

Additional First Aid and Medical Policy Academy Specific Guidance October 2021

At Robsack Wood Primary Academy we follow the over-arching policy for First Aid and Medical from the University of Brighton Academies Trust, however we recognise the need to ensure that this guidance is specific to our own Academy and therefore the following guidance is provided.

This guidance should be viewed in conjunction to the First Aid and Medical Policy, specific risk assessment and follows guidance from the Public Health England.

All pupils who are admitted to Robsack Wood Primary Academy will have their details, including key medical details, listed on their admissions form. Key information can be found on SIMS, Medical Tracker and CPOMS.

Within the Nursery, parents and carers complete an online Admissions Contract which details this information. This is then uploaded to the CPOMS record for that pupil, and on the academies secure drive-in case of CPOMS outage.

Parents of pupils in the Nursery and the Academy are responsible for ensuring that they communicate any updated medical information with the setting.

All pupils with long term medical needs will be added to SIMS via the medical conditions box – this will update Medical Tracker. A Medical Health Care Plan should be completed by Class Teachers or Nursery Key Person and uploaded to Medical Tracker. This should also be added to CPOMS and the relevant staff alerted. Medical Tracker will have a register of Medical Conditions, which will be reviewed termly by the Academy Inclusion and Safeguarding Teams.

All pupils with short term medical conditions: illness, administration of medicine or injury will have a short term medical plan in the form of a risk assessment or medication consent form uploaded to Medical Tracker.

Names of children with Medical Health Care Plans will be kept securely in the classroom cupboards in case of CPOMS/ Medical Tracker outage.

Specific staff throughout the Academy and Nursery have received appropriate First Aid training. Their names and level of qualification can be found detailed on posters throughout the Academy. There is designated Lead First Aider, who has responsibility for the ordering of First Aid supplies, and for leading day to day first aid. This staff member is also responsible for regularly checking medications stored at the academy and ensuring that these are within their expiry date. At all times throughout the day, including during school holidays (either within Rascals or Nursery), a trained First Aider is on site and contactable in the event of an emergency.

Administering Medications

All medications will be administered in accordance with the following principles in order to reduce the likelihood of an error:

- **right people** – two staff members are needed for every administration of medication. One staff member will administer the medication, according to the principles and procedures below. One staff member will act as a checker, ensure that the staff member administering the medication has correctly followed the principles and procedures;
- **right pupil** – the pupil to whom the medication has been prescribed;
- **right dose** – the correct dosage should be given- determined by clear instructions from the prescribing doctor;
- **right medication** – the medication must be checked to ensure it corresponds with the medication prescribed;
- **right time** – the medication must be administered at the correct time – determined by clear instructions from the prescribing doctor;
- **right documentation** – the correct documentation needs to be in place before any medication can be administered. This means that clear instructions have been given by the prescribing doctor and a Parental Consent form has been completed. Once the medication has been administered, this needs to be recorded correctly to confirm they have followed the principles and procedures outlined in this policy. All relevant information must be recorded on the academy electronic recording system.
- **right response** – should an error occur, the processes in this policy should be followed (see below).

Epi pens prescribed to individual pupils are kept within a secure cupboard in the First Aid area, within the staff block. A child should have 2 epi pens in the academy where possible. One will be kept in the red first aid bag in the classroom and the bag will follow the child when they are out of the classroom (playtime, outdoor learning etc).

For any medication to be administered, whether in the Academy or the Nursery, a medical form must be completed and scanned onto CPOMS. Along with this, a photograph must be taken, on an academy device, of the prescribed medicine label, showing the name of the medication, date, dosage and pupil name. The photograph should then be uploaded to CPOMS along with the medicine form.

All medications brought into the Academy or Nursery must be clearly labelled and the medical form must detail the precise dosage to be given. We are unable to accept or agree to administer medications where there is not clear evidence that it should be. Only prescribed medication will be given to a pupil, where the doctor's instructions are present on the packaging.

We would ask parents and carers to administer medicine that is prescribed to be taken three times per day, to administer this themselves at home at the end of the school day. Where medication is prescribed to be taken a minimum of four times per day, this would be given by us during the day. This needs to be clearly evidenced by the doctor's instruction. If a prescription states at 4hr intervals, after food, it will be presumed that this medication is administered three times per day, and the academy will not administer this medication.

Medication will be kept, within the main Academy, in the locked cabinet within the staff block or within the labelled box in the fridge. The child's name should be written on the white board in the staff block next to the corresponding medication box number with a date. Within the Nursery, medication will be kept within the locked cabinet by the kitchen door or within the labelled box in the fridge.

For every instance of administration of medication, there will need to be two members of staff present – one to administer the medication, and one to check that the correct dosage of the correct medication is given to the correct pupil at the correct time in accordance with the prescribing doctor's instructions.

All medication given will be recorded on Medical Tracker and the staff member administering and the staff member checking will be added to the record.

When a course of medication is completed, as indicated on the medicine consent form completed by parent, the parent will be contacted and asked to collect the medicine. This will then be documented on Medical Tracker as a follow up comment.

Prescribed inhalers for asthma will be kept in the class teacher's cupboard. When the pupil requires the inhaler, the class teacher or First Aider will then be responsible (following training) to ensure the correct administration. This will be recorded on Medical Tracker.

For children who are being administered antibiotics for the first time, it is recommended they do not attend Nursery for **48 hours after the first course**. This is in case a reaction occurs. However, if a child has been regularly treated then this will be at the Nursery's discretion.

We follow the Health Protection guidance regarding incubation periods and details of these can be found in the main Academy office or in the Nursery office. As impetigo is so contagious we ask that children do not attend until this has completed cleared up. In addition, any child experiencing sickness or diarrhoea should not return to the Academy or Nursery until 48 hours has elapsed from the last bout of sickness and they are eating normally.

Accidents, incidents and near misses

In the event of an accident, incident or a near miss, full details should immediately be logged on the relevant academy electronic recording system and reported to a senior member of staff. In the event of an error in the administration of medication, the following process should be followed:

1. STOP – do not attempt to complete a dosage or give the pupil any further medication. Seek support from a Senior Leader.
2. IMMEDIATELY contact parent by telephone to explain the error and to seek parental guidance for their preferred next steps. The parent may wish to contact the child's GP or 111.
3. If you cannot contact the parent, contact the pupil's GP using the contact number provided on the parental permission form. If GP not available, contact 111 for advice.
4. Follow advice, and continue to prioritise the immediate wellbeing of the pupil in question.
5. If the pupil demonstrates a serious adverse response to any medication, e.g. facial swelling, difficulty breathing, immediately contact 999.
6. The senior leadership team will be responsible for following our Trust incident reporting procedures, including a report to East Sussex where appropriate.
7. Advice should be sought from the Trust if required.

Policy Status and Review

Written by:	Executive Principal
Approval date:	October 2021
Review date:	October 2022 (or sooner in the event of any changes)