



Cherry Tree Academy

First Aid, Medical and Administration of Medication Policy

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The priority for all staff at Cherry Tree Academy, is to promote and support the wellbeing of our children.

This policy has been produced in line with the DFE Statutory Guidance 'Medical-conditions: supporting pupils at school'.

MEDICAL & FIRST AID PROCEDURES

We believe it is essential to have in place adequate first aid provision and medical care for all pupils and school personnel.

AIMS:

- To provide adequate first aid provision and medical care for pupils and school personnel
- To have in place qualified first aid personnel
- To have in place qualified paediatric first aid personnel
- To have in place adequate first aid equipment
- To have in place excellent lines of communication with the emergency services and other external agencies.

Procedure:

Identification & Awareness

- Parents/carers must inform the school of their child's medical history that may be a cause for concern.
- School personnel must be suitably trained in identifying pupils with expected problems.
- School personnel must report any concerns they have on the medical welfare of any pupil.

Training

- For personnel to undertake training in first aid, supervision of medicines and awareness of medical problems in pupils.

Administration of Medicines

- A procedure must be in place for the supervision of medicines for pupil (see below).
- Before the school supervises any medication, the parent/carer must inform school and write down instructions and sign a consent form.
- Records must be kept of the supervision of medicines, including the use of inhalers and epi-pens.

House Keeping

- All medicines must be securely stored in a central location and be clearly labelled – designated locked medicine fridge and/or cupboard.
- Asthma medication may need to be kept close to the child in class (see specific asthma procedures below).

Emergencies

- A procedure for dealing with accidents must be in place.

Reporting

- Parents/carers are to be informed of all accidents especially head injuries.

Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.

ADMINISTERING MEDICATION

In general, school staff cannot legally be required to administer medication or supervise a pupil taking it. However, all staff in school have a duty to act as any reasonable prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.

We will:

- Administer prescription medicines during the school day if absolutely necessary (i.e. in cases where it would be detrimental to the child's health if it were not administered during the school day)
- Require parents/carers to complete a consent form detailing doses and times. Medication must be supplied in the original container they were dispensed in.
- Devise Individual Health Care Plans, with parents/carers, for managing long-term medical needs.
- Appoint a 'named person' for the administration of medication that requires specialist training (e.g. diabetic insulin injections)
- Keep inhalers in boxes in the classrooms so they are always accessible.
- Supervise the administration of inhalers where necessary.
- Store prescribed medication safely, in a designated locked medicine fridge and/or cupboard.
- Record and retain all documentation regarding the administering of medication.

We will not:

- Administer non-prescription medication, including throat sweets, which could result in a child choking.
- Administer inhalers without signed consent from parent/carer. Where possible, children should be taught to self-administer.

Medication during off-site Activities

- A named member of staff has responsibility for the management of medication. This person must be given all the relevant information in writing by the parents/carers.
- Generally, children would not be required to carry their own inhalers, but would refer to the responsible adult if self-administration is required.
- For residential visits, parents/carers are asked to give written consent should their child require prescribed medication to be administered. Children are expected to self-administer medication such as travel sickness tablets themselves, with written approval and permission of their parent/carer. Parents are asked to administer this medication before the outbound journey. Any tablets required for the return journey must be labelled clearly, with the child's name and be in the original box.
- For residential visits, a new bottle of Calpol (paracetamol for children) is purchased. School ask parents for consent as to whether their child can be administered Calpol, in required/essential situations. Staff will not administer this medicine without telephoning the child's parent first to inform them about their child's illness and for second, verbal permission to administer Calpol. They will also inform the Headteacher that they would like to administer this medication.

We ask parents/carers to help by:

- Administering medicines out of school hours, wherever possible.
- Offering to administer medication during the school day themselves.
- 'Training' inhaler users to self-administer.
- Ensuring that medicines are 'in date' and collecting medication no longer required.
- Ensuring that current and accurate medical information is shared with school.

ASTHMA PROCEDURES

We will:

- Welcome pupils with asthma.
- Encourage and help children with asthma to participate fully in all aspects of school life.
- Recognise that asthma is an important condition affecting many school children.
- Recognise that immediate access to inhalers is vital.
- Strive to make sure that the school environment is favourable to children with asthma.
- Help other children to understand asthma, so that they can support their friends.
- Have a clear understanding of what to do in the event of a child having an asthma attack.
- Work in partnership with parents, the Academy Council, health professionals, school staff and children to ensure the successful implementation of a school asthma policy.

Promoting an asthma friendly environment:

In order to promote an asthma friendly environment, the school ensures that:

- The school and all premises are a no-smoking school.
- Staff are aware that any animal brought or kept in the classroom could affect a child with asthma.
- Staff are aware that some pupils may need to leave the room in science lessons where there are fumes.

Dealing with medication and inhalers

Many asthmatics may not need to take their reliever inhaler whilst they are at school as they are well controlled, but it should be readily available to them in the event of an attack. Most acute attacks respond very well to the prescribed inhaler when given immediately.

The school will:

- Ensure that parents/carers with asthmatic children are aware that they should inform the school, in writing, of their child's treatment needed whilst at school.
- Keep this record readily available to those responsible for each child.
- Ensure that all inhalers kept by the school are accessible by the child:
e.g. in a box in the child's classroom, each inhaler clearly labelled with the child's name and in a place the child knows and can easily access.
- Delay is not caused by locking up or keeping a child's inhaler in a room away from the child.
- Ask parents/carers to ensure that children have two relief inhalers, a spare one to be kept at school and one to use on the journey to and from school.
- Make sure that the inhaler is accessible to the child during break times.
- Remember to ask parents/carers to ensure that their child takes their inhaler on any school trip and that this is clearly marked with the child's name and handed to a member of staff.
- Liaise with a health professional regarding the use of the nebuliser if a child needs to use one in school.

On residential visits:

Children are asked to take both types of inhaler, blue (relief) and brown. Staff supervise the use of the brown inhalers morning and evening. Children are encouraged to be responsible for their own relief inhaler, particularly during the trips which involve outdoor activities. Children are expected to carry their relief inhalers to all activities in their pocket or back pack. Where necessary, staff will supervise the child's use of the peak flow counter.

Involving children with asthma in sport and exercise

Most children with asthma are able to take part in sporting activities without any problems; indeed, this should be encouraged. Even children who have had serious attacks of asthma in the past do enjoy sporting activities when they are well and are just as able as their non-asthmatic friends on the sports field.

The school will:

- Make sure that everyone involved in physical education is aware of the needs of children with asthma.
- Ensure that children who have exercise-induced asthma, have the opportunity to take a puff of their inhaler before they start exercise.
- Make sure that children bring their inhalers to their PE lessons, sports field or swimming baths.

- Make sure that children who say they are too wheezy to continue take their relief inhaler and rest until they feel better.

Staff responsibility

Staff will:

- Ensure that all asthmatic children take any necessary treatment before sports or activities.
- Ensure relievers are readily available for use by asthmatic children when required and any use of an inhaler is recorded internally.
- Check with child, parents/carers, school nurse, that correct treatments and instructions are supplied for school outings.
- Be aware that materials brought into the classroom may trigger a child's asthma and additional treatment may be necessary.
- Make a point of speaking to parents of children needing to use their inhaler for relief more often than usual.
- Know what to do in an emergency.

How to deal with an asthma attack

1. **Keep calm.**
2. **Allow child space to breath.**
3. **Use reliever inhaler (blue).**
4. **If there is no improvement after 5 minutes, repeat inhaler, giving an additional dose – DIAL 999, or take to hospital (two adults required).**
5. **Ask someone to warn the hospital that you are on the way.**
6. **Demand immediate attention on arrival to the hospital.**

Contacting the Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. School Telephone number – **01977 704138**
2. **Your name**
3. School Location/Address:
Cherry Tree Academy, Cobblers Lane, Pontefract.
4. Postcode – **WF8 2NH**
5. **Provide the exact location of the patient within the school setting.**
6. **Provide the name of the child and a brief description of their symptoms.**

Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient.