

ST. MARK'S CATHOLIC SCHOOL

FIRST AID POLICY

1. INTRODUCTION

The Policy regarding the administration of medicines in school acknowledges that parents or guardians have prime responsibility for their children's health and that any medication or treatment administered at school will need co-operation between home, school and doctor/nurse.

The school does not have to agree to administer medications and those staff who do, do so on a voluntary basis having received appropriate training and guidance. The administration of medicines is dependent on the Head accepting responsibility in principle for the medicines to be administered.

St. Mark's School acknowledges that it will at some time have on roll pupils who need to take medicine to complete a course of treatment or have a condition that requires regular medication and that pupils should not be kept away from school simply because they need medication. These pupils have the same rights of admission as other children and should not miss school simply because they require medication.

The Drug Administration Policy is designed to cover the pupils who may require medication in school prescribed by a Doctor.

- Pupils who have had an acute medical condition and are now symptom free but need to continue taking medication to complete treatment.
- Pupils who suffer certain chronic medical conditions who can attend school if they receive regular medication e.g. Asthma, Epilepsy.
- Pupils who suffer variable or seasonal conditions e.g. migraine, hayfever and have prescribed medications to relieve symptoms.

PUPILS WITH SPECIFIC MEDICAL NEEDS AND CONDITIONS WILL HAVE A CARE PLAN DRAWN UP AND THE ADMINISTRATION OF THEIR MEDICATION WILL BE INCLUDED E.G. EPIPEN FOR ANAPHYLAXIS.

2. RESPONSIBILITIES

2.1 **The Governing Body** in consultation with the Headteacher, Staff and Parents will develop, approve and monitor the policy.

2.2. **The Headteacher** is responsible in implementing the Policy into practice and developing detailed procedures. He must ensure that those who volunteer to administer medicines receive the proper training and support when necessary.

The Deputy Head (Pupil Pastoral) is responsible in ensuring that all parents and pupils are aware of the school's policy and procedure with regard to the administration of medicines and for monitoring the implementation of the procedures laid down in the policy.

2.3. **The LEA** will provide insurance cover for staff who volunteer to administer medication. The LEA will provide appropriate advice and support to Governors and school staff. The LEA will provide training opportunities for teaching and non-teaching staff.

2.4. **The Health Authority** will provide formal training of staff who volunteer to administer medicines.

Assessment of competence through a period of supervised practice.

Training tailored to specific tasks and working environments and to individual children's needs.

Updating training.

2.5. The **Welfare Assistant** as designated and trained person is responsible for the safe storage and administration of medicine and the safe disposal of the medicines via parents.

The Welfare Assistant is responsible in preparing an annual evaluation to the Governing Body with regard to the effectiveness of the Policy.

2.6. **Parents** should request the GP or Hospital prescribe doses so administration of medicines during school hours are not necessary or are kept to a minimum.

- It is the parents' responsibility for supplying the medicines IN PERSON in the correct containers as dispensed by the pharmacy with the pupil's name, the name strength and form of the medication, dosage and timing to Matron.
- Completing the school request to administer Medicines Form when handing in medicines.
- For the safe disposal of medicines via Welfare Assistant.
- Informing the school of any change of details with regard to address, contact numbers and changes to the medicines.

2.7. **Pupils** are responsible for attending Matron for the dispensing of the medicine at the time arranged with Welfare Assistant and have their Diaries so the details can be recorded.

3. STORAGE AND DISPENSING OF MEDICINE

3.1. STORAGE OF MEDICINES

All medicines will be kept in a locked cupboard in the Medical Room (unless refrigerated conditions are specified on the containers.)

3.2. RECORDING

The pupil's name, the medication name, the date, the time and the dose dispensed will be recorded in the Welfare Office Day Book.

3.3 1PUPILS CARRYING THEIR OWN MEDICATION

Asthma Inhalers

Pupils who are diagnosed asthmatics will be allowed to carry their own inhalers if they have been prescribed.

Pupils and parents are advised to keep "a spare" **Reliever** in the Medical Room as a back-up in case of loss or emergency, where the inhaler will be stored in an unlocked cupboard accessible to Staff for use in an emergency.

Matron will dispose of expired medication at a chemist and it is the parents' responsibility to provide replacements.

3.42 **Epipens**

Pupils who are known to have severe allergies and have a single-dose "Epipen" should carry the pen with them and a spare should also be kept in the Welfare Office unlocked cupboard accessible for use in an emergency. (A specific care plan should be drawn up.)

3.4.3 **EVALUATION**

The Drug Administration Policy will be monitored by the Deputy Head (Pastoral). The policy will be amended in response to any changes in local or national guidelines. The amendments will be presented to the Governing Body for approval.

4. **PARACETAMOL**

Paracetamol will only be administered if the Welfare Assistant feels that it would be a necessary alternative to going home and that a current consent form from parents was on file.

CONSULTATION ROUTE:

- Welfare Assistant
- D.H.T. Pastoral
- Senior Staff
- S.M.S.A.
- School Council
- Governors June 99

Last Reviewed: October 2018