

First Aid Policy

Including administering medicines to children and young people

Learning for Life

Reviewed by: The Governors

Date of Policy: September 2021

To be reviewed: September 2022

First Aid Policy (Including administering medicines to students at Cockburn John Charles Academy)

1: First Aid Policy

This policy outlines Cockburn John Charles Academy responsibility to provide adequate and appropriate first aid to students, staff, parents/carers and visitors, and the procedures in place to meet that responsibility.

First Aid is the initial help a person gives a casualty for treatment of any sudden injury or illness, until professional help from external agencies like the paramedic service arrives (if required), or the casualty can be given over to the care of a responsible adult who is entrusted with taking further medical advice where necessary.

Cockburn John Charles Academy will provide First Aid such that all students attending our academy have full access to learning, including those with medical needs. The academy will endeavour to keep every student safe and comfortable whilst at academy. If a student requires First Aid the academy will inform parents/carers as appropriate. (See Section 9.2).

2: Aims & Objectives

2.1 Aims

- To identify the first aid needs in line with, and comply with the Management of Health and Safety at Work Regulations (1992 and 1999), Control of Substances Hazardous to Health regulations (2002), The Equality Act (2010), The School Premises Regulations (England) (2012), The Children and families Act (2014), Managing medicines on School Premises (2014), Guidance on First Aid in Schools (2014), and DFE guidance on Supporting pupils with Medical Conditions (2014).
- To make First Aid provision based on the academy's internal risk assessment processes.
- To ensure that First Aid provisions are available at all times while students and staff are on academy/school premises, and also off the academy/school whilst on trips and extra curricula activities.

2.2 Objectives

- To appoint the appropriate number of suitable trained people as appointed person and First Aiders to meet the needs of the academy
- To provide relevant training and ensure monitoring of the training needs of staff.
- To provide sufficient and appropriate first aid resources and facilities
- To make the academy's First Aid and administering medicines arrangements available for staff and parents/carers via the academy website.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

3: Responsibilities

3.1 The Board are responsible for the health and safety of their employees and anyone else on the premises. This includes the Executive Head teacher, Head of School, teaching staff, non-teaching staff, students and visitors (including contractors).

The Board must ensure that a Fire Risk Assessment of the academy is undertaken and that the appropriate training and resources for First Aid arrangements are appropriate and in place.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ. Any complaints regarding First Aid or administering medications should be made by following the procedure for complaints as set out in the academy's complaint's policy, which can be found on the website.

3.2 The Assistant Headteacher-nominated for Health and Safety is responsible for putting the policy into practice and for developing detailed procedures in conjunction with the academy First Aider.

3.3 Teachers and other staff are expected to do all they can to secure the welfare and safety of the students, this will be secured by reading and understanding Individual Health Care Plans and Education Health Care Plans for SEN students as identified by the SENCO, of the students they teach and take out of academy on trips and extra curricula activities; by reading and understanding this policy; by referring any concerns they might have about the health of a student to the academy's safeguarding team and by enabling any child or young person who reports as feeling unwell to be assessed by the First Aider.

3.4 It is the **parent/carer's responsibility** to send their child to the academy, and to make the decision as to whether their child is fit enough to attend the Academy or not. They must also inform the First Aider or a member of the academy staff, of any changes in relation to their child's medical condition if and when changes occur.

Parent/carers are asked to complete a 'medical form' on induction, including medical needs and contact numbers. Any changes to this information must be notified to the academy immediately. (Appendix 1)

Where medication is supplied via the parent/carer to the academy for distribution, parent/carers have responsibility to note expiry dates and to ensure that all medication kept in the academy is within date. They must deal with the correct disposal and replenishment as necessary.

3.5 It is **individual student's responsibility** that where possible, each person will manage their own indicators of health, ensuring that they report to an adult in the academy/school if they feel unwell and that where agreed, they manage their own medication; for example, reporting as appropriate to the First Aid room to measure bloods and take prescribed medication in the case of diabetes.

It is also the individual student's responsibility to report to parent/carers if they have felt, or become unwell or suffered minor injuries in the course of the day, unless otherwise indicated on the policy.

3.6 The Academy/school First Aider will notify parent/carers if their child is so unwell that they require immediate collection from the academy. Students are not permitted to make this decision - they must not phone or text parent/carers and request to be collected. If a student is unwell, they must attend the First Aid room, located on the main ground floor corridor where they will be assessed and appropriate action taken.

