



Medical Conditions and First Aid Policy

Committee with oversight for this policy – Behaviour & Safety	
Policy to be approved by: Headteacher	
Policy last reviewed by the Behaviour & Safety Committee	-
Policy last ratified by the Headteacher	10/02/2017
Policy / Document due for review	02/2020

Ravenor Primary School

First Aid and Medical Conditions Policy

Background

This policy has been written in line with the guidance of the documents below:

- 'The Management of Communicable Diseases in Schools, Nurseries & Other Childcare Settings'. Health protection Agency
- Guidance on First Aid For Schools (DfE).

This policy should be read in conjunction with the following policies:

- Intimate Care
- Health and Safety
- Child Protection
- Drug and Substance Abuse
- Managing Allegations against Staff
- Equalities Act 2010

The Health and Safety (First –Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities personnel to enable first aid to be given to employees if they are injured or become ill at work.

The Schools Service Health & Safety policy and related documents recognise that Schools have a duty, acting *in loco parentis*, to take reasonable care of pupils and this includes the provision of first-aid aid and the possibility of administering medicine.

First aiders must complete a training course approved by the Health and Safety Executive (HSE). At school, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

At Ravenor a member of the welfare staff is on duty throughout the school day to provide first aid cover.

There is an adequately resourced first aid room in the school.

The nursery department organises their own first aid provision for the nursery children.

There are thirteen trained paediatric first-aiders in the school. Eighteen members of staff have other relevant first aid qualifications. Dates of training undertaken form part of the Single Central Record.

Certificates are displayed in the First Aid room. Renewal of first aid training takes place each annually.

First aid is given a high priority as an area of training.

Under certain circumstances the first aid officer will administer medication to ensure equality of opportunity for all pupils to attend school. Clear written instructions must be provided by the parents/carers which may be cross referenced with the GP or school nurse practitioner.

Wherever possible the first aid staff requests that medication for short term illnesses (completion of a course antibiotics when the child is well enough to return to school) is administered before the beginning and after the end of the school day.

Storage of medicines and drugs

Medicines are stored safely in a locked cabinet out of the reach of pupils. For each individual child the medicines is kept in the container supplied, which must be clearly labelled with the name of the child and instructions for use.

Some medicines (e.g. liquid antibiotics and insulin) are placed in a sealed airtight container and clearly marked 'medicines' these are stored in the refrigerator in the First Aid room.

Asthma inhalers are readily available to pupils as some pupils will require their medicines in an emergency situation. Staff are aware of the location of these medicines.

Administering medicines

A standard procedure must be followed which includes:

- Refer to written instruction received by school
- Check prescribed dose
- Check expiry date
- Check prescribed frequency of medication
- Measure out prescribed dose and check the child's name
- Complete and sign record when child has taken or has been given medicine
- If there is uncertainty, do not give the medicine but check with the child's parents/carers or doctor
- Approved medication will only be administered on receipt of a written request from the parent/carer (see Appendix 1)
- Parents can attend school and administer medication at break / lunch times subject to completion of a proforma
- A log is kept in the Medical Room of every time medication is administered. This log shows:
 - Date
 - Child's name
 - Class
 - Time given
 - Dosage given.

Unusual administrations

In some cases children require unusual administrations of medicine, for example, injections. Such cases need to be considered individually in consultation with the school nurse practitioner.

Allergies are required to be reported to the school upon joining and must be mentioned on the contact form. The school works with parents/carers to draft a medical plan which is reviewed annually or more frequently if changes occur. (See appendix)

If a child is unwell the parents/carers will be contacted and asked to collect their child.

Epilepsy

Parents/carers are encouraged to discuss all aspects of their child's health and well being with the school.

The nature, frequency and severity of a seizure will vary greatly between individuals.

The symptoms of most children with epilepsy are well controlled by modern medication. Many pupils with epilepsy suffer fits for no known cause, although tiredness and/or stress can sometimes affect a pupil's susceptibility. Flashing lights or flickering lights, video games and computer graphics and certain geometric shapes or patterns can be a trigger for seizures in some pupils. Screens and/or different methods of lighting can be used to enable photosensitive pupils to work safely on computers and watch TVs.

Nothing must be done to alter the course of a seizure once it has begun. The pupil should not be restrained and there should be no attempt to put anything into the mouth. **A fully qualified First Aider who will know how to deal with the patient should be summoned at once.**

Pupils with epilepsy should not necessarily be excluded from any school activity. Extra care and supervision may be needed to ensure their safety in some activities such as swimming or working in science laboratories. **Concerns about any potential risks are discussed with pupils and their parents/carers. If the first aider feels it necessary she/he will seek additional advice from the GP, Paediatrician or school nurse/doctor.**

Diabetes

A list of diabetic children is kept by the medical officer and class teachers are made aware. The nurse meets with the medical officer and first aiders to give advice on pupils.

This is a condition where the person's normal hormonal mechanisms do not control their blood sugar levels.

Children with diabetes may have daily insulin injections, to control their blood glucose level. Most children can do their own injection and may simply need supervision if very young and a suitable private place to carry it out.

A quiet area in the First Aid room will be made available for this.

Pupils with diabetes need to eat regularly. This may include eating snacks during class-time or prior to exercise.

Facilities will be available for pupils to take an additional snack during the day in the First Aid room (this will be reflected in their individual medical plan).

If a meal or snack is missed, or after strenuous activity, the pupil may experience a hypoglycaemia episode (a hypo) during which his or her blood sugar level falls to too low a level. If a child has a hypo, it is important that a fast acting sugar, such as glucose tablets, a sugary drink or a chocolate bar, is given to eat.

It is important that the Qualified First Aider is called immediately.

Anaphylaxis

This is an extreme allergic reaction requiring urgent medical treatment. When such severe allergies are diagnosed, the pupils concerned are made aware from a very early age of what they can and cannot eat and drink and, in the majority of cases, they go through the whole of their school lives without incident. The most common cause is food - in particular nuts, fish and dairy products. Wasp and bee stings can also cause allergic reaction. In its most severe form the condition can be life threatening, but it can be treated with medication. This may include antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

Allergic reactions

Symptoms and signs will normally appear within seconds or minutes after exposure to the allergen. These may include:

- A metallic taste or itching in the mouth
- Swelling of the face, throat, tongue and lips
- Difficulty in swallowing
- Flushed complexion
- Abdominal cramps
- A rise in heart rate
- Collapse or unconsciousness
- Wheezing or difficulty in breathing

Medication and control

In the most severe cases of anaphylaxis, people are normally prescribed a device for injecting adrenaline called an epi-pen. The device looks like a fountain pen and is pre-loaded with the correct dose of adrenaline and is normally injected into the fleshy part of the thigh. The needle is not revealed and the injection is easy to administer. It is not possible to give too large a dose using this device. In cases of doubt it is better to give the injection than hold back. Responsibility for giving the injection should be on a purely voluntary basis and should not, in any case, be undertaken without training from an appropriate health professional.

Due to the need for an immediate response to the reaction an epi pen is stored in each classroom as appropriate and also in the First Aid room.

First Aid

Staff attend training for:

- Appointed Person Training
- Paediatric Qualification
- First Aid at work
- Administration of Epi Pen

A record of training is kept in the Single Central Record. Certificates of attendance at First Aid training are displayed in the Medical Room and copies placed in staff personnel files.

Appendices

Appendix 1

Example of A Form to be completed By the Parent/ Carer To Request That A School Take Responsibility for The Administration Of Medication In School.

Appendix 2

Contacting Emergency Services.

Appendix 3

Useful Contacts, Helplines and Voluntary Support Groups.

Appendix 4

Health Care Plan For A Pupil With Anaphylaxis.

Appendix 5

Administration of Emergency Medication In School Record Form.

Appendix 6

Administration of Non Prescription Medicine By Parents During The School Day

Appendix 7

Administration Of Epipen Where A Child With an Epipen Is Stung On The Playing Field

Appendix 8

Procedure If A Child Not Known To Have Allergies Is Stung On The Playing Field

Appendix 1

Example of a form to be completed by the parent or carer to request that a school take responsibility for the administration of medication in school

To the Parent or Carer: The school will not give your child medication unless you complete and sign this form and the Headteacher has agreed that the school staff can administer the medication.

To the Headteacher: Ravenor Primary School

Can you please arrange for the medication to be administered to:

Name of child:.....

I understand that I must deliver the medication personally to..... [agreed member of staff] and accept that this is a service which the school is not obliged to undertake.

I understand that the school will only administer medications prescribed by a GP and carrying a pharmacist label.

I understand that the school will only administer medication prescribed for the named child.

Administration of prescribed medication

Details Of Child

Name

Address.....

Class/Form.....

Condition or illness.....

Medication

Name/Type of Medication (as described on the container):

For how long will your child take this medication:

.....

Full Direction for use:

Dosage and method: Timing:

.....

Special Precautions:

Side Effects:

.....

Self Administration:

.....

Procedure to be taken in an emergency:

Contact Details:

Name of Parent/carer:

Daytime Tel: No.

Signature(s): Date:

Relationship to pupil:

Appendix 2

Contacting Emergency Services

This form is to be displayed:

- In the Medical Room
- In the Administrative office
- On the board behind the telephone in the Headteacher's office

Emergency Planning

You May Be Reluctant To Take The Decision To Contact The Emergency Services (And Worried That The Accident May Not Be An Emergency Or May Not Be Sufficiently Urgent To Warrant This Call).

If You Have Even Considered Contacting The Emergency Services – Follow Your Instincts And Ring – You Can Not Be Criticised For Being Too Vigilant; Only For Failing To Be Proactive.

- Dial 999, ask for ambulance and be ready with the following information.
- Request for an Ambulance to: **Ravenor Primary School**
- Your telephone number. **0208 578 1654**
- Your location as follows:
 - **Greenway Gardens UB6 9TT**
 - **The Emergency Vehicle Entrance Is Located On Rosedene Avenue (Post Office On The Corner).**
- Give exact location in the school: **The Child Is: (where in the school? Field/classroom/medical room)**
- Give your name:
- Give brief description of pupil's symptoms:
- **Request That The Ambulance Enters The Site Via The Rosedene Avenue And That The Siren Is Switched Off On Entrance To The Site.**
- **Speak clearly and slowly and be ready to repeat information if asked.**
- Follow instructions /advice given over the telephone by the Emergency Services. (NB This may include the use of a third party Epi Pen for a child who may be in Anaphylactic shock but no information is held in school re allergies)

