



# Administration of Medicines and First Aid Policy

Version	Date of Issue	Authorised by	Review Date
1.1	June 2009	Academy Governing Body	June 2010
	June 2010	Academy Governing Body	June 2012

## ***Policy Statement***

At Francis Combe Academy we aim to establish and maintain an ethos and environment which will encourage and foster acceptable standards of behaviour, good personal relationships and a respect for the individual

The Academy has agreed the following policy in accordance with the Management of Health and Safety at Work Regulations, Medical Capacity Act and the following Department for Education and Skills guidance:

- Managing Medicines in Schools and Early Years Settings (DfES Guide)
- Guidance for FE Colleges Providing for Young Learners, DfES/LSC Guidance Increased Flexibility for 14 – 16 Year Olds
- Health and Safety of Pupils on Educational Visits

## ***Our Commitment***

The purpose of the policy is to ensure that students who have medical needs receive the proper care and support they require in a safe and suitable manner.

## ***Our Responsibilities***

The Principalship is responsible for the implementation of the Policy and must identify those staff that will be responsible for managing and administering medicines and first aid. Steve McShannon, Vice Principal is the responsible person for this policy. The above manager must ensure that identified member(s) of staff receive appropriate training to a standard in accordance with the provisions of the National Service Framework for Children, Young Persons and Maternity Services which can be accessed through local NHS trusts.

## ***The Scope***

The Policy applies to:

- Students under the age of 19 years who attend Francis Combe Academy

## ***Policy Arrangements***

In general the underlying principle adopted by the Academy is to encourage the student, parent or carer to ensure medicines are administered before arrival at the Academy and after they have left.

In circumstances where this is not possible, for instance where it would be detrimental to a person's health if the medicine were not administered during the time that the person was attending the Academy, then the approval process must be followed with written consent of the parent or carer with guidance from the GP.

If the medicine is to be administered in response to a specific event, for instance a fit, then in addition to the process a risk assessment must be undertaken.

If the learner is aged 16, or above, then the process will be with the student directly. Written consent must be obtained using the appropriate form and no student under the age of 16 years should be given medicine without the written consent of the parent, carer or guardian. In addition a Health Care Plan must be drawn up for each instance.

It may be the case that the student already has a Health Care Plan, in which case this should be used as the information source. Such a plan will include details of the medical condition, contact details including emergency contacts, medical needs and care requirements. All medicines must be prescribed by a suitable medical professional and no non-prescription medicines are to be administered.

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## **Approval Process**

MAM01	Health Care Plan	Complete in all instances Refer to Health Care Plan if available
MAM02	Authorisation	Complete as appropriate for each medicine
MAM03	Contacting emergency services	Complete as appropriate
MAM04	Request to carry own medicine	Complete as appropriate
MAM05	Record of administered medicines	Complete in all instances
	Academy Risk Assessment	Complete for medicines to be administered in response to a specific event
	Training Requirements	Complete in all instances

## **Process Requirements**

Where consent has been obtained for the administration of medicines by the Academy then the following will apply:

- Each medication requires the necessary MAM forms to be completed and signed
- Only authorised staff may administer medicines
- Such authorised staff must be trained to an appropriate standard in accordance with the National Service Framework for Children, Young Persons and Maternity Services and they should not administer medicines until training has been received. Best practice is that, where possible, they have First Aid training in addition. A record of the training must be made with HR.
- The member of staff administering medicines should check
  - Recipient name
  - Prescribed dose
  - Expiry date
  - Written instructions provided by prescriber on the label or container
- If there is any doubt about any of the procedures the member of staff should check with learner, parents, carer, guardians or a health professional before taking further action
- Staff involved must keep records each time they administer medication. In some situations e.g. administration of rectal diazepam, it is good practice to have the dosage and administration witnessed by a second staff member
- Where possible the required dose of medication should be brought each day
- Where this is not possible medicines should be stored in accordance with the following requirements
  - large volumes should be avoided
  - in accordance with product instructions, paying particular note to temperature and refrigerated if required
  - container should be clearly labelled with recipient name, name and dose of medicine, route and frequency of administration
  - medicines should never be transferred from their original container
  - where possible or appropriate medicines should be stored safely in a secure place, locked and not accessible to unauthorised persons
  - all emergency medicines such as asthma inhalers and adrenaline pens should not be locked away and those old enough should carry their own inhalers or pens where appropriate the recipient should know where their medication is stored and who holds the key

- if medication that a recipient might need in an emergency is locked away all relevant staff should know where to access the key
- parents should collect medicines held at the end of each term and parents are responsible for disposal of date expired medicines
- regular fridge and storage checks are required to ensure the correct environment and to check for expired medicines
- All relevant staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.
- All relevant staff should know where to obtain first aid and how to summon the emergency services.
- All paperwork has a maximum life of the current academic year and must be replaced and updated before the review date and end of year if they are returning
- Where a student refuses to take prescribed medication Academy staff should not force them to do so but should inform the parent, carer, guardian or emergency contact as a matter of urgency. If necessary the emergency services should be called.
- See Appendix 1 for specific Asthma Attack procedures

## Provision of First Aid

- A complete list of Qualified First Aiders is displayed in the main reception area of the Academy. This information is also displayed in other staffing areas.
- All patients, if mobile, as a result of injury (not illness) and requiring First Aid should be (accompanied) to the Medical Room with details of injury.
- The First Aider will attend to the student or member of staff and will use medical facilities available to them in the Academy Medical Room.
- If the patient is unable to move / mobile, please call reception state **URGENT**, and the receptionist will contact the First Aider who will attend the locality
- The Duty First Aider will record all incidents in the appropriate First Aid books kept in the First Aid Room (staff and students)
- Only Academy related injuries should be referred. A student who is concerned about an injury that occurred outside the Academy, should be actioned as per normal illness (i.e. parents contacted)
- In an emergency, however, (e.g. a serious bleed following an injury) the First Aider will attend.
- First Aiders will assess each situation and recommend a course of action. If a child is going home or to hospital, the First Aider or designated member of staff will speak to the parents to explain the situation. A member of staff will accompany students to hospital in an ambulance if parent/carers cannot be contacted.
- If an ambulance is required, it does not have to be a First Aider who accompanies the student, any member of staff can fulfil the task.
- First Aiders will issue a head injury letter in every case where appropriate.
- The duty available for routine first aid is kept in the Reception Office.
- **Plasters**; Staff other than First Aiders can issue plasters if appropriate. However, the member of staff should check whether the child has an allergy to them.
- **First Aid Boxes (apart from the medical room)**; are available around the Academy. These are stocked at the advised basic level.
- **First Aiders**; all have their own portable kit and / or easy access to the Medical Room.
- **Spare Supplies**; are lodged in the Medical Room, The Business Manager will be responsible for all ordering and restocking of First Aid supplies.

## Educational Visits

In accordance with the Academy policy it is necessary to undertake an assessment of the risks to the health and safety of those taking part and also those who might be affected by the activity. It will be necessary

therefore that as part of the planning process for educational visits and trips away from the Academy that the medical needs of students are taken into account.

Specific measures may be necessary to support people who take medication and to ensure sufficient medical supplies are available for residential trips.

All staff participating in the educational visit must be aware of the medical needs of the students and any agreed medical emergency procedures. A member of staff should be trained where necessary to administer medication and take the lead in the event of a medical emergency.

The parent or guardian of the student must provide the following details well in advance of the educational visit:

- Details of the medical condition
- Emergency contact numbers
- GP details – name, address and phone number
- Written details of any medication required (instructions on dosage/times/routes and written permission for staff to administer)
- Written permission if child or learner will administer their own medication
- Information on allergies or phobias
- Special dietary needs

The Visit Organiser must ensure that a “trip” First Aid pack is collected from the Medical Room and should be ordered in advance. Even if a First Aider is present on the trip, the visit leader is still responsible for ensuring that the First Aid pack is organised.

## ***Sporting Activities***

Most people with medical conditions will be able to participate in sport commensurate with their own abilities. Any restriction on a person’s ability to take part in sporting activities should be written into their individual Health Care Plan. Some may need precautionary measures prior to exercise and others may require immediate access to medication at the end of a sports session. Staff supervising sporting activities should be aware of medical conditions and emergency procedures.

## ***Our Limitations***

There is no legal obligation for the Academy to administer medicine; however, it is required not to unreasonably discriminate student’s admission rights to the Academy. The Academy will endeavour to support these students where ever possible, but there may be times when this is neither possible nor safe.

## ***Communications***

The policy will be communicated through a formal training and education programme to the appropriate areas to ensure procedures are developed to conform to the policy requirements.

## ***Monitoring***

The implementation and policy compliance will be reviewed as part of the internal inspection process and suitable checklists will be available to support this.

## ***Review***

The Principal is responsible for monitoring and reviewing the policy in the light of further developments and it will be reviewed every two years by governors.

### ***Information Sharing***

The information provided to the Academy is confidential and will be kept secure. It will be retained in line with our duties under The Data Protection Act. In order to support students and allow the safe administration of medicines and/or first aid, certain sections of the information will be shared with Academy staff as required.

## **Appendix 1: Asthma Attack Procedures**

Call 999 urgently if any of the following:

1. The pupil's symptoms do not improve in 5-10 minutes.
2. The pupil is too breathless or exhausted to talk.
3. The pupil's lips are blue.
4. You are in any doubt.

Asthma attack first aid procedures:

1. Staff to stay with the student at all times.
2. Keep Calm.
3. Encourage the pupil to sit up and slightly forward – do not hug them or lie them down.
4. Make sure the pupil takes two puffs of their reliever Inhaler (usually blue) immediately – preferably through a spacer.
5. Ensure tight clothing is loosened.
6. Reassure the student.

If there is no improvement:

1. Continue to make sure the pupil takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve.

Ensure the pupil takes one puff of their reliever inhaler every minute until the ambulance or doctor arrives.

If a student has difficulty breathing in class, staff need to call for a first aider for assistance.

Asthmatics are not to make their own way to the medical room.

During PE / Games the PE department are to take inhalers out onto the field with them.

All information needs to be logged in line with medical room procedures.

All staff are informed of these procedures through email and bulletin. Information posters in medical room, PE office and student services.

Information source: [www.asthma.org.uk](http://www.asthma.org.uk) and St John Ambulance.

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