Medical and First Aid Policy (including Administration of Medicines)

This policy is for the whole school including EYFS and boarding

It is a statutory requirement for an employer to make adequate First Aid provision for all employees. At Prebendal it is recognised that this provision covers all staff, pupils and visitors. This policy is applicable to all pupils, including those in the EYFS and boarding. Particular routines for EYFS are detailed at Appendix 4.

Any medical or first aid for Pre-Prep children, including EYFS children, is dealt with through and by the Pre-Prep staff in liaison with the Matrons as required and medical or first aid for Prep children and boarders is dealt with through and by the Matrons.

Aims.

• To provide first aid treatment where appropriate to all members of the school, particularly pupils and staff in a timely and competent manner.
• To ensure that first aid provision is available at all times for pupils on and off the premises.
• To treat a casualty, relatives and others involved with care, compassion and courtesy.

Objectives.

• To ensure there are sufficient qualified first aiders available to provide First Aid cover during school hours.
• To ensure that First Aid information is readily available and that everybody is aware of how to get help.
• To keep accident records and to report to appropriate bodies as and when required, including the HSE under RIDDOR.
• To ensure that First Aid kits are available and maintained regularly. (A list of locations of kits is at Appendix 5).
• To provide regular, relevant and up to date training.

Procedures.

• There is 24-hour cover provided by matrons and a number of other named staff who are all qualified first aiders (see appendix 2).
• Teaching staff have First Aid Awareness and Emergency Life Support training (see appendix 2).
There are four paediatric first aiders in the Pre-Prep (see appendix 2) and at least one will always be on site when EYFS children are present, and at least one will always accompany an outing with EYFS children.

The school will record any allergies for any children when they join the setting and medical needs will be kept up to date.

All pupils and staff have access to matrons and the first aid they provide.

Immediate help will be given to the casualty by first aiders. Where necessary, an ambulance or professional help will then be called upon (see dealing with a casualty).

Parents or guardians will be informed of any medical need including injuries and if there is a requirement to keep children away from the school until after 48 hours after any vomiting or diarrhoea ceases, so restricting infection. Any accidents or injuries to any children, and the first aid treatment given, will be recorded and parents informed the same day or as soon as possible.

A matron or trained first aider will accompany any casualty to hospital if necessary.

All appropriate precautions will be taken when cleaning up after an incident. Blood, vomit or other bodily fluids will be removed appropriately (see appendix 1).

The matron/first aider is responsible for recording details in the treatment book. The following information must be included:

- Name
- When the incident happened
- Where the incident occurred
- What happened
- Action taken
- Signature of matron/first aider

An accident form will also be completed and sent to the Bursar’s office for more serious incidents.

The HSE will be notified as required by the Bursar in accordance with RIDDOR for deaths, major injuries, over-seven-day injuries, an accident causing injury to pupils, members of the public or other people not at work, a specified dangerous occurrence, where something happened which did not result in an injury but could have done.

The school will also notify local child protection agencies of any serious accident or injury to, or death of a child while in its care and will act on the advice of those agencies.

The school is registered to receive CAS medical safety alerts.

**Dealing with a Casualty**

- Any member of staff with a serious casualty should make an initial assessment to ensure that the location is safe for the casualty and the first aider.
- If safe to continue, the first aider will ascertain whether the casualty’s airway is clear, that they are breathing and conscious. If unconscious, then check pulse.
- If casualty is unconscious the first aider will ask for help and 999 to be called.
- If casualty is breathing and unconscious, they are to be placed into the recovery position and 999 to be called.
- If casualty is unconscious, not breathing and no pulse than CPR is to be administered according to St John’s training procedure.
Provision.

Qualification

- First Aiders will hold a recognised valid certificate of competence issued by the St John’s Ambulance / Red Cross. This is renewed every three years.
- All teaching staff will attend a one day training day every three years as part of their INSET programme. This is renewed every three years.
- Maintenance Staff who do the morning minibus service are also First Aiders and hold a recognised valid certificate of competence issued by the St John’s Ambulance / Red Cross. This is renewed every three years.

