



Adopted:	2 December 2014
Updated:	26 September 2017
Next review:	September 2020 (earlier if circumstances change)

Medicines Management, First Aid, Accidents and Emergencies Policy & Procedure

Contents

Scope.....	2
Aim.....	2
Roles and Responsibilities	2
Insurance	4
Medicines Management	5
First Aid, Accidents and Emergencies	10

Scope

Applies to all activities on school premises and all official school activities off-site.

Aim

To ensure a safe place of work for the staff, students and visitors of Harrogate High School and to enable regular attendance at school for the students.

Health and safety legislation places a duty on Harrogate High School Academy Trust as an employer for the health and safety of its employees and anyone else on the premises.

Students with medical needs have the same rights of admission to the school as other students provided the school can meet their needs. Most are able to attend school regularly and take part in normal activities, sometimes with some support.

Many students will need to take medicines during the day at some time during their time in school. This will usually be for a short period only and to allow students to do this will minimise the time that they need to be absent.

This policy describes how the school intends to ensure that its obligations are met and forms a part of the its commitment to ensuring that it provides a safe, healthy, inclusive environment in which to work and learn.

Roles and Responsibilities

Parents and Carers (includes any person who has parental responsibility for a student)

Parents/carers have the prime responsibility for their son/daughter's health and should provide the school with information about any medical condition. Parents/carers should obtain details from their son/daughter's General Practitioner (GP) or paediatrician, if needed. The school nurse or a health visitor and specialist voluntary bodies may also be able to provide additional background information for staff.

The school only requires one parent to agree to or request that medicines are administered. Where parents disagree over medical support, the disagreement must be resolved by the Courts. The school will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise.

Parents/carers should, jointly with the school, reach agreement on the school's role in supporting their son/daughter's medical needs, in accordance with the school's policy and with support from local health services where necessary. A Health Care Plan will be drawn up where necessary.

Parent/carers should make sure their son/daughter has any necessary medication available during the school day or on a school trip and should ensure that medicines kept in school, such as epipens and inhalers, are always in date.

The Employer

Harrogate High School Academy Trust, as an employer, has primary responsibility for health and safety matters within the school and as such has an up to date health and safety policy and Employers' Liability Insurance to provide cover for injury to staff acting within the scope of their employment. Insurance certificates are available on the staff intranet.

It is the Trust's responsibility to make sure that proper procedures are in place and that staff are aware of the procedures and fully trained and adequate facilities and equipment are provided.

The Head of Academy

The Head of Academy is responsible for the day-to-day implementation of the policy and for drawing up detailed procedures to support it. S/he should make sure that all parents and all staff are aware of the policy and procedures for dealing with medical needs and make staff aware of the first-aid arrangements.

S/he should ensure that the school has sufficient members of support staff who are appropriately trained to manage medicines and first aid as part of their duties.

The Head of Academy should make sure that the appropriate systems for information sharing are followed.

For a student with medical needs, the Head of Academy will agree with the parents exactly what support can be provided, seeking advice from the school nurse the student's GP or other medical advisers where necessary.

Teachers and Other Staff

There is no legal or contractual duty on most staff to administer medicine or first aid. However, **all staff** are expected to use their best endeavours at all times to secure the welfare of students and have a common law duty of care to act like any reasonably prudent parent. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.

Of course, swift action needs to be taken by any member of staff to assist any child in an emergency and the school's insurance policies provide appropriate cover for this. In general, the consequences of taking no action in an emergency are likely to be more serious than those of trying to assist.

Staff with students with medical needs in their class or group should be informed about the nature of the condition, and when and where the students may need extra attention. All staff leading a trip should check their group's medical forms and if necessary check the school health support record and any relevant health care plans.

The school will ensure that there are sufficient members of support staff who are employed and appropriately trained to administer medicines or first aid as part of their duties. The type of training necessary will depend on the individual case.