The First Aider in the academy cannot diagnose medical conditions. They are trained to assess whether or not a child or young person is fit enough to attend lessons. If this is deemed not to be so, it is the parent/carer's responsibility to take over immediate care of the student.

The appointed person will be known as the First Aider, and will have undertaken emergency first aid training. They will:

- Assess children and young people who present as feeling unwell and take appropriate action, which shall be recorded on SIMS or own medical records for tracking of such occasions
- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. re-stocking the first aid boxes.

The First Aider must have completed and keep up-dated a training course. They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the academy

Casualties with suspected fractures to back or neck injuries must not be moved unless by ambulance personnel.

- When necessary, ensure that an ambulance or other professional medical help is called
- Normal duties. A First Aider must be able to leave to go immediately to an emergency
- Responsible for care plans in academy.

All First Aiders must hold a valid certificate of competence. Other, named staff must hold a 1 day first aid certificate especially designed for the academy called First Aid at Work. A list of named staff can be found in the First Aid room.

3.7 In selecting first aiders, the **Head of School**, should consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures.

4: Procedures

4.1 Risk Assessment

Reviews are required to be carried out at least annually. Recommendations on measures needed to prevent or control identified risks are forwarded to the Senior Leadership Team.

4.2 Re-assessment of First Aid provision

As part of the academy's monitoring and evaluation procedures:

- The Office Manager shall ensure review the academy's First Aid needs following any changes to staff, building/site, and activities, off-site facilitate, etc.
- The First Aider and Assistant Headteacher are responsible for CPD monitor the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- The Head of School responsible for CPD also monitors the emergency first-aid training received by other staff and organises appropriate training
- The First Aider checks the contents of the first-aid boxes monthly which are located in the first aid room.

4.3 Risk assessment

The academy is a low-risk environment, but SLT will consider the needs of specific times, places and activities in deciding on First Aid provision.

In particular they should consider:

- Off-site PE
- School trips
- Science/Technology/Art rooms
- Adequate provision in case of absence, (including school trips)
- Out-of-hours provision (e.g. clubs/events).

Arrangements should be made to ensure that the required level of cover of First Aiders is available at all times when people are on Academy/school premises.

4.4 First Aid equipment

The First Aider must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available.

All First Aid containers must be marked with a white cross on a green background.

The academy minibus must carry a First Aid container.

First Aid containers must accompany PE teachers and any staff leading Academy/school related activities offsite.

A defibrillator is situated on site, at reception, and appropriate staff have been appropriately trained in the use of this item.

Spare stock should be kept in academy.

Yellow SHARPS boxes are kept, clearly labelled, for individual students for safe disposal of needles and other sharps.

Responsibility for checking and re-stocking the first aid containers is that of the First Aider.

5: Medication - Supervision and Administration

5.1 Arrangements for Administering Medicines

Students are not encouraged to take medication at the academy/school. In the case where they need to do so, it will be recorded on specific Individual Health Care Plans, which are updated regularly by parent/carers, the health services and academy/school. In this way,

the academy/school will supervise the administration of medication for students who have long term medical needs. This includes children and young people with asthma, epilepsy, diabetes, those taking medication for ADHD, severe allergies and other such conditions that have been diagnosed and are monitored by health professionals.

If students have short term medical conditions where medication is required to be taken during the day, the parent/carer must complete a request for medicine to be administered form (Appendix 9) available from reception, and hand the form into academy marked 'for the attention of appointed First Aider'.

Medication will not be administered until this is completed and the appropriate information is documented. It is the parent/carer's responsibility to ensure that the medication arrives at the academy, is within the required expiry date and is sufficient to cover the short-term period as noted on the form. All medication brought into the academy must be clearly labelled with the student's name, dosage and frequency of administration, date of dispensing, cautionary advice and expiry date.

Students under 16 should never be given medicine containing aspirin unless prescribed by a doctor and parental consent received.

If the medication is not collected by the end date, it will be disposed of by the academy.

All medication will be kept in a locked cabinet in the First Aid office, and will be filed in the correct place for easy and swift access. The only medication that a student (aged under 16) is permitted to have with them are asthma inhalers, and Epipen as prescribed on their Individual Health Care Plans.

