



## REACH FIRST AID AND MEDICINES POLICY

**DATE OF POLICY: May 2017**

**REVIEW DATE: May 2018**

### **Statement of Intent**

Reach is committed to ensuring the health and welfare of staff, pupils and visitors by:

- Providing adequate provision for first aid for pupils, staff and visitors
- Ensuring that pupils with medical needs are fully supported whilst at Reach.

Procedures for administering medicines and providing first aid are in place and reviewed regularly.

### **The First Aid Team**

All staff at Reach have standard first aid training and at least one nominated member of staff (Team leader) will be trained to a higher level.

The identified first aiders who are able to administer medicines are:

- Lee Hand (Nominated Team leader)
- Shaun O'Leary (Art Teacher)
- Carole Sherwin (Administrator/Receptionist)

### **First Aid Boxes**

First aid boxes are located in:

- The School Reception/Office
- The School Reception/Office – 2 x first aid boxes identified for off-site, plus eye wash station
- Science Room (plus eye wash station)
- Art Room (plus eye wash station)
- KS3 Hub (office)
- KS4 Hub (kitchen area)
- Wellbeing Room
- Gym
- Cube
- Cleaners Store

First Aid Boxes are audited twice yearly

## **First Aid Procedure**

In the case of an accident, the procedures are as follows:

- The member of staff on duty will call for a first aider; or if the person requiring medical attention can walk take him/her to reception where a first aider will be called.
- The first aider administers first aid and records details in the accident folder (located in the main office).
- A copy of the accident form will be sent to Stoke-on-Trent city Council Health & Safety Department.
- If the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995). As Health & Safety Representatives, Stoke-on-Trent City Council will arrange for this to be done.
- Incidents will be reported to the Premises, Health & Safety Committee who will review/make changes where necessary.

## **Off-site Visits**

In the case of a residential visits and day visits an identified first aider will carry a travel kit in case of need. Whilst partaking in any of the activities arranged, the residential provider/organisation first aider will administer first aid and reports will be completed in accordance with their procedures.

## **Administering Medicines**

Prescribed medicines may be administered in school (by any of the first aid team) where it is deemed essential. Wherever possible, the pupil will administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, the member of staff will administer the medicine.

If a pupil refuses to take their medicine, staff will accept their decision and inform the parents accordingly.

**In all cases, written/verbal parental permission must be obtained outlining the type of medicine, dosage and the time the medicine needs to be given. Permission forms will be included in pupils initial interview pack, be available for download from the Reach Website or collection from the Reach reception/office (see appendix 1).**

Staff will ensure that records are kept of any medication given (see appendix 2) and a letter will be sent (or a phone call made) to the parent/carer to inform them of any adhoc administration i.e. painkillers or inhaler use (see appendix 3).

## **Storage/Disposal of Medicines (for pupils)**

Medicines will be stored in the Reception/office. Inhalers must be clearly labelled with the pupils name and kept where they can easily be reached when needed. Controlled medication (not available over the counter) drugs will be kept safely in a lockable medicine cabinet located in the well-being room with access only by named staff and record keeping for audit and safety

It is the responsibility of the parents to collect unused medicines from the school and dispose of them accordingly.

## **Accidents/Illnesses requiring Hospital Treatment**

If a pupil, member of staff or visitor has an incident which requires urgent hospital treatment, Reach reception/main office will be responsible for calling an ambulance. When an ambulance has been called parents/next of kin will be informed. In the case of non-urgent hospital treatment for pupils, parents will be informed immediately and arrangements made for the parents to collect their child. It is vital therefore, that parents and staff provide Reach administration team with up-to date contact names and telephone numbers.

## **Pupils with Special Medical Needs – Individual Healthcare Plans (*appendix 4*)**

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These pupils may be:

Epileptic  
Asthmatic  
Have severe allergies which may result in anaphylactic shock  
Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities to make sure that these pupils, and others, are not put at risk.

An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/guardians have prime responsibility for their child's health and should provide schools with information about the child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their GP and Paediatrician. The Reach School nurse will work alongside staff to formulate the healthcare plan and ensure that relevant training is provided for staff.

**Parental agreement for Reach to administer medicine.**

Name of child	
Date of Birth	
Medical condition or illness	
<b>Medicine: to be in original container with label as dispensed by pharmacy</b>	
Description of Medicine (as described on container)	
Date administration to commence	
Dosage and method	
Time/s to be administered	
Any special precautions	
Are there any side effects that the school should know about?	
Self-administration	Yes/No (delete as appropriate)
<b>I understand that I must deliver the medicine safely to Reach reception/main office. I give my consent for school staff to administer medicine. I will inform Reach immediately, if there is any change in dosage or frequency of the medication or if the medicine is stopped.</b>	
Parents signature	
Print name	
Date	



## Appendix 3

### Medication letters to parents:

#### **Adhoc Administration letter**

Date

Dear Parent/Guardian

Re:

We would like to inform you of the following medication administered to your child today in school:

Medication given:

Time Given:

Dosage:

Reason:

Should you require any further information or would like to discuss your child's medical requirements, please do not hesitate to contact us.

Yours sincerely

#### **Asthma Letter**

Date:

Dear Parent/guardian

Your child has had problems with his/her breathing today which has required the use of their own inhaler.

Since this may indicate your child's asthma is not well controlled at this time you are strongly advised to see your own doctor or practice nurse as soon as possible.

Yours sincerely

## Appendix 4

### Health Care Plan

Name of Pupil	
Date of Birth	
Address	
Medical diagnosis or condition	
Date	
Review Date	
Family Contact Information	Name Phone No. (work) (Home) (Mobile)
Medical Contacts	<b>G.P.</b> Name: Phone No: <b>Hospital/Clinic (if applicable)</b> Name: Phone No:
Describe medical needs and give details of child's symptoms:	

Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

Staff responsible in an emergency (state if different for off-site activities):

Staff Training Required/Date: