self-administration of medicine to their students. However, this may not be practical if the student is a boarder or lives some distance from Hampden House. In such cases parents may ask for medicine to be administered to the student in school.

Where such a request is made to the school by parents/carers, they must complete and sign a "Request for School to Administer Medication" form (Ref. **Appendix B**).

For students with asthma: ref. **Asthma Policy Appendix D**

- A Legal Disclaimer

The request should include a legal disclaimer from the parent/carer in favour of the staff involved in administering the medication.

- Medications

The medication, in its original packaging, together with the completed and signed "Request for School to Administer Medication" form, should be delivered to the school office staff wherever possible by the parent/carer or other responsible and informed adult. (This can be the taxi driver, but not the student).

Controlled drugs will be given to the taxi driver in a sealed and signed envelope which will contain the prescribed medication in its original packaging with the pharmacy labelled contents including the student's name, dosage and instructions for use. The parent or carer should sign along the seal and write on the envelope the number of tablets contained within the envelope. It must NEVER be given to the student.

The person receiving the envelope will sign and date the envelope to say they have received it and when/if they pass it onto another member of staff, then this member of staff must sign to say they have received it. Under no circumstances must these controlled drugs be left unattended until they are entered into the medication log, and locked away.

All medication must be entered into the Medication Log and all relevant paperwork prepared for its administration as soon as possible. The medication should be kept safely until required, unless permission has been given for it to be carried by the learner e.g. an inhaler. A small lockable refrigerator is provided for medication that must be kept cool.

Parents/carers should ensure that the medication is within its 'use by' date and that prescribed medication is clearly labelled, on its original packaging, with the contents, the student's name, dosage and instructions for use. Any concerns about the supply, transportation or storage of a suitable container should be discussed with the appropriate medical/nursing practitioners.

See **Appendix H: Storage of Medication**

Over the counter medication must also be clearly labelled with the student's name.

For controlled Drugs see **Controlled Drugs Appendix G**

- Parents/carers duty with self-medication including medication via an inhaler: ref. **Asthma Policy/Appendix D**

Parents/carers should ensure, subject to age and physical and mental ability, that their student is familiar with the dosage and able to self-administer the medication under adult supervision.

In cases where students require medication over long periods of time, any change in the dosage or other arrangements must be made in writing by completing and signing a new "Request for School to Administer Medication" form.

- Prescription medication normally administered at home

When parents/carers give permission for their child to attend school activities outside the normal school day, any medication that is required must be covered by a "Request for School to Administer Medication" form.

4. General Guidelines

For students with asthma: ref Asthma Policy Appendix D

For students with epilepsy: ref Epilepsy Policy Appendix F

- Long term illnesses

Information about long-term illnesses, such as epilepsy or asthma, should be recorded on the student's Health Care Plan, together with appropriate instructions, and dated. Assistance in doing this can be obtained from the School Nursing Team. The Health Care Plans and/or emergency medication procedures should be reviewed during the twelve months after they have been in place for a year. All out of date paperwork must be archived to avoid confusion. The responsibility for keeping and updating records will be delegated to the named persons.

- Intermittently prescribed medicines (e.g. antibiotics)

These must be kept in a locked cupboard or lockable refrigerator in the medical room. Under no circumstances should these be kept in first aid boxes. Any storage place must be clearly labelled.

- Supervision of self-administered Medicines

Wherever possible, arrangements should be made for the medicine to be self-administered, under the supervision of a named adult. A written record is made of the medication administered on a medication record card. (Ref. **Appendix C**)

- Chronic medical conditions

Students with diabetes, asthma or other medical conditions are encouraged to develop increasing independence during their time at Hampden House, depending on their age, maturity and understanding.

Other than in exceptional circumstances students with asthma should be allowed to keep their inhalers with them in school and be encouraged to use them as necessary. After discussion with the parent/carer, the student and the appropriate medical/nursing staff, some students will be considered sufficiently responsible to have charge of their own inhalers at all times.

In other cases the inhaler should be kept in a secure, clearly labelled place in the classroom, medical room or residential department.

Inhalers should be clearly labelled with the student's name. Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action to ensure its accessibility) when, for example, participating in outdoor physical education or in the event of an evacuation or fire drill.

It is the responsibility of the named persons to keep records updated on a termly basis and to check that all medication is appropriately labelled. This responsibility may be delegated. Records of chronic medical conditions should be made available to all staff.

- Storing emergency supplies of drugs

Where a student's case makes it necessary, emergency supplies of drugs can be stored in schools, e.g. Buccal Midazolam. The use of such drugs, however, is extremely rare and in these cases the appropriate medical/nursing practitioners will provide specific training on how and when to administer. These will be stored in a suitable place within school to enable emergency accessibility.

- Surplus medicine/Disposal of Medication

Medication no longer required should not be allowed to accumulate at the school. They should be returned to the parent/carer in person for disposal or they will be returned to the supplier so that they may be disposed of in accordance with current waste regulations.

When medicines are disposed of the following information will be recorded:

- Date of disposal/return to the supplier
- Name and strength of medicine
- Quantity removed
- Person for whom the medication was prescribed or purchased
- Signature of member of staff who arranges the disposal of the medication

Medication for emergency use held in school at parents/carers request should be returned at the end of each term, with a request to check and replace them as necessary. Any supplies still required should be returned to the school at the start of the new term. The named person will monitor this on a termly basis.

- Review, Questions and monitoring

The review and monitoring of individual Health Care Plans will be undertaken by the named person with advice from the appropriate medical/nursing practitioners and named pharmacist. Individual emergency medication procedures are reviewed and monitored by the School Nursing team and with advice from the pharmacist.

Staff handling medicines also have access to advice from a pharmacist who is able to respond quickly to any questions or should they need any advice.

Hampden House uses: **Boots Pharmacy**

Ms Layla Labbas Manager/Pharmacist

01787 375 804

Boots Pharmacy

7 Poplar Road,

Great Cornard

CO10 0LH

5. Circumstances Requiring Special Caution

- Medicines will only be used to cure or prevent disease or relieve symptoms, and not to punish or control behaviour. Prescribing medicines is the responsibility of health care professionals and staff will support the treatment IF there is clear instruction /direction as to how to take the medication.
- The position of the school staff

There is no legal requirement for the Headteacher and staff to undertake these responsibilities, other than in the case of support staff employed specifically to help such students where the terms of their contract of employment identify the need to assist with medication.

Only those who are willing **and** appropriately trained should administer such treatment. Administration must be in accordance with instructions issued by a doctor. Training in invasive procedures must be conducted by personnel with appropriate medical qualifications. The School Nursing Team may provide advice on nursing matters. In most cases, apart from the administration of Buccal Midazolam, all emergency medication or equipment will be kept in a secure place and made available to the appropriate emergency/medical/nursing practitioners should an emergency arise.

When students require first aid treatment to private parts of their body, staff should always seek the assistance of an additional adult. (Ref. **Intimate and Personal Care Policy**).

Disposable non-latex gloves should be worn whenever there is any risk of contamination from body fluids.

- Injections

Injections may only be administered by a qualified nurse or doctor, or by a person who has been trained to undertake the task. **Under no circumstances should an untrained person attempt an injection.**

- Allergic reactions

Students/young people who may experience an extreme allergic reaction (anaphylaxis), triggered for example by food stuffs or wasp stings, will require a Health Care Plan and Emergency Medication Protocols. This will include immediate contact with the Emergency Services and the administration of drugs as previously agreed. Guidance on dealing with potential cases of anaphylactic shock is available from the appropriate medical/nursing practitioners. If any member of staff suspects a case of anaphylactic shock, the Emergency Services must be contacted immediately via the school office in the normal way. (Ref. **Appendix E**)

- Complex conditions

In certain circumstances where students have complex and/or long term conditions, it may be helpful to draw up an individual Health Care Plan. The purpose of the plan will be two-fold:

- a) To support the student's/young person's regular attendance and optimum participation in normal school activities;
- b) To help staff to ensure the student's and others safety

- Health Care Plans

Health Care Plans should be drawn up in consultation with the parents/carers, the student where possible and the appropriate medical/nursing practitioners.

- Emergency Medication Protocols

Emergency Medication Protocols are produced by the School Nursing Team.

6. Administration of Analgesics and other household remedies to students

- Appropriate circumstances

In circumstances when students need pain relief, staff may be asked to provide a mild analgesic e.g. Paracetamol. If a request is made by a student for a mild analgesic, staff must contact the designated first aid staff who will gain permission from parents/carers before analgesics are administered. A "Request for School to Administer Medication" form must be completed as soon as possible. The student's records form must be filled in for any painkillers given, including the reason it requested. Medication records are kept in the medical room.

In order to avoid the risk of improper use, parents/carers or other appropriate adults should bring the painkillers into school.

- Aspirin

On no account should aspirin, or preparation containing aspirin, be given to students unless it has been prescribed.

- Ibuprofen

Ibuprofen can only be given when a G.P. has authorised its use, unless it is an over the counter, age-specific preparation. **STUDENTS WITH ASTHMA MUST NOT BE GIVEN IBUPROFEN UNLESS IT IS PRESCRIBED BY A G.P.**

- Other "Over the counter" remedies should not be used unless there is written parental consent.

7. Parental consent for treatment

- Parental consent is required for any surgical, medical or dental treatment.
- Rejecting Medical Treatment

Sometimes, however, a student may belong to a group which rejects aspects of medical treatment, for example on cultural or religious grounds. Or because they do not wish to take the medication. This is their choice, but in certain circumstances, they may be sent home as a result. Parents will always be informed that their student has refused medication.

Parents who reject medical treatment should make their views and wishes known to the school in writing so that the implications of their beliefs can be discussed and wherever possible, accommodated.

- School Journeys

If a student is being taken on a school journey where medical treatment may be needed, and the parent/carer is not prepared to give written instructions and an indemnity on the subject of medical treatment, the school may decide that the student should not go on the journey.

A First Aider will be present on every journey or excursion.

- Parental Wishes

The channels of healing desired by the parent may not always be available and it is a proper and responsible decision for the Head teacher, acting within the legal framework, to have recourse to ordinary medical treatment if the circumstances make it absolutely necessary. However, the Head teacher should not seek to override parental wishes and if agreement cannot be reached on this issue the student should not be taken on a school journey. Should an emergency involving a student occur in the normal course of school life, the school should contact the emergency services in the usual way, informing them of the parent's wishes.

8. Sources of advice or expertise

- The Local Pharmacist – Boots the Chemist 01787 375 804
- Within the Local Authority

Advice on policy in respect of the administration of medicines in schools should be sought, in the first instance, from the School Nursing Team. Additional advice should, when required, be sought direct from the appropriate medical/nursing practitioners.

Appendices:

- A. Guidelines for Parents
- B. Request for School to Administer Medication
- C. Asthma Policy
- D. Asthma - Using an Inhaler
- E. Allergic Reactions and Anaphylaxis
- F. Epilepsy
- G. Storage of Medication
- H. Controlled Drugs

Acknowledgements:

This Hampden House School policy has been developed from a Suffolk Schools policy framework: 'Supporting Students with Medical Needs and Administering Medicines in School' issued 2001 and "The Handling of Medicines in Social Care: Royal Pharmaceutical Society of Great Britain 2007