First Aid material equipment and facilities

- All First Aid containers are marked appropriately with a white cross on a green background
- Each minibus carries a First Aid container
- First Aid boxes must accompany any group leaving the site such as sports fixture, field trips or outings
- A First Aid container is located in the Sports Pavilion at the field
- Spare stock is kept in the matron’s room
- All inhalers and epipens will be kept in the pupil’s classroom (if appropriate) and also in matron’s room and the staff room. Pre-Prep medication will be kept in a locked cabinet in the Pre-Prep Office.
- A sick bay is provided for the medical treatment of all pupils and staff, not just boarders
- Basic hygiene procedures are followed by all staff
- Disposable gloves (and apron if appropriate) are worn by matrons when dealing with blood or other bodily fluids. Pre-Prep staff have a similar supply of PPE.
- Dressings and bandages are disposed of in a safe and appropriate manner
- All First Aid treatments and minor / major illnesses at school are recorded in the treatment book
- All First Aid records are retained by the school for the appropriate number of years

Children with Chronic Conditions

- For the purposes of this policy conditions such as asthma, epilepsy, serious allergies and diabetes amongst others are considered to be chronic conditions
- Parents alert the school to any prevailing chronic condition on entry to the school through completion of a medical declaration form.
- Matrons will alert staff to all pupils who have chronic conditions and keep them updated of how to deal with their individual needs and any possible emergency situations that may occur. If specific training is required this will be organised by the school as soon as practicable.
- Each child has their individual medical record identified with a red mark
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- Each child has an Individual Current Treatment Plan which is lodged in the individual medical record and also with any specific medication for treating the condition.
- A list of pupils with chronic conditions is kept and updated as and when appropriate

Administration Of Medicines

These procedures are based on the MOSA Guidelines for the Administration of Medicines in Schools. These procedures must be understood and accepted by staff, parents and pupils and provides a sound basis for ensuring the proper and safe administration of both prescribed and over the counter (OTC) Medicines.

If you have any queries regarding medication please speak to the Matrons. Whenever possible however, medication should be given at home. However if a child has specific medical needs or procedures, and permission in the form of a Medical Consent form is granted in advance from parents then Pre-Prep staff or Matron will administer medicine.

Recording and Monitoring of Records

- Records must be properly completed, legible and current. They must provide a complete audit trail for all medications.
- The Matrons must have an up to date reference for all current prescribed medication.
- ALL medicines brought into the school must be recorded for each pupil including over the counter and complementary medicines.
- The Medical Administration Record must include:
  - Name of pupil
  - Date of receipt
  - Name, strength, dosage and reason for medication
  - Quantity of the drug
  - Time medication last administered
  - Time that medication is required
  - Amount of medication required
  - Parent’s signature
  - Signature of the member of staff receiving the drug
  - This Record must be kept for all drugs administered and be retained for 15 years after the last date of entry.

- The Matrons must also keep a record of repeat medication requested and check that this has been received.
- A record must be kept of medicines sent home or on residential trips with the pupil and if a pupil is admitted to hospital.
- The relevant Doctor must be informed if a pupil refuses to take medication.

All medicines must be handed in to the front office or the Matrons (as appropriate) where it will be stored appropriately in a locked cupboard, preferably in a locked room. A record of medicine given at school is held in the Highleigh office or Matrons office. It is the parents’ responsibility to inform their child’s teacher or the Matron if a child is taking
any medication and the reason for this. Medications will be administered and stored as advised on the bottle/packet.

If a child regularly needs medication i.e. inhalers etc, then a letter is required from parents to give permission for staff to administer medicine on a regular basis. This letter will be kept in the child's personal file and Pre-Prep parents will also be asked to sign the medication form on collection of their child, in order to note that the medication has been administered. The details of the child’s medical condition must be recorded on the Medical Information form and given to Matrons.

These medications may be kept on site for as long as required. They must be clearly labelled with the child’s name and dosage, and must be replaced by the parent when they expire. Emergency medication will be according to the needs of the child and will be discussed with parents.

**OTC Medicines**
- Will be kept securely in a locked cupboard, preferably in a locked room.
- There will be a list of those medications stocked with indications for use, contraindications, dosages, side-effects and the duration of treatment before nursing or medical advice is sought.
- They should be issued to pupils under ‘homely remedy protocol’ in that nothing is given to pupils that are not approved by parents.

**Prescribed Medicines**
- Will only be issued to the pupil for whom they have been prescribed.
- Will stay in their original container that should be childproof.
- The original dispensing label must not be altered.

**Self-Administration of Medication**
- Pupils are not to self-administer medication. Any medication is to be handed to the Matron for administration by themselves or their instructions to staff.

**Administration of Prescribed and Non-Prescribed Medication**
- Staff will not administer medicine that is out of date.
- The medication form must be dated and **the parent note** time medication was last given.
- When a member of staff administers medication they will sign the Medication Record/Log Book to confirm the time that it has been administered and in the case of Pre-Prep this will be witnessed by another member of staff. The child’s parents/carers will be informed on the same day, or as soon as reasonably practicable.
- Medicine will be administered when appropriate, ensuring that the recommended dosage is not exceeded.
- If Pre-Prep staff administer medication then two people must be present when it is administered.
- The Matrons are designated as the appropriately trained personnel to administer and manage medicines.
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- The protocol for administering prescribed medicine is that:
  - Pupil identity is checked.
  - The administration sheet is checked to ensure it matches with the label on the drug.
  - The administration sheet it immediately initialled.
- If a pupil refuses to take the medication it is recorded. Non-prescribed medicine is administered under the homely remedy protocol.
- Any drug errors and adverse drug reactions are to be reported immediately to parents and medical advice sought.
- No foreign medicine is to be brought into the school by pupils.
- Training is given to Matrons and Boarding Staff who are to administer medicines highlighting indications for use, contra-indications, dosages, side-effects and the duration of treatment before nursing or medical advice is sought.

Staff taking medication/other substances
Staff must seek medical advice if they are taking medication which will affect their ability to care for children and any staff medication must be securely stored at all times.

Administration to Save a Life
- In extreme emergencies certain medicines can be given or supplied without the direction of a medical practitioner or there being a parent or guardian but medical personnel and the parent or guardian must be immediately informed that this has happened.

Care of Boarders who are unwell
When a boarder who is unwell, and specifically demonstrating symptoms of vomiting and/or diarrhoea, the following additional measures will be required:

- The child will be isolated in the sick bay (Lavant).
- During this time, they will have direct access to a specified toilet / bathroom away from main facilities in order to avoid cross-contamination.
- The child’s parents will be contacted to inform them of illness and where possible the child will be collected immediately.
- Should a parent / guardian be unavailable, the child will be isolated in the sick bay with access restricted to designated staff, until the parent can collect, with continued access to a specified toilet / bathroom.
- Once the child has been collected, a deep clean will be undertaken in line with Appendix 1.
- The child shall be absent from school until 48 hours after symptoms have ceased.

In the event that the child cannot be collected, such as an overseas boarder or a child whose parents are away from home, they will remain isolated in the boarding house as described above until such time that either collection can be made, or symptoms have ceased for 48 hours.
Appendix 1
Dealing with Body Fluids.

- The main priority is the welfare and wellbeing of the child. In the event of bleeding the blood flow should be staunched if possible and if necessary due to continued bleeding the patient will go to hospital.
- The spillage area must be isolated and marked with warning sign
- Always wear disposable gloves
- Use a disposable cloth for cleaning up. Crystals for very watery spillage are kept in matron’s room and can be used.
- Place disposable cloth in a plastic bag, seal it and place in a biohazard bin, if available.
- Disinfect the area with Dettol or similar antibacterial solution.
- Any soiled clothing to be placed in a plastic bag, sealed and returned to parents of a day pupil. Boarders will have clothing laundered separately.
- Any bowl or bucket used to have contents emptied into lavatory, bowl or bucket to be thoroughly cleaned and disinfected.
- If a disposable bowl has been used, place in plastic bag, seal it and put in outside large wheeled bin or biohazard bin if available.
- Disposable gloves are to be put into a sealed bag, and placed into the biohazard bin. Wash hands thoroughly afterwards.
- If a child has had a bed wetting accident in the boarding house the above procedures apply, but particular care should be paid to discretion to avoid embarrassment. Any soiled clothing or linen will be laundered. Mattress cleaned with disinfectant, or if damaged by fluid disposed of.
- If using the mini bus, a box is carried on each bus containing everything necessary for the above procedures to be carried out.
- When travelling in a coach, the clean-up box, may be collected from Matrons, to take on the journey.
Appendix 2
First Aid Qualified Staff

First Aid at Work & Paediatric First Aid
Kirsty Batchelor
Jilly Hawksfield
Margaret Lyons
Chris Pilgrim

Paediatric First Aid
Leesa Guillaud
Ruth Irvine Capel
Annelise King
Alison Napier
Louise Salmond Smith
Sophie Simcox
Emma Thacker
Eilidh Wild

First Aid at Work
Robert Brittain
Derek Eastwood
Mark Chapman
Nick Jones
Ian Richardson
Anita Oleszzak

Forestry First Aid
Flora Aubrey-Thomas

Emergency First Aid
Izzy Allerston
Lesa Burchell
Tom Bromfield
Brydie Clark
Erica Ellicott
Jo Evans
Caroline Hale
Jonathan Hodgson
Emily Hudson
Jacob Humphries
Matthew Jelf
Liz Johnstone
Caroline King
Agata Kozieja
Robbie McHugh
Zania Moorhouse
Harry Munt
Andy Saint
Michael Scharf
Eliza Sleep
Helen Sutcliffe
Suzanne Warner
Hannah Williams
Appendix 3

Early Years Foundation Stage

The Paediatric first aiders are:
Kirsty Batchelor
Leesa Guillaud
Jilly Hawksfield
Margaret Lyons
Ruth Irvine Capel
Annelise King
Alison Napier
Chris Pilgrim
Louise Salmond Smith
Sophie Simcox
Emma Thacker
Eilidh Wild

At all times, at least one member of Pre-Prep staff on the premises and at least one member of staff accompanying any Early Years Foundation Stage outing must have a current paediatric first aid qualification.

When children join the Pre-Prep, parents meet with the class teacher or leader and during this discussion details of any allergies or medical needs are noted and stored in the individual child records. This is updated as advised by parents, and staff check with parents for any changes that may need to be updated, and details passed to relevant staff. A medical form is also completed on entry to the school and stored with Matron.

In the Pre-Prep Parents Handbook there is advice to parents about keeping children away from school when they have any illness. This follows the West Sussex guidelines. These guidelines specify that a child should be kept away from school for 48 hours after the last incident of sickness or diarrhoea occurred to prevent infection. The school will notify parents of any incident which requires children to be kept away from school.

Any accidents to children are recorded in the accident book which is checked half termly by a member of staff who will highlight any recurring incidents. An accident form is completed at the time of the incident detailing what happened and when and what treatment was given and the parent signs this at pick up. This is then stored in the child’s individual record. Parents will be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

If a child bumps his or her head, a paediatric first aider will check the child. The parent is contacted to inform them of the incident. The child may be taken home or checked by Matron as required by parent. A head bump sticker will be placed on the child to ensure everyone is aware to take care around the child to prevent further injury.
If a child arrives at school with visible injury the parent will be asked for details and any special care that will be necessary will be noted. These details will then be filed in the individual child’s folder.

In the case of serious accident or injury to, or death of a child, the West Sussex Child Protection team will be notified, as well as the HSE under RIDDOR, and the school will act on their advice.
Appendix 4
List of 1st Aid Kit Locations

- **Main Building:** School Office, Bursary, Matron’s Office.
- **Richmond & Highleigh:** Latin, DHP Office.
- **Bishop’s Kitchen:** Music
- **Other:** Pavilion, Minibuses