5.2 Administering paracetamol

The First Aider is permitted to administer paracetamol in the event of a minor medical ailment, if a parent/carer provides consent to do so. A letter explaining the circumstances under which a First Aider is permitted to administer paracetamol in the academy has been sent to all parents/carers (Appendix 5). Paracetamol will not be issued to any student under the age of 18 unless permission has been received.

When a student whose parent/carer has given permission for paracetamol to be administered will need to request this from the First Aider, the medication will not be issued automatically, until a series of self-help questions have been asked.

Once satisfied that the student has answered the above questions in a competent way, one/two 500 mg tablet(s) will be administered. Parent/carers will be contacted for consent before paracetamol is administered. In the event that the First Aider does not consider the student to be competent in either answering the self-help questions or giving the parent/carer the letter, the First Aider will contact the parent/carer to explain why the administration of paracetamol is being refused by the academy. If necessary, the parent/carer will be requested to come and take the student so that appropriate medical advice can be taken. If a child or young person makes repeated requests for paracetamol, the academy may withdraw the availability of the medication, even if parent/carers have given consent. Parents/Carers will always be informed if the academy decides to take this action.

It is the parent/carer's responsibility to inform the academy if circumstances should change such that their child must no longer be offered paracetamol.

5.3 Sun Protection

We recommend that parent/carer's supply their children with sun screen of an appropriate factor for the weather on any particular day.

Water fountains are located around the academy and drinks are available for purchase at break and lunchtime.

6: Accommodation

The First Aid room is used for assessment of students who are injured or who report that they feel unwell, and does contain a bed and a sink.

7: Hygiene / Infection Control

Basic hygiene procedures must be followed by First Aiders. Single issue disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.

There are special yellow boxes for the disposal of needles, for students with disorders such as diabetes who self-administer medicines under the supervision of the First Aider.

8: Accidents/ injuries and illnesses

8.1 Reporting Accidents

Statutory requirements are followed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), some accidents must be reported to the HSE.

For definitions, see HSC/E guidance on RIDDOR, and information on Reporting Academy/school Accidents (Annex A).

The following accidents must be reported to the HSE:-

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than seven days.

Involving students and visitors:

- Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work
- Any academy/school activity, both on or off the premise
- Equipment, machinery or substances
- The design or condition of the premises.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

The Governors must ensure that the academy/school keeps a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

8.2 Identification and Treatment of students with particular medical conditions

Parents/Carers complete a medical form when registering their child, (Appendix 2). The original is kept in the student's file. A copy of medical forms is taken on all off site visits and every class teacher has access to the medical conditions form with all the relevant/important details.

Any regular medicines are named and kept with First Aid. They are stored in a locked First Aid cupboard or, if required in the fridge, which are stored in the fridge. Details of medicines dispensed are kept in a separate book.

Currently the specific medical conditions, for which medication might be administered in the academy, are asthma, diabetes and anaphylactic shock. It is important that prescribed inhalers for asthmatics are kept in the pockets of student's to whom they have prescribed so that they can be self-administered. Spare inhalers are kept in a First Aid bag in the First Aid room. This is also true of prescribed adrenaline (Epipens), which must be checked regularly to ensure they are up to date.

Further information on Medical Conditions can be found in workrooms/staffroom of those students with known issues such as allergies.

8.3 Record Keeping

Statutory accident records: The Board must ensure that the academy keeps readily accessible accident records, written or electronic, are kept for a minimum of three years.

Andrew Russell (AHT) must ensure that a record is kept of any first aid treatment given by the First Aider or appointed persons. This record should be completed by any First Aider administering treatment or support to children and young people in the Academy/school's care. This should include:

- The date, time and place of accident / incident
- The name (and class) of the injured or ill person
- Details of their injury / illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident
- Whether or not and to whom the incident has been referred.

The Board must ensure that the academy has in place procedures for ensuring that parents/carers are informed of significant incidents.

8.4 Monitoring

Accident records can be used to help Andrew Russell (AHT) and the First Aider identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

Andrew Russell (AHT) and First Aider should establish a regular review and analysis of accident records.

9: Medical Conditions

9.1 In the case of having a **long-term medical condition** such as 9.3 - 9.6, detailed below, each student must have an Individual Health Care Plan, and where indicated, carry their own medication, with spares given into the care of the First Aider. All medication that is located in the first aid room will be a lockable cupboard along with a copy of their Individual Health Care Plan.

