

Additional First Aid and Medical Policy Academy Specific Guidance January 2024



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 [policy-h8-first-aid-and-medical.pdf \(finalsite.net\)](#), 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.

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 the Safeguarding Officer or Nursery SENCO 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 at the Safeguarding meeting.

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. This will be on a class list.

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 a 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, a trained First Aider is on site and contactable in the event of an emergency.

Medical Bags

Green bags – first aid kits to deal with minor injuries, all staff should carry these on the playground.

Large green bags – full first aid kits for outdoor learning, educational trips and visits etc.

Red bags – for pupil medication, labelled and carried around the academy so always with the pupil. With a copy of the pupils Health Care Plan.

Blue bags – for staff medication, labelled and kept securely so always accessible to the staff member in a medical 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 principals and procedures below. One staff member will act as checker, ensure that the staff member administering the medication has correctly followed the principals and procedures. *In the EYFS each staff member should be Level 3 Qualified or higher;
- **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 online form has been completed and uploaded onto Medical Tracker. Key staff will also be alerted via MS Teams as a backup. Once the medication has been administered, this needs to be recorded correctly on Medical Tracker to confirm they have followed the principals and procedures outlined in this policy.
- **right response** – should an error occur, the processes in this policy should be followed (see below).

Epi pens prescribed to individual pupils and are kept in a named red bag, 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). The second will be on a hook in a red bag within the First Aid area, within the staff block.

For any medication to be administered, whether in the Academy or the Nursery, an online medical form must be completed and added to Medical Tracker. Office staff will cross reference the completed medication form against the instructions provided on the medication when handed in, before uploading the form to Medical Tracker. Once the form has been uploaded, this will be taken as confirmation that the appropriate checks have been completed and all is correct.

All medications brought in must be clearly labelled and the online medical form must detail the precise dosage to be given, this must be carefully checked by the admin team (academy) or Leader (nursery) initially before adding to Medical Tracker. Any queries must be raised directly with the parent or carer. We are unable to accept or agree to administer medications where there is not clear evidence that it should be prescribed to that pupil. 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 unless the pupil is attending Breakfast Buddies and/or Robsack Rascals. Where medication is prescribed to be taken a minimum of four times per day, this would be administered by us during the day. This needs to be clearly evidenced by the doctor's instruction.

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. The medication will then be archived on Medical Tracker.

Prescribed inhalers for asthma will be kept in the class teacher's cupboard in a named red bag. 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 every time the inhaler is administered.

For children who are being administered antibiotics for the first time, it is recommended they do not attend for **48 hours after the first course**. This is in case a reaction occurs. The admin team must check this when a form is received.

We follow NHS guidance regarding incubation periods. As impetigo is 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 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 Medical Tracker 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
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