

WEATHERFIELD ACADEMY

To become the best person you can be.



First Aid and Administration of Medication Policy

K. Hoare, C Hanley and N. Drury
February 2020

To be reviewed: February 2021



Policy for First Aid and Administration of Medication

Introduction

- The Board of Trustees, Governors and staff at Weatherfield Academy wish to ensure that pupils with medication needs receive appropriate care and support at the academy.
- From time to time, parents and carers request that the academy should administer medicines to children at regular intervals during the school day.
- Whilst the Head teacher will accept responsibility in principle for members of staff giving or supervising pupils taking prescribed medication, there is no obligation for staff to do so.
- Please Note - Parents and carers should keep their children at home if acutely unwell or infectious.

Administration/ Minor Ailments

- There should be an update of the medical and personal details of pupils at the beginning of each school year.
- A list of all pupils having medical conditions that may require attention during school time will be available in the medical room. All adults should be clear about what action needs to be taken if a child becomes ill.
- New staff and supply teachers should be advised of where the information is available.
- Information about allergies to food or textiles will be ascertained through letters sent out by the Food Technology department and the details be passed on to the pastoral teachers. In cases of severe allergic reaction, such as to nuts, the pupil's name will be on the main medical list.
- If a child has been prescribed e.g. an antibiotic, this can be administered prior to coming to the academy and again on arriving home. **There is no obligation for antibiotics to be administered during school hours, unless the dosage is four times per day.**

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- Medication of any sort should only be given by recognised personnel, who hold a current First Aid Certificate. These staff are:

First Aid at Work Certificate Holders

Joe Selmes	Claire Hanley
Liam Meenan	Carol Patterson
Mary Walton	Ashley Stackhouse
Karen Marshall	Gale Davies
Zoe Wood	Nicolla Drury
Keely Hoare	Tanya Enright
Kim Parris	Kerrie Loughnane
Iva Ferguson	Tracey Freeman
Stacey Pearce	Jordan Harding
Martin Samm	Jez Young
Annaliese Giddings	Sarah Robinson

Epilepsy Awareness with Buccal Midazolam Training

Keely Hoare	Angela Roberts
Mary Walton	Stacey Bowles
Zoe Wood	
Karen Marshall	
Tracey Freeman	
Gale Davies	
Claire Hanley	

- NB All staff have Epilepsy Awareness training.

Epilepsy - Pump Trained

Claire Hanley	Angela Roberts
Mary Walton	Karen Marshall
Keely Hoare	Stacey Bowles

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- Paracetamol or other pain killers will only be given to pupils with permission from parents and a completed parental agreement to administer medication form. A member of staff should notify the parents that their child has requested medication and supervise the pupil taking the medication if the parents have agreed to it being taken.
- All medication will be sent home at the end of the school year (July) for updating.

Medication required for more long term illness e.g. asthma, diabetes etc

- Parents and carers are responsible for providing the Head teacher with comprehensive information regarding the pupil's condition and care plan.
- Prescribed medication will not be accepted in school without a pharmacy label attached to the packet and complete written and signed instructions from the parent.
- Only reasonable quantities of medication should be supplied to the academy e.g. a maximum of four weeks supply at any one time.
- All medication must be delivered by a parent or carer. This can be given to the escort on the school transport.
- THE ACADEMY WILL NOT ACCEPT ITEMS OF MEDICATION IN UNLABELLED CONTAINERS
- Medication will be kept in a secure place, out of reach of pupils.
- The academy will keep records which can be available for parents and carers.
- If a child refuses to take their medication, staff will not force them to do so. Parents and carers will be informed of the refusal as a matter of urgency. If a refusal results in an emergency, the academy's emergency procedure will be followed.
- It is the responsibility of the parent or carer to notify the academy in writing if the pupil's need for medication has changed or ceased.

- It is the parent's or carer's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within the expiry date.
- The academy will not make changes to dosage on parental or carer's instructions.
- For each pupil with a long term or complex medication need a care plan will be drawn up in conjunction with health professionals.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through the school health service.
- The academy will make every effort to continue the administration of medication to a pupil whilst on an Educational Visit.
- Children suffering from asthma should have access to their inhalers at all times, but it is not appropriate for them to have them in pockets or bags where their use could be abused. Inhalers should be individually labelled with the child's name and kept in the medical room. This medication should be used in case of an asthma attack or before physical exercise if necessary. Inhalers should be taken to all Educational Visits. Only blue inhalers should be used in school.
- Children with diabetes need to ensure that their blood glucose levels remain stable and may check their levels by taking a small sample of blood and using a monitor at regular intervals. Most older children will be able to do these themselves and will simply need a suitable place to do so. However younger children may need adult supervision to carry out the test and/or interpret test results.

Emergency Procedures

- When a child becomes ill in the academy, the usual course of action is to inform the person on duty in the medical room, who should be qualified to assess the condition of the pupil and request professional medical attention if necessary.
- All staff are aware of the procedure to be followed in the event of an emergency.
- Parents and carers should be informed immediately if the situation is serious or by letter at the end of the day if no further action is

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deemed necessary. The incident should be noted in the medical log book.

- Serious accidents or medical problems should always be referred to the Senior Leadership Team and logged appropriately.
- When a child needs to be taken to hospital for emergency treatment, relevant medical and personal information can be found in his/her file in the office or their information card in the medical room.
- The Health and Safety Governors sub-committee will monitor all medical and first aid procedures within the academy on a termly basis.

I have read and understood the attached copy of the Weatherfield Academy Administration of Medication in School Medical Policy.

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