For students with an Individual Health Care Plan, who attend a planned trip out of the academy, their medication will be placed inside a plastic wallet along with a copy of their care plan. The wallet will be issued to the designated First Aider for that trip, and they will be in charge of this medication at all times. They will also be responsible for returning the wallet to the appointed person once the trip is over, together with the details noted when administering the medication or any other comments relating to the child's condition as detailed by the care plan.

9.2 Informing parents/carers

9.2a Parent/carers will not be informed if the student has a minor complaint:

- Cuts and grazes that does not require professional attention
- A sprain/ strain to ligaments muscles where the student confirms that that initially reported pain has stopped and physical movement is not visibly hampered
- A headache that goes away
- If prior permission has been given for administering paracetamol as set out in section 5.2.

Students in our academy are expected to take responsibility for their health and are therefore expected to inform parent/carer of any minor injury/ illness that has occurred during the academy day.

9.2b Parent/carers will always be contacted, or the secondary contacts supplied on SIMS will be contacted, and every effort made to speak with them personally should a student:

- Need to attend hospital
- If an ambulance is called
- Has a suspected contagious rash
- Has been stung/ bitten by an insect or animal
- Has an injury to the head of any kind
- Appear to be unfit to continue their day at the academy
- Who has an existing health care plan in place and is feeling unwell
- If the injury is deemed not accidental.

Actual Conditions:

9.3 Asthma

Asthma is caused by the narrowing of the airways, the bronchi, in the lungs, making it difficult to breath. An asthmatic attack is the sudden narrowing of bronchi. Symptoms include attacks of breathlessness, coughing and tightness in the chest.

Individuals with asthma have airways which may be continually inflamed. They are often sensitive to a number of common irritants, including grass pollen, tobacco fumes, smoke,

glue, deodorant, paint and fumes for science experiments. Animals, such as guinea pigs, hamsters, rabbits or birds can also trigger attacks.

Students are asked to have their inhalers with them at all times and especially when they are doing PE, in Science or Technology, and when they are on trips out of the academy. A spare inhaler clearly labelled with the student's name, dosage/ frequency of expected need, date of dispensing, cautionary advice and expiry date, should be made available by parents/carers to be kept in the first aid room in case of additional need.

Parents/carers are responsible for ensuring that the inhaler medication is renewed well before the expiry date.

WHAT TO DO IN THE EVENT OF ASTHMA ATTACK

1. Keep calm – it is treatable
2. Let the child sit down: do not make them lie down
3. Let the child take their usual treatment – normally a blue inhaler
4. Call First Aid.
5. Wait 5 to 10 minutes
6. If the symptoms disappear, the child can go back to what they were doing.
7. If the symptoms have improved but not completely disappeared, summon a parent/carer and give another dose of the inhaler while waiting for them to arrive.
8. If the normal medication has no effect, follow the guidelines for 'severe asthma attack'.

If the child has forgotten their inhaler, and there is not a spare one in the office summon a parent/carer to bring one in from home.

SEVERE ASTHMA ATTACK

A severe asthma attack is:

When normal medication does not work at all.

The child is breathless enough to have difficulty in talking normally.

1. Call an Ambulance
2. The First Aider or a member of the office or teaching staff will inform a parent/carer
3. Keep trying with the usual reliever inhaler, and do not worry about possible overdosing
4. Fill in an accident form.

IF IN DOUBT TREAT AS A SEVERE ATTACK

9.4 EPILEPSY

Epilepsy is a tendency to have seizures (convulsions or fits)

There are many different types of seizures; however a person's first seizure is not always diagnostic of epilepsy.

WHAT TO DO IF A CHILD HAS A SEIZURE

1. DO NOT PANIC. Ensure the child is not in any danger from hot or sharp objects or electrical appliances. Preferably move the danger from the child or if this is not possible, move the child to safety.
2. Let the seizure run its course
3. Do not try to restrain convulsive movements
4. Do not put anything in the child's mouth, especially your fingers
5. Do not give anything to eat or drink
6. Loosen tight clothing especially round the neck
7. Do not leave the child alone
8. Remove all students from the area and send a responsible student to the First Aider for assistance
9. If the child is not a known epileptic, an ambulance should be called
10. If the child requires medication to be given whilst having the seizure, then the First Aider or a member of trained staff to give the medication must do it
11. As soon as possible put the child in the recovery position
12. The person caring for the child during the seizure should inform the parent/carer as they may need to go home, and if not a known epileptic they must be advised to seek medical advice.

Seizures are followed by a drowsy and confused period. Arrangements should be made for the child to have a rest as they will be very tired.

9.5 ANAPHYLACTIC SHOCK

Anaphylaxis is an acute; severe reaction needing immediate medical attention. It can be triggered by a variety of allergens, the most common of which are foods (peanuts, nuts, cow's milk, kiwi fruit and shellfish) certain drugs such as penicillin, and the venom of stinging insects (such as bees, wasps and hornets).

In its most severe form the condition is life threatening.

Students should have their own EpiPen with them at all times, and a spare. EpiPen should be made available by the parents to the first aid room.

All First Aiders are given annual training from the external school nursing team on how to administer the EpiPen. All staff are also required to attend such training as a whole Academy/school event when it is organised by SLT. This training should be logged.

Symptoms

- Itching or strange metallic taste in the mouth
- Hives / skin rash anywhere on the body, causing intense itching
- Angioedema – swelling of lips/eyes/face
- Swelling of throat and tongue – causing breathing difficulties / coughing / choking
- Abdominal cramps and vomiting
- Low blood pressure – child will become pale / floppy
- Collapse and unconsciousness.

Not all of these symptoms need to be present at the same time.

First Aid treatment

- Oral Antihistamines
- Injectable Adrenalin (Epipen).

WHAT TO DO IN THE EVENT OF AN ANAPHYLACTIC REACTION

1. DO NOT PANIC
2. Stay with the child at all times and send someone to the school office /first aid room
3. Treat the child according to their own protocol which will be found with their allergy kit. IF YOU FOLLOW THE CHILD'S OWN PROTOCOL YOU WILL NOT GO WRONG
4. Contact the parent/carer
5. If you have summoned an ambulance fill in the allergic reaction report and in the first aid log and get it to the ambulance crew with the used Epipen.

9.6 DIABETES MELLITUS

Diabetes mellitus is a condition where there is a disturbance in the way the body regulates the sugar concentration in the blood. Children with diabetes are nearly always insulin dependent.

WHAT TO DO IN THE EVENT OF A HYPOGLYCAEMIC ATTACK (LOW BLOOD SUGAR LEVELS)

1. DO NOT PANIC
2. Notify First Aider
3. If the child is a known diabetic and they know their sugar level is going low, help them to increase their sugar intake. Glucose sweets, sugary drink, chocolate or anything that has good concentration of sugar
4. Get the child to a First Aider to test the blood sugar level
5. Notify the parent/carer
6. If the condition deteriorates, or the student is unresponsive then an ambulance must be called immediately.

HYPERGLYCAEMIA

(TOO MUCH SUGAR IN THE BLOOD STREAM)

This condition takes a while to build up and you are less likely to see it in the emergency situation at the academy.

9.7 Emergency injury or illness

An Ambulance will be called after any accident/incident if the First Aider in charge, deems it necessary to have immediate medical intervention.

In the event this is deemed necessary the parent/carer will be contacted after the ambulance has been called.

A member of staff will always travel in the ambulance to the accident and emergency department if the parent/carer is unavailable at the time of departure. In this event the member of staff should take a 'Student Details' sheet printed out from SIMS so that relevant and up to date information can be given at the hospital. They should also ensure

that a second member of staff knows that they have gone and arrangements for returning to the academy or home have been made.

EMERGENCY PROCEDURE FOR CALLING AN AMBULANCE

Where possible it will be the First Aider or the person dealing with the incident that calls for an ambulance or 111. Where this is not possible then the information needs to be shared with the reception staff to ring the emergency services. Information that would be required is

- Name and date of birth
- Academy address
- Whether the casualty is breathing
- Information regarding the accident/injury.

9.8 Cuts and grazes

All First Aiders will use latex free surgical gloves when treating any or potential open wound. Wounds will be cleaned with water and/ alcohol free surgical wipes.

If plasters, adhesive dressings or gauze bandages are used, students who are judged competent to answer will be asked whether they are allergic to plasters before administration. In the case that a student is not judged competent to answer this question, parent/carers will be contacted before the plaster or such item is administered, and if necessary the parents/carer will be advised to attend the academy immediately to administer it.

