Manor Wood Primary

First Aid and Administering Medicines in School Policy

Owlcotes Multi-Academy Trust

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1 Administering Medicines in School

Aim
To establish a framework for the safe administration of medicines in school.

Manor Wood Primary School will follow the detailed guidance in Leeds City Council "PG505 – Supporting children/young persons with medical conditions in school" regarding administration of medication/medical procedures including disposal of out of data medication, record keeping and training for staff.

Overall Considerations
Manor Wood Primary School will allow medications to be brought to school when it Is essential, e.g., where it would be detrimental to a child's health if the medicine was not available or not administered during the school day.

Wherever reasonably possible, parents/carers are advised to request that any prescription is such that the child does not need to take any medication whilst at school.

We will only accept medication in its original container and with the prescriber's instructions for administration if the medication is prescribed.

We will allow non-prescription medications to be provided if it is essential (as above) and needs to be taken during the school day. We will follow the same procedures set out in this policy for all medications.

The administration of medicine is the responsibility of parents and carers. In cases where the administration of medicines is routine and straightforward and where the parent asks the school to administer medicines the following conditions will apply:

- Parents must complete a form of consent for the administration of medicines/treatment at the school office. Such written consent will need to state the medicine and the dose to be taken, or the details of the medical procedure.
- Only medicines and treatments prescribed by a doctor and/or accompanied by a signed written instruction from the parent on the school's medication slip will be accepted.
- The instruction, which must be made on the school's consent form, should specify the medication involved, circumstances under which it should be administered, frequency and level of dosage.
- The school will not accept items of medication in unlabelled containers**.**

- Throat soothers, cough sweets etc. are not allowed in school at any time as these present a choking hazard and are not prescribed medication.
- All medication will be kept in a secure place, out of the reach of pupils, with the exception of inhalers for asthma, which can be kept with the child if appropriate.
- Unless otherwise indicated all medication to be administered in school will be kept in a cupboard or in the refrigerator in the school sick bay adjacent to the school office.
- Medication will typically be administered at 12 noon unless the prescription or child's healthcare plan states otherwise.
- For each pupil with long-term or complex medication needs, the Headteacher will ensure that a care plan and protocol is drawn up, in conjunction with the appropriate health professionals, and that staff receive any appropriate training.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- We will ensure that any medication required critically in the case of an emergency e.g., asthma inhalers, adrenaline auto-injectors, insulin etc., is always readily available wherever the child is on our school premises, or off-site on school visits/activities.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- Staff who assist in the administration of medication will receive appropriate training/guidance.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements and training might be required.
- Parents/guardians should provide schools with information about their child's medical condition. For those children with specific conditions, details are shared with all staff. Those staff working directly with these children will have appropriate training where required. All children's medical conditions are kept on a list by the school office as well as on Arbor. Information is also passed from teacher to teacher during transition meetings.

IHCPs and Individual Children Risk Assessments (IPRAs)

Manor Wood Primary School will follow the guidance in PG505 – Supporting children with medical conditions in school regarding both the development and monitoring of IHCPs and when an IPRA may be required.

The school will review IHCPs at least annually, or earlier if evidence is presented that the child's needs have changed.

Being notified that a child has a medical condition
When the school is notified that a child has a medical condition, the process outlined below will be followed to decide whether the child requires an IHCP. Manor Wood Primary School will make every effort to ensure that arrangements are put into place as soon as possible. When notification of a child with a medical condition is received, the school will:

- Gather all the required information by providing parents/carers with the appropriate form and having follow-up conversations where necessary.
- Where possible, make appropriate arrangements for staff to administer any medication or medical procedures and to receive whatever training is necessary.
- Where required, instigate an IHCP.

Self-Management
We will allow children who are competent to do so to manage their own medication. This will be based on discussions with the child and their parent/carers. Written consent from the parent/carer will still be required. Where necessary, staff will supervise the child whilst they are taking their medication.

Manor Wood Primary School allows the following medication/medical equipment to be carried by children where it is deemed they are competent and it is safe to do so:

- Asthma inhalers;
- Auto-injection devices;
- Allergy medication (in specific circumstances only);
- Diabetes management devices/insulin.

General Principles
Children suffering from short-term ailments, who are clearly unwell and / or who are infectious should not be in school and we reserve the right to ask parents to keep them at home. The decision will be made in their own best interests and that of other pupils and staff.

Should a child fall ill whilst at school, parents or carers will be contacted and asked to take them home.

No child under the age of 16 will be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

2. First Aid in School

At Manor Wood Primary School, we endeavour to provide the very best possible care for our pupils.

We have a number of staff who are Emergency First Aid trained and in addition we have staff who are trained in Paediatric first aid. The school office keeps a list of these staff and their relevant training dates.