Appendix 3
Useful Contacts, Help-lines and Voluntary Support Groups

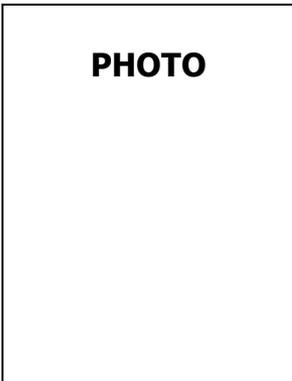
<p>Ms Gill Keeling Ealing Hospital Nursing Service Ealing Hospital Uxbridge Road, Southall UB1 3HW Tel: 0208 967 5020</p>	<p>Dr Deepti Kumar Ealing Primary Care Trust, Ealing Hospital Uxbridge Road Southall, UB1 3HW Tel: 0208 893 0154 Fax: 0208 893 0341</p>
<p>Action for Sick Children C/o National Children's Bureau 8 Wakley Street London EC1V 7QE Tel: 0207 843 6444</p>	<p>Contact a Family Contact Line (Information source for children and all professionals working with disabled children) 170 Tottenham Court Road London W1P 0HA Tel: 0808 808 3555 Email: helpline@cafamily.org.uk</p>
<p>The Anaphylaxis Campaign PO BOX 275 Farnborough Hampshire GU14 6SX Tel: 01252 546 100 Fax: 01252 377 140</p>	<p>Cystic Fibrosis Trust 11 London Road Bromley Kent BR1 1BY Tel: 0208 464 7211</p>
<p>Allergy UK Planwell House LEFA Business Park Edgingdon Way Sidcup, Kent DA14 5BH Tel: 01322 619 898 Fax: 01322 470 330 Email: info@allergyuk.org</p>	<p>National Association of Sick Children 18 Victoria Park Square London E2 9PF Tel: 0208 980 8523</p>
<p>Diabetes UK Macleod House 10 Parkway London NW1 7AA Tel: 0207 424 1000 Fax: 0207 424 1001 Email: info@diabetes.org.uk</p>	<p>National Asthma Campaign Summit House 70 Wilson Street London EC2A 2DB Helpline: 08457 010 203 Tel: 0207 786 4900 Email: info@asthma.org.uk</p>
<p>British Epilepsy Association New Ansley House Gateway Drive Yeadon Leeds LS19 7XY Tel: 02088 005 050</p>	<p>The National Association for Epilepsy Chesham Lane Chalfont St Peter Buckinghamshire SL9 ORJ Tel: 01494 601 300</p>

Appendix 4
Health Care Plan for a Pupil with Anaphylaxis

NAME OF SCHOOL: Ravenor Primary School

Pupil Name

Please enclose a photograph



Class:

Date of Birth:

SEVERE ALLERGIC REACTION TO:

.....

MILD ALLERGIC REACTION TO

.....

CONTACT INFORMATION

Family Contact 1

Name:

Phone no: (Home):

(Work):

Relationship:

Family Contact 2

Name:

Phone no (Home):

(Work):

Relationship:

Allergy Specialist

Name:

Hospital:

Phone no:

GP

Name:

Practice:

Phone no:

Agreement & Conclusion:

- The school and the parent will hold a copy of these notes. A copy will be sent to the Local Education Authority Safety Section for information.
- Any necessary revising will be the subject of further discussions between the school and parents.
- On a termly basis, any change in routine will be noted and circulated

It is the Parent or Carer's responsibility to ensure medication is available and replaced before the expiry date on the label.

Agreed & signed

.....**Head Teacher**
.....**Date**

.....**Parents**
.....Date

Appendix 6 Administration of non-prescribed medication

Parents/carers may wish to administer non prescription medicine e.g. cough medicine, Calpol / Nurofen to their child during the school day.

Please note that the school cannot take responsibility for administering non prescription medicines.

Please administer cough medicines / Calpol / Nurofen before your child arrives at school and on their return from school at 3.15 PM.

Often this medication will last for up to 4 hours

If parents / carers feel that an additional dose is needed during the course of the school day parents/carers may come to school to administer this medicine (at their own risk) at the beginning of the lunch time (KS1 pupils at 12.00; KS2 pupils at 12.30).

Please complete the form below which will be kept for our records.

Thank You.

Administration of non-prescribed medication

Details of Child

Name.....

Class.....

Condition or illness.....

Medication

Name/Type of Medication (as described on the container):

.....

For how long will your child take this medication.....

Contact Details:

Name of Parent/carer:

Daytime Tel: No.....

Signature(s)..... Date.....

Relationship to pupil.....

If a child, who is known to have an EpiPen, is stung by a bee or wasp on the playing field.

Two children are sent in from the field to go to the office.

One adult in the office phones the ambulance and alerts a member of SLT or the adult in charge of the school.

One adult from the office goes to the Medical Room.

If Welfare Officer is in the medical room she will take the EpiPen box, and the two messenger children, back out to the field.

If Welfare Officer is not in the Medical Room office staff to take the EpiPen box, and the two messenger children back out to the field.

EpiPen administered.

One adult to go back into school to collect the second EpiPen box from the child's classroom and takes it back to the field.

If necessary second EpiPen administered.

Used and unused EpiPens to go back into the box to be given to the ambulance crew.