9.9 Head injury

Any student who reports a blow to the head will be asked the following set questions:

- How did it happen?
- When did it happen?
- Where did it happen?
- How do you feel?

The student will be monitored in the First Aid room for 20 minutes minimum for any signs of concussion.

If the injury is minor the student will return to normal lessons with a 'head injury note' advising that the student is returned to the first aid room if any of the following signs or symptoms are reported by the student or observed by the member of staff. Students themselves are told to come back to the first aid room if they start to feel faint, dizzy or feel sick.

Parent/carers will be informed a head injury is suspected. If there are further concerns in the Academy/school, parent/carers will be contacted to come and collect their child immediately. At this point advice will be given to the parent/carer to seek further professional medical advice.

9.10 Nausea/vomiting /diarrhoea

Students who report nausea or vomiting or diarrhoea will be assessed in the first aid room for a minimum of 20 minutes. If no further symptoms occur they will be returned to normal lessons, and told to come back if they feel unwell again during the day. If symptoms

persist then parent/carer will be asked to come and collect their child and seek further professional medical advice.

It is the academy policy that when a child has either been physically sick or has had a temperature, they must be kept at home for 24 hours following either the end of the sickness or the return to a normal temperature.

Links to other policies:

The Safeguarding & Child Protection Policy, Complaints Policy, Educational Visits Policy and Risk Assessments (such as PE) should be read in conjunction with this policy.

Appendices:

Appendix 1– Medical Emergency form – also to be used for updates.

STRICTLY PRIVATE & CONFIDENTIAL Please do not leave this form anywhere with student access

MEDICAL EMERGENCY FORM
(SPECIAL INSTRUCTIONS TO TEACHING STAFF WHICH SHOULD BE KEPT AVAILABLE FOR REFERENCE IN THE CLASSROOM)

STUDENT' S NAME:	D.O.B:
INFORMATION GIVEN BY:	DATE:
PRINT NAME: _____ SIGNED: _____	
MEDICAL CONDITION:	
TRIGGER FACTORS:	
POSSIBLE SYMPTOMS:	
TREATMENT: {Please add instructions/protocol you would like staff to follow – Inc. protocol for PE/Trips}	
EMERGENCY ACTION:	
MEDICATION:	
PREVIOUS HISTORY OF PROBLEMS:	

Any queries about the above information: Please see first aid room

For Academy Use Only

Agreed on behalf of SCHOOL NAME

Print Name:
.....

Signed:
.....

Date:

Appendix 2

REQUEST FOR ACADEMY TO ADMINISTER MEDICATION

Student's Full Name: _____ **Form:** _____
Address:

Condition / Illness:

Name / Type of Medication:

For how long will student be required to take medication?

Date dispensed: _____ **Dose:** _____

Frequency of Dosage: _____ **Timing:** _____

Additional instructions / information: (e.g. before / after food, interaction with other medicines, possible side effects, storage instructions).

I understand that I must deliver the medicine personally, or send it with my child to the First Aider via the main office, replace any medication used and collect any remaining medication when the course is completed. I accept that the Academy/school has a right to refuse to administer medication and that it is my responsibility to ensure that all medication is within the expiry date and to inform the Academy/school of any drug changes.

Name (Please print): _____ Relationship to student: _____

Signed: _____ Date: _____

N.B. Drugs / Medicines sent to academy MUST be in current pharmacy-labelled containers please.

.....
Academy/school use: Remaining medication returned to parent/carer on _____

or disposed of on _____

Appendix 3

{REMEMBER TO ATTACH RELEVANT FORMS}

Further to receiving the medical update form for the above student, you have stated that they are using medication.

- {Insert medication}

Please can you provide the first aid room with this medication so that it can be stored within the academy/school in case of emergency usage? Attached you will find a Medicine Administer Request Form which needs to be completed and sent in with the medicine – which must have been dispensed and have a pharmaceutical label on it.

Please can you also complete the Medical Emergency Form, which is the protocol/instructions that are to be followed by staff? As everyone's triggers, symptoms and treatment is different, please can you make any changes that you feel is necessary to the form and return it along with MAR form and medication to the First Aid Room.

Please be assured that all medical information held about a student is kept private and confidential.