Storage
First Aid equipment is stored in the school office. Each classroom also has a small supply of first aid materials that can be used to deal with minor injuries. It is the responsibility of class-based staff to ensure the box is properly stocked. Additional supplies can be obtained from the school office. There is a First Aid kit for staff to take with them when taking children off site for school trips, sporting events or visits which is also kept in the office.

Procedures
With the exception of very minor injuries, children are brought to the school office for first aid treatment. Plastic gloves are to be worn when dealing with all incidents involving broken skin or bodily fluids. Bloods/soiled dressing and used gloves should be disposed of in the sanitary boxes in the staff toilet. Whenever possible, a child should be dealt with immediately and if appropriate should be returned back to their lessons promptly.
Unless very minor, all incidents/injuries should be recorded in the "incident/illness report book" school office and a white slip detailing the injury and care needed/given to the child should be completed. A copy should be sent home with the child to inform their parents and a copy should be retained in school. The class teacher should be informed.

An up-to-date list of child medical conditions, asthma etc. is kept in the school office and shared with all staff. Information regarding medical conditions is also passed on to staff during transition meetings.

Head Injuries
Parents to be informed by telephone in every case. The class teacher should always be informed. Head injuries should be recorded on the "incident/illness report book" in the school office and white slip sent home, with a copy kept in the book in school.

Accidents at Lunchtime
Children have first aid administered by First Aid trained lunchtime staff following the same procedures outlined above and are brought to the school office for an ice pack or other first aid treatment if required. Lunchtime staff should ensure the white slip in the "incident/illness report book" is completed and that these white slips are passed on to the teacher who will ensure the child takes them home.

Accidents in the Classroom
If a minor accident happens in the classroom, the child should be dealt with by the First Aid trained Teaching Assistant (or teacher) working in that classroom. More serious injuries or illness are dealt with by a first aider and the child should be brought to the school office.

Precautions for Offsite Activities
Classes leaving the school premises take a First Aid box, and a sick bucket containing essential cleaning aids.

Dealing with Emergencies
In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted.

If the parent cannot be contacted, then a member of staff will accompany the child to hospital. Every attempt to contact the parents will be made by the school.

The Headteacher or most senior member of staff on site must be informed if there is an emergency, if an ambulance is called or if the parent attends and is given advice to seek medical attention.

Following an emergency in school, the correct reporting (Form 1, 2 or 3) must always be completed with as much detail provided as possible.

Form 1: An accident or injury on school premises which resulted in a child or adult immediately attending hospital for treatment from site. Eg. a slip/trip which resulted in a broken bone.
Form 2: A physcial injury involving a child or adult, where there is no motivation or intent behind the action.
Form 3: A violent incident or assault involving a child or adult, where there is intent behind the action.

Hygiene Control Guidelines

At Manor Wood Primary School, we follow the Hygiene Control Guidelines recommended by the DfE. Listed below in all instances to provide protection against a range of infections to which staff in schools may be exposed.
The following is the basic hygiene procedure recommended.

- **Personal Hygiene**
  Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing. Sanitary towels should be placed in the disposal bins provided in the staff toilets.

- **Accidents Involving External Bleeding**
  Normal First Aid procedures should be followed, which should include the use of disposable gloves. Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.
  Cotton Wool should not be used in cleaning wounds since it is not sterile and could cause infection. After accidents resulting in bleeding, contaminated surfaces, e.g. tables or furniture, should be disinfected.

Waste Disposal

Soiled nappies should be bagged and placed in the outdoor lidded bin provided for this purpose. These will be then disposed of by Biffa waste. Dressings contaminated by bloods should be disposed of in the sanitary bins. These are collected regularly and the contents disposed of by an outside contractor.

Appendix A: Parent/Carer Medicine Form

Date:

Child's Name: **Class:**

Medication Name:

Name of medical condition/diagnosis that requires medication:

Dosage:

Does your child have an allergy action plan?

Evidence given from medical professional regarding medical condition/diagnosis:

Symptoms that would require medication to be administered:

Any side effects:

Date of medication expiry

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for school staff to administer medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed: **Parent/Carer**

Name: **(Please print)**

Contact number:

This First Aid and Administering Medicines in School Policy was adopted by Manor Wood Primary School on 17.10.2024

Chair of the Local Governing Board: Mrs K Adams		
Signature:	Kim Adams	**Kim Adams**
Frequency of review:	2 years	
To be reviewed by:	Manor Wood Primary School Local Governing Board	
Date of next review:	October 2028	

REVIEW RECORD

Date of review	**Reason for review**	**Date of next review**
15.10.2026	2 year review cycle	October 2028

Name:	**Kim Adams**	**Signature:**	Kim Adams

on behalf of MWPS Local Governing Board

Date of review	**Reason for review**	**Date of next review**

Name:			

on behalf of MWPS Local Governing Board

Date of review	**Reason for review**	**Date of next review**

Name:		**Signature:**	

on behalf of MWPS Local Governing Board