

**Rush Common School Professional Practice Document  
("PPD") for  
Administration of Medication and First Aid Procedures**



## **Medication**

Only medicines, inhalers and creams prescribed by a doctor, dentist or pharmacist will be held in the school and administered by a qualified first aider. Medication must be in the original container in which it was dispensed, with the child's details and prescriber's instructions for administration. Medicines will be stored in accordance with product instructions.

## **Medication for Long Term Medical Conditions**

A first aider prepares an individual care plan for every child who has a medical condition requiring medication to be held permanently in school. The care plan is completed and signed by the pupil's parent/carer at the beginning of each new school year or as soon as possible after a child has joined the school. Medication will be administered according to the care plan and prescriber's instructions. The first aider will record details of the dosage of medicines administered. It is the responsibility of the parent/carer to inform the school if there is any change to their child's medical condition or medication and to ensure that the medication supplied to the school is in date. The first aider needs to inform a class if there is a child joining with a medical condition.

All medication for long term medical conditions must be handed directly by the parent/carer/named adult to a first aider. The first aider will sign that the medication has been received and store it appropriately either in the Before and After School Club (BASC) or in box in the classroom. Other staff must not accept medication from parents or pupils. If medication is brought in by a child, a member of staff should take possession of the medication and then pass it to a first aider. Contact should be made with the parent/carer as soon as possible.

All medication must be collected from a first aider, by the parent/carer/named adult on the last day of the school year. Parents/carers/named adult will need to sign that the medication has been received. If medication is not collected by the parent/carer it will be disposed of.

## **Inhalers**

The procedure for medication held permanently in school should be followed for inhalers. Once a first aider has signed that an inhaler has been received, they are to be kept in the first aid box provided (labelled with a cross) and kept in an obvious place in a cupboard or on a shelf in classrooms. Inhalers must be taken to the hall or field when the class has P.E. and to any other location to which the pupil goes for a lesson. Inhalers must be taken on all trips and looked after by a member of staff. Parents are to provide a second inhaler, if one is available, which will be kept in the First Aid cupboard in the BASC. All first aid boxes are to be returned to a central location at the beginning of lunchtime on the last day of the school year, so that medication is ready for collection by parents.

## **Epipens**

The procedure for medication held permanently in school should be followed for the Epipen packs/antihistamine. These are to be kept in the First Aid cupboard in the BASC.

## **Additional Requirements**

Training will be provided for the administration of any medication which requires additional technical/medical knowledge of basic first aid training.

## **Medication for the Treatment of Temporary Illnesses and Ailments**

Only prescription medicine (including prescription creams) which requires four or more doses a day will be administered by first aiders. For exceptions to this see below. Parents/carers/named adult bringing medicine must take it directly to a first aider, who will ask them to fill in and sign a form, giving details of dosage and consent. The details of dosage must be in accordance with prescriber's instructions for administration. The medicine is then stored according to product instructions, either in the first aid cupboard in the BASC or in the fridge in the BASC. The medicine is administered at lunchtime or another appropriate time. The first aider will record details of the medicine administered. It is the responsibility of the parent/carer to collect the medicine if it is required at the end of the day.

If a child attends the BASC for an after school session and requires prescription medicine three times a day this can be administered, with a dose being given in the middle of the day. It is the responsibility of the parent/carer/named adult to pass and collect the medicine from the BASC staff.

The Headteacher or another senior member of staff may decide that, because of a child's medical condition or home situation, an exception to the above can be made. For example, an agreement that OTC medication may be given for a specific condition that significantly impacts the child's access to education. This will be judged on a case by case basis and the request must be made in writing to the Headteacher. In this case, separate arrangements and instructions will be provided by the parent/carer in writing and agreed with the school.

## **Plasters**

Plasters may be used. It is the responsibility of the parent/carer to inform the school if their child is allergic to plaster. A list of children allergic to plaster is kept in the first aid cupboard.

## **Record of First Aid administered for Minor Injuries/Illnesses to both Pupils and Staff**

First aiders record details of any minor injuries or illnesses. These include:

- the date, time and place of the incident
- the name and class of the injured or ill person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards e.g. went home, resumed duties, back to class, went to doctors
- name and signature of the first aider or member of staff dealing with incident

There are separate books for pupils and staff. First aiders will ensure that details are passed on to the class teacher or teaching assistant attached to a child's class. It is the responsibility of the class teacher or member of staff who is covering the class to ensure that any necessary information is passed on the parent/carer.

If the injury is to the head/face or sensitive area of the body (e.g. bottom/genitals) parents should be informed at the earliest opportunity, either by phone, email, or at pick up if the accident is after 2.30pm. If the injury is considered to be more serious the first aider/member of staff will contact the parent/carer directly.

### **Personal injuries resulting from Accidents**

Some incidents that happen in schools, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). First aiders and staff will follow guidelines from the HSE.

If a child complains they have hurt a sensitive area of their body the member of staff may ask the child to check themselves, but must follow this up by asking the child immediately afterwards how they are feeling and if there is a visible sign of injury.

If a member of staff feels they need to check a child's injury in a sensitive area, the parents will be informed before the check takes place and two members of staff (including a first aider) will be present and safeguarding procedures will be followed.

An injury slip must be provided to parents with specific and detailed information about the injury and if appropriate any equipment that may have caused the injury. The injury must always be recorded in the accident book.

### **Sending Pupils Home**

If a first aider judges that a pupil needs to go home because of illness or injury they will consult the class teacher and then a member of the Leadership Team before contacting the parents/carer. If it is agreed that the child needs to go home, the first aider will then fill in a slip which when signed by a member of the Leadership Team, will be passed on the class teacher as a record that a child has gone home. The school office must also be informed. In the case of all injuries/illnesses the first aider will fill out a form, giving details, including the time of incident and first aid administered. This will be given to parents/carers so that they have the information to pass on to a doctor if necessary.

### **First Aid Kits**

The first aid cupboard is in the BASC and this is where all the stock of first aid equipment is stored. A first aid kit is stored in the BASC under the cupboard. Medication is stored in the cupboard, unless it requires storage in the fridge. Additional first aid containers are stored in the following places:

School hall – to the right of the doors leading to reception

Staff work room – on the wall with the notices

FS wet area – by the sink in the middle of area

Y6 shared area – to the right of sink

Y1/2 shared area – next to the top exit doors

### **School Visits**

It is the responsibility of the teacher organising a visit to ensure that, wherever possible, a first aider accompanies their class on a trip. All equipment borrowed from the First Aid area of the

BASC is returned as soon as possible so that it is there in case of an emergency. Ice packs must be put straight back in the freezer after use so they are ready when next needed. If there is a serious accident or injury on the trip, the school need to be informed, and a member of the leadership team will contact the parents/carers.

### **First Aiders**

During teaching hours and break times there is always a First Aider on duty who pupils can be referred to. First aid issues will be dealt with in the BASC or in the vicinity of one of the additional first aid containers, if the first aider decides that this is more appropriate for treatment of their patient.

Pupils should only be referred to a first aider if they have hurt themselves and require first aid to be administered. A pupil who is feeling sick should be given a bucket and remain in their classroom. If a child is sick/has a tummy upset it is the responsibility of all teaching assistants to be available to clean and look after a pupil until the parent/carer arrives.

### **Review of this PPD**

The Leadership Team reviews the PPD every 3 years. It may however review the PPD earlier, if required.

Approved by the Leadership Team October 2021

Signed: *Kristen Fawcett*

Headteacher

Review Date: October 2024