If you have any questions at all, please contact me on the telephone number below:
0113 4872837

Kind regards

Appendix 4

On checking, the medication that we hold in Academy for {ADD NAME} is out of date – {ADD MEDICATION AND EXPIRY}

Please can you supply us with new in date medication at your earliest convenience so that should it be needed in an emergency we have the correct medication within the academy for {HIM/HER} – a new request for the academy to Administer Medication Letter is attached to be completed, this needs to be sent in with the new medicine (a separate letter is required for each medicine).

If the medication is no longer needed please can you confirm this in writing by completing a new medical form which is attached and return it to the first aid room at the Academy/school - unfortunately an email is not sufficient.

The out of date medication will be disposed of within 2 weeks of this e-mail unless you inform me otherwise.

PLEASE NOTE – IT IS THE PARENTS RESPONSIBILITY TO REPLACE ANY OUT OF DATE MEDICATION THAT IS NEEDED FOR THEIR CHILD WITHIN THE ACADEMY/SCHOOL

Appendix 5

Dear Parent/Carer,

ADMINISTRATION OF PARACETAMOL

As a rule, non-prescribed medication should not be issued. However, at the discretion of the Head of School, Paracetamol can be issued to relieve pain, provided the practice is strictly controlled. Paracetamol can be administered for minor ailments such as headache, toothache or period pains by the First Aider. This will allow the student to be able to continue comfortably and with as little disruption to their day as is possible.

Paracetamol would only be given by the First Aider once a clear assessment has been undertaken and it is deemed appropriate to administer the paracetamol. The First Aider will assess that the correct dose is administered in accordance with the law, for example, the age of the student and severity of pain. Consent will be obtained from parent/carer before administering.

A slip advising I have administered paracetamol with your child's name, dose and time on will be given to your child to bring home. The First Aider will telephone and advise they have administered paracetamol.

If students make repeated requests for Paracetamol, parents/carers will be informed and the academy may withdraw the availability of Paracetamol, or ask you to provide individual medication which will be kept in the first aid room. If the treatment is going to be continuous and medication is needed for more than two consecutive days, you will need to complete an additional form and the medication must have an appropriate pharmaceutical label on giving clear instructions of dosage.

If at any time there is a change of circumstance, or if you have any queries or concerns please contact the First Aider on 0113 487 2837.

Yours sincerely

NAME
First Aider

Appendix 6

{REMEMBER TO ATTACH RELEVANT FORMS}

Please can you print and send back the attached form to the first aid room. You can either leave it at reception or ask {add name} to bring it in to me.

There doesn't appear to be anything on file for {add name} from yourself for the paracetamol that we hold in the first aid room. Please can you complete the form saying that it is for "minor ailments", we can then continue to give this when it is required, following the directions that you give?

Under new statutory guidelines, we can only do this on a 24-48 hour basis for each new ailment, this enables us to cover headaches, back pain, period pain etc., after this time if the medication is still required for the same problem it is then classed as an illness and we would then require the medication to be supplied with a "Pharmaceutical label" on it with directions from a doctor.

If you have any questions at all, please contact me on the telephone number below.

0113 487 2837

Kind regards

Appendix 9

REQUEST FOR THE ACADEMY TO ADMINISTER MEDICATION

Student's Full Name: _____ **Form:** _____

Address: _____

Condition / Illness:

Name / Type of Medication:

For how long will student be required to take medication?

Date dispensed: _____ **Dose:** _____

Frequency of Dosage: _____ **Timing:** _____

Additional instructions / information: (e.g. before / after food, interaction with other medicines, possible side effects, storage instructions).

I understand that I must deliver the medicine personally, or send it with my child to the First Aider, replace any medication used and collect any remaining medication when the course is completed.

I accept that the academy has a right to refuse to administer medication and that it is my responsibility to ensure that all medication is within the expiry date and to inform the Academy/school of any medicine changes.

Name (Please print): _____ Relationship to student: _____

Signed: _____ Date: _____

N.B. Drugs / Medicines sent to the academy MUST be in current pharmacy-labelled containers please.

*Academy/school use: Remaining medication returned to parent/carer on _____
or disposed of on _____*

Appendix 10

Name: _____ **Date of Birth:** _____

Allergies _____

Date	Name of Person Who brought it in	Authorisation Letter received	Name of Medication	Amount supplied	Form Supplied (liquid/tablets)	Expiry date	Dosage regime

