



Leighton Park  
School

## **First Aid and Administration of Medicine Policy**

### **Introduction**

The health and safety of the pupils in the care of Leighton Park School is one of our prime concerns. There are, accordingly, clear procedures laid down by the School to organise the provision of First Aid and for the administration of medicine both on and off the School premises.

This policy is available to parents and pupils and to all members of School staff.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regards to all staff, pupils and visitors.

This policy complies with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First Aid at Work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance.

This policy can be made available in large print or other accessible format if required.

It is assumed that all day pupils attending School are healthy and fit to cope with the School day without leaving lessons for medical attention. The Practice Nurse is there for accidents, emergencies and illnesses that occur during the course of the School day.

If a day pupil is too unwell to remain in School then the Practice Nurse or Matron/Housemother will contact his/her parents or guardians so that he/she may be taken home, or to inform parents if the pupil needs to be taken to hospital. Any pupil who has had an accident requiring urgent medical treatment will be taken by ambulance accompanied by a member of staff.

Boarders who are too unwell to attend School will be cared for by the relevant House Matron/Housemother in consultation with the Health Centre. On the House Matron's day off alternative care will be arranged.

## **First Aid Provision**

In accordance with legislation and good practice the School will ensure that:

- There are adequate and appropriate First Aid equipment, facilities and First Aid personnel.
- The correct first aid procedures are followed by School staff.
- Adequate training and guidance is available for first aiders, and that they have sufficient understanding, confidence and expertise in relation to first aid.
- The necessary equipment, and facilities are available as well as the appropriate number of first aiders.
- All staff are made aware of first aid arrangements and that INSET time is provided for training of new first aiders and updating those with qualifications. The School invites staff to volunteer to become first aiders.
- A written record is kept of all significant accidents both on and off the premises in the 'Accident Records Book' and the Practice Nurse is informed of major injuries without delay.
- A record is kept of any first aid treatment and any medication administered.
- Medical forms are completed for each pupil by the parents on admission. This form describes any relevant medical or pastoral history, any relevant treatment and newly diagnosed conditions. Parents are advised to update this form should there be a change in the pupil's circumstances.
- A First Aid Risk Assessment is completed and reviewed annually.

## **School Practice**

All teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the School.

It is part of the Nurse's responsibility to administer first aid and to organise a pupil's transfer to hospital in the case of any emergency. We have appropriate health care cover from 8am to 7pm Monday to Friday and on Saturdays if there are fixtures.

Pupils who become unwell during lesson times should report to Main Reception from where they will be directed to their Matron/Housemother or the Health Centre or medical help will be called for them.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the School site or to the location injured person (by providing the postcode or GPS co-ordinates where appropriate).

The first aider must complete an approved course and hold a valid certificate of competence. The certificate is valid for three years and the School will organise refresher training before its expiry. First aiders are qualified to give immediate help to casualties with common injuries and illnesses and those arising from specific hazards in School.

All first aiders are fully indemnified by the School against claims for negligence provided that they are suitably trained and are acting within the scope of their employment and within the School's guidelines for the administration of first aid. A list

of qualified first aiders/appointed people is available from the Health & Safety Manager and displayed in the following locations:

Maintenance office / workshop  
Pool entrance x 2  
Grove - Duty room / ladies room  
Languages – entrance / office  
Art – Entrance / office / pottery room/ sculpture workshop  
Peckover - Entrance 1 & 2 / Office 1 & 2  
John Ounsted - 6 office/ 5 office / entrance by fire exit  
Townson - Main Entrance / Caretakers office / Careers office / Assistant Head's office / Director of 6<sup>th</sup> Form / Geography office / staff tearoom / Caradon corridor / corridor by Assistant Head's office  
Drama  
Pavilion  
Gym Entrance x 2 / office  
School House - Duty Room / laundry  
Field House - Duty Room / ironing room  
Main Hall – Office/front entrance / rear entrance  
Old School – Entrance / School Office / Head's Office / Head's PA / Deputy Head's Office / Accounts Office / Bursar's office / Common room / kitchen  
Director of Operations Office  
Activities Office  
Annexe – Entrance / office  
Reckitt - Duty Office / laundry room  
Fryer House - Duty Room / Ladies tea room  
Health Centre – Office / front door  
Biology – Entrance / prep room  
Lindsay – Entrance / entrance 1<sup>st</sup> floor / Prep room / 2<sup>nd</sup> floor /office  
Oakview – Entrance / office

### **First Aid Materials**

First aid containers marked with a white cross on a green background are sited in the following areas of the School:

Art department office and clay room  
Bursar's PA's office  
Chemistry lab  
DT work room  
Gym office  
Language block staff room  
Main Hall reception  
Maintenance office  
Old School Reception  
Peckover Geography office  
Townson tea room  
Physics lab  
Biology labs

The Practice Nurse is responsible for stocking and checking the boxes on a regular basis and additional supplies are available from her. It is good practice to have a box available at sporting/outdoor events and those taking trips should obtain a first aid kit from the Practice Nurse prior to departure.

### **General procedures for pupils with medical conditions such as asthma, epilepsy, diabetes etc**

The information held by the Practice Nurse/Matron/Housemothers' includes a record of pupils who need to have access to asthma inhalers, Epipens, injections or similar. This information will be circulated to first aiders, teachers, house staff on a need to know basis.

Where appropriate, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis.

In other cases, the equipment will be kept, suitably labelled either at the Health Centre or under supervision of individual Matrons/Housemothers.

### ***Arrangements for off-site activities other than games***

Information is available within the staff handbook on procedures for all off site activities and arrangements in section 4: Health, Health and Safety and off site activities and in the Educational Visits Policy.

Consent forms are sent to parents requesting agreement to the administration of first aid, medication and to medical treatment (including inoculations, general or local anaesthetic, surgery or blood transfusions) which may become necessary for the safety and wellbeing of the pupil whilst on the off site visit.

Details of any relevant medical condition and/or medication requirements are requested from parents in advance of off site visits.

The group leader will also contact the medical centre and ask the Practice Nurse/Matron/Housemother to check personal files and to ensure that relevant pupil information is provided in advance of the off site visit.

If a pupil attending an off-site visit cannot self-medicate, if possible, they will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this Policy.

Secure storage for medicines will be available at all short-term accommodation used by the School.

### **Arrangements for games and sporting events**

All pupils requiring preventative medicine such as inhalers, if sufficiently competent to self-medicate, are responsible for carrying their medication with them.

If they are not sufficiently competent, a member of staff shall carry the medication, individually labelled.

## **Procedure in the event of contact with blood or other bodily fluids**

The first aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the School Nurse and take medical advice if appropriate.

## **Review**

- **Accidents and Incident reporting**

### **Accident reporting**

All accidents are to be reported and recorded in an accident book. The accident books are in the following locations

- All House duty rooms
- The Bursary office
- The Health Centre office
- David Linday Centre Ground floor DT workshop office
- David Linday Centre 1<sup>st</sup> floor Head of Physics
- David Linday Centre 2<sup>nd</sup> floor Head of Science
- Biology 1<sup>st</sup> floor office
- The Gymnasium office
- The Art Department office
- Maintenance workshop office

**Reporting to Parents:** In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Practice Nurse/Matron/Housemother and/or the appropriate Housemaster/mistress or Head, if necessary.

**Reporting to HSE:** The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

### **Accidents involving staff**

The following must be reported:

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs); or
- work related accidents which prevent the injured person from continuing with his / her normal work for more than three days must be reported within ten days; or
- cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or
- certain dangerous occurrences and near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

### **Accidents involving pupils or visitors**

Accidents where the person is killed or is taken from the site of the accident to hospital must be reported where the accident arises out of or in connection with:

- any School activity (on or off the premises)
- the way a School activity has been organised or managed (e.g. the supervision of a field trip)
- School equipment, machinery or substances
- the design or condition of the School premises.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

### **Monitoring**

The Head or another senior member of staff will organise regular (at least twice per term) monitoring of the School's Accident and Records book in order to take note of trends and areas of improvement.

This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes.

In addition, the Head will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

## **ADMINISTRATION OF MEDICINES POLICY**

### **Medication**

Pupils should not bring any medication into School without informing their House Matron/Housemother, Housemaster/mistress or the Health Centre.

House Matrons/Housemother, Housemasters/mistresses and Deputies and Duty Staff may dispense any Medical Officer Prescription medication on a named pupil basis to all pupils except sixth form pupils who may be responsible for their own (see Sixth Form Pupils information below).

### **Pupils are strictly forbidden from giving medication to another pupil.**

A letter is sent to all parents requesting consent for the dispensing of medication listed below, to their son or daughter.

Agreed medications which may be dispensed by House Matrons, Housemasters/mistresses and Deputies and Duty Staff:

Paracetamol  
Simple linctus  
Throat lozenges (various)  
Gaviscon  
Halocaps/Karvol  
Salbutamol inhalers (on a named pupil basis)  
Migraleve (on a named pupil basis)

Medication which may be dispensed on authorisation by either the Medical Officer or Nursing Sister:

Ibuprofen 200mgs and Ibuprofen Suspension  
Certirizine  
Dioralyte

No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by their doctor or the School's Medical Officer.

Any unidentified medicines brought to School by pupils and students should be referred to the Health Centre.

All medication use must be documented.

### **Sixth Form Pupils**

Only those sixth form pupils who have been assessed by the School as sufficiently competent to administer their own medication will be permitted to do so.

### **Storage of medication**

Medicines will be securely stored in accordance with individual product instructions at the Health Centre, or under the supervision of individual House Matrons.

The School will carry out a risk assessment to consider any risks to the health and safety of the School community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

## **PROCEDURE**

1. In case of a serious emergency call **999**.
2. If in any doubt call **566** and speak to the Nurse on Duty. The phone is diverted after 7pm so will automatically go through to the Nurse on Duty mobile.
3. Ensure you have written permission from parents to administer medication, including instructions of what to give and why; how, when and how much to give; and when the parent last gave it.
4. **Non Prescribed Medication** - the only non-prescribed medications that can be administered are those listed above, and only then as long as there are no contraindications and you follow the guidelines written on the packaging.

**No** other medications can be issued until the Health Centre has been contacted and agreed to their issue.

5. Before administering medication check the **Consent Letters and Details (Sec.1)** in the Practice Nurse's/Matron's/Housemother's Medical File that:
  - The parents / guardians of the pupil have given their consent for the medication to be given;
  - The pupil has not taken any other medication from any other source.
6. **Prescribed Medication** - If **prescribed** medication is needed or requested, check the name against the **Current List of Prescribed Medicine Takers (Sec.3)** in the Practice Nurse's/Matron's/Housemother's Medical File and that:
  - The pupil has not taken any other medication from any others source;
  - Check the pupil's name against the medication and follow the instructions on the packaging.
5. Be aware if you are giving the first dose of any medication that there may be a reaction to the medication.
6. Check the label of the medication with the instructions you have been given and the information leaflet enclosed with the medication. Check the expiry date before giving the first dose.
7. Check that you are administering the medication to the correct person. If it is a pupil from a different house then this is particularly important. You can use the pupil's date of birth as an acceptable check.
8. Before taking the medication out of its container, ensure that the pupil is ready and willing to take it. If it is refused do not force it and do not hide it in food or drink. Make a note on the pupil's **MEDICAL RECORD** and contact the Health Centre.
9. Have a drink at hand. Water is best to ensure it is digested properly. Discourage the pupil from taking medication with hot or fizzy drinks.

10. Pupil should be sitting or standing. Taking medication while lying down is not appropriate as it may cause them to choke.
  11. Tablets/capsules in monitored dosage or compliance packs should be used as implied by the dosage system. This means that the medication for Monday is taken from the packet where it is marked as "Monday".
  12. Medication should be placed directly into pupil's hand or a medicine pot and syrup should be measured using a medicine spoon or measure provided by the pharmacist. It should then be taken while you are watching them. NB: Do not handle medication as this can cause cross-contamination. Use a counting tray when counting out tablets/capsules.
10. Record all that you have given to the pupil on the **DAILY RECORDING SHEET OF PUPIL MEDICATION, (Sec.2)**, in the PRACTICE NURSE'S/ MATRON'S /HOUSEMOTHER'S MEDICAL FILE.
  11. If the medication is prescribed, also record the details on the named **PERSONAL PRESCRIPTION MEDICATION FORM, (Sec.3)** in the PRACTICE NURSE'S/ MATRON'S/HOUSEMOTHER'S MEDICAL FILE;
    - This form also requires the pupil's initials to say they have received the medication.
  12. **NB** Staff who take medication from the box for personal use must record what they have taken on the **MEDICATION DISPENSED TO STAFF, (Sec.4.1)** in the PRACTICE NURSE'S/MATRON'S MEDICAL FILE.
  13. If asked by the Nurse on Duty to issue medication to a pupil from another House follow the above instructions but record the details on the **MEDICATION DISPENSED TO PUPILS FROM OTHER HOUSES, (Sec.4.3)** in the PRACTICE NURSE'S/ MATRON'S/HOUSEMOTHER'S MEDICAL FILE.

NB: Tablets should never be crushed and capsules never opened to make them easier to swallow as this may affect the way the medicine works.

NB: Liquid antibiotics have a 7-10 day shelf life. Eye drops should be discarded 28 days after opening.

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