The **Health Support Officer** has day-to-day responsibility for ensuring that there is adequate first aid provision in school including the stocking of first aid boxes and arranging training for the staff. H/she also oversees the administration of paracetamol and ensuring that accident reports are completed for incidents requiring first aid and the incident logged on the school information system. In the event of absence, the Health Support Officer will inform Learning Managers who may administer prescription medicines and paracetamol; the first aid role will be covered by other first aiders.

The **Special Educational Needs Coordinator (SENCO)** has responsibility for overseeing the school's health support record and individual care plans and ensuring that students' needs are met, liaising with health professionals as appropriate.

First Aiders

The main duties of the first aiders are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary ensure that an ambulance or other professional medical help is called and remain with the casualty until help arrives.
- Reporting all incidents as described later in this policy.

Insurance

The school, as a member of the academies risk protection arrangements, holds appropriate insurance for undertaking medical procedures and provision of prescribed medicines subject to adherence with the statutory guidance on supporting pupils at school with medical conditions, September 2014. It covers the school staff, the governing body and volunteers should a claim be made against them from a student who alleges that they have sustained an injury or damage to their person/property as a result of the negligent provision of medical treatment.

Cover also applies to any first aid activities carried out by teachers, employees and volunteers.

Claims for financial loss arising from the negligent treatment would also be covered by the policy.

Medicines Management

Administering Medicines

No student will be given medicines without their parent/carer's written consent. Prescribed medicines may be administered by the Health Support Officer or in her absence, Learning Managers or trained first-aiders (provided they have been trained to do so).

Any member of staff giving medicines to a student should check:

- the student's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container.

Staff should check that any details provided by parents, or in particular cases by a pediatrician or specialist nurse, are consistent with the instructions on the container. If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular student, the issue should be discussed with the parent, if appropriate, or with the school nurse.

Staff must complete and sign a record (form **MM3**) each time they give medicine to a student.

Medicines Brought Into School

*Parents should complete form **MM1** for prescribed medicines or **MM2** for non-prescribed medicines and return it to the Health Support Officer.*

All medicines brought into school should be handed to the Health Support Officer in the first instance.

Medicines may only be brought into school where it would be detrimental to a student's health if the medicine were not administered during the school day. We will only accept prescription medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include:

- name of child
- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental

instructions. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents are encouraged to ask the prescriber about this. Medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.

Only Salbutamol inhalers may be stocked by the school for students with asthma conditions.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act. Some may be prescribed as medicine for use by students, e.g. methylphenidate.

The Health Support Officer or, in her absence, a Learning Manager or first aider (provided they are trained to do so) may administer a controlled drug to the student for whom it has been prescribed. This will be done in accordance with the prescriber's instructions. MM1 must have been completed by a parent/carer and the member of staff administering must record on MM3.

Misuse of a controlled drug, such as passing it to another student for use, is an offence and will be dealt with under the school's behaviour policy.

Medicines Supplied by School

Before paracetamol supplied by the school can be administered to a student, the parent/carer must complete a paracetamol consent form and return it to the Health Support Officer. This is now completed on the admission form in year 7, but blank ones can be obtained from the Health Support Officer.

*Staff administering medicines supplied by school should log this on form **MM4** in the medical room.*

Paracetamol is the only non-prescribed drug which will school holds to give to students. It will only be administered under the following conditions:

- The student presents with a headache or pain that is not already being treated by a health care professional and that the school is satisfied has not been caused by an injury.
- The school holds a signed parental consent form (available on the admission forms or from the Health Support Officer) for paracetamol in which the parent/carer confirms that the medicine has, in the past, been

administered without adverse effect. Consent, once given, will remain in place until it is withdrawn.

- We will only give one dose during the course of the school day, and then only if we are satisfied that the student in question has not taken any other medication within the last 6 hours.
- Only named members of staff may administer paracetamol: Health Support Officer or, when she is absent, a Learning Manager or First Aider.
- Where paracetamol is administered, it will be recorded in school on form **MM4** and the parents informed via a text or phone call to the students parent/carer detailing the reason given and the time and dose given.
- A student who makes a second request for pain relief during the day will generally be treated as not well enough to remain at school.
- We will not give pain relief to a student who makes repeated requests but we will bring this to the parent/carer's attention.
- Parents/carers should note in their son/daughter's planner any doses of paracetamol or any other medication taken before school. This is because we cannot be certain that the other medication and paracetamol may be safely taken together. A phone call home should be made if the first aider administering paracetamol has any doubt as to whether any has been taken before school. If nobody can be contacted paracetamol will not be issued.
- Students will not be given paracetamol before 9am or after 2pm.
- If a student suffers regularly from frequent or acute pain the parent/carer will be encouraged to refer the matter to their GP.

Long-Term Medical Needs

It is important for the school to have sufficient information about the medical condition of any student with long-term medical needs. The Special Educational Needs (SEN) Code of Practice 2001 advises that a medical diagnosis or a disability does not necessarily imply SEN. It is the student's educational needs rather than a medical diagnosis that **must** be considered.

The school needs to know about any particular needs before a student is admitted, or when a student first develops a medical need and parents/carers should inform the school of these needs. For students who attend hospital appointments on a regular basis, special arrangements may also be necessary.

Individual Health Care Plans

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Head of Academy, SENCO, Health Support Officer and medical professionals. This can include:

- details of a student's condition
- special requirements e.g. dietary needs, pre-activity precautions
- and any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency

- the role the staff can play

IHCPs will be easily accessible whilst preserving confidentiality. IHCPs will be reviewed at least annually or when the student's medical circumstances change, whichever is sooner. Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it. Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the agencies involved to ensure that the IHCP identifies the support the student needs to reintegrate.

For any student with a health care plan, where required an individual risk assessment will be carried out e.g. for serious asthma conditions, diabetes, epilepsy etc. and shared with the appropriate staff.

Self-Management

Students, who are able, are encouraged to take responsibility to manage their own medicines. The age at which students are ready to be responsible for their own medicines varies and will be determined by health professionals together with the student and parents/carers.

If students can take their medicines themselves, staff may only need to supervise. The care plan and risk assessment for an individual student will assess whether it is appropriate for that student to carry and administer their own medicines, bearing in mind the safety of other students and medical advice from the prescriber.

Where students have been prescribed controlled drugs these will be kept in safe custody. However students could access them for self-medication if it is agreed that it is appropriate. Epi-pens, insulin and inhalers may be carried by students around school, but other medicines will be kept in the medical room.

Educational Visits (Trips)

The school encourages students with medical needs to participate in safely managed visits and will consider reasonable adjustments to enable students with medical needs to participate fully and safely on visits. Staff supervising excursions should be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

Staff concerned about a student's safety on a visit should seek parental views and medical advice from the school health service or the child's GP.

Parents/carers should fill in medical details on the consent forms for trips.

Sporting Activities

The school encourages all students to take part in physical activity and sport will make adjustments to allow students to participate in ways appropriate to their

own abilities. Any restrictions on a student's ability to participate in PE should be discussed with the SENCO and recorded in the students' individual health care plan.

Some students may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

Staff supervising sporting activities should consider whether risk assessments are necessary for some students, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Refusing Medicines

If a student refuses to take medicine, staff should not force them to do so, but should note this in the records (and follow the procedures in the health plan where appropriate). Parents/carers should be informed on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

Safety Management

Large volumes of medicines will not be stored. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Where a student needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

Students should know where their own medicines are stored and who holds the key. All emergency medicines, such as asthma inhalers and adrenaline (epi-) pens, will be readily available from the first aid box in reception and not locked away. Students should, where practical, carry their own inhalers. Non-emergency medicines will generally be kept in a secure place.

Medicines that need to be refrigerated may be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There is restricted access to a refrigerator holding medicines.

Disposal of Medicines

Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents/carers do not collect all medicines, they will be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or paediatrician.

Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

Record keeping

Written records must be kept of all medicines administered to students. Records offer protection to staff and students and provide evidence that agreed procedures have been followed. Forms **MM3** and **MM4** are to be used for this purpose.

Parents should be informed if their son/daughter has been unwell at school.

First Aid, Accidents and Emergencies

Duties of a First Aider

First aiders must complete a training course approved by the Health and Safety Executive (HSE).

At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- when necessary, ensure that an ambulance or other professional medical help is called and remain with the casualty until help arrives.
- report all incidents as described below.

Risk Assessment

The first aid arrangements for the school are based upon a risk assessment, covering the layout of the site, number of first aiders, number and location of first-aid containers, arrangements for off-site activities/trips and arrangements for activities out of school hours eg lettings, parents evenings.

Specific risk assessments are carried out for school visits or activities outside of the normal routine.

Individual risk assessments are carried out for students with particular needs as and when they are required.

Risk assessments are reviewed annually, or when there are changes in circumstances.

Information and Training

Any First Aid updates/information will be sent to all staff electronically

Information about first-aid arrangements is given at induction and again during annual health and safety training sessions.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Plasters

Any member of staff may give a plaster to a student provided in their judgment the injury is minor enough not to require a trained first aider. Students must be asked first if they are allergic to plasters and staff should inform the Health Support Officer after each time they give a plaster to a student.

First Aid Containers

First aid containers are located in each of the following areas:

Reception – Science Technicians – Technology Office – Sports Department – Health Support Office.

Should a box become depleted please inform the Health Support Officer.

There is no standard list of items to put in a first-aid box. However, the HSE recommend that, where there is no special risk identified, a **minimum** provision of first-aid items would be:

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings
- (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages
- (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm)
- individually wrapped sterile unmedicated wound
- dressings;
- two large (approximately 18cm x 18cm) sterile
- individually wrapped unmedicated wound
- dressings;
- one pair of disposable gloves.

Equivalent or additional items are acceptable.

Before undertaking any off-site activities, the Head of Academy should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid;
- six individually wrapped sterile adhesive dressings;

- one large sterile unmedicated wound dressing - approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.
-

Tablets or medicines should **not** be stored in the first-aid box.

Eyewash

Where assessment indicates the need for eye irrigation facilities, if mains tap water is not readily available, a minimum of 1litre sterile normal saline 0.9% in sealed disposable containers must be available as close as possible to the place where the need might arise. Once the seal is broken they should not be kept for reuse, and they should not be used after the expiry date. Containers must be checked on a regular basis by the appointed person/first aiders. The Health Support Officer can arrange for replacements.

First Aid, Accidents and Emergencies Procedures

In an emergency, any member of staff should call an ambulance on 9-999.

Individual health care plans should include instructions as to how to manage an emergency, and identify who has the responsibility in an emergency, for example if there is an incident in the playground a lunchtime supervisor would need to be very clear of their role.

In the event of any injury or illness requiring assistance all students/staff/visitors should be directed to the Health Support Officer or the nearest first aid trained member of staff.

In the event of any difficulty making contact with a First Aider, contact Reception (Telephone 01423 548800 Ext: 200) who will contact the relevant person via the mobile radio system.

First-aiders are only permitted to administer first-aid, they are not to treat minor illnesses.

Should further treatment be required, the first aid trained member of staff or other competent person will decide on the most appropriate means of transport to accident and emergency at Harrogate District Hospital.

Where a student is taken to hospital by ambulance, a member of staff should always accompany them and should stay until the parent/next of kin arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available. If a taxi is used then a first aider should accompany the casualty; private cars may be used, but staff should assess the risk of taking students or staff to hospital in their own car against the risk of not doing so and consider whether it is safer to call an ambulance. If a member of staff does take a casualty to hospital in their own car, they must follow the

school's vehicles policy, gain parental consent where possible and be accompanied by another staff member, preferably a first aider.

If the illness or accident does not require immediate medical attention, but requires the person to be sent home, the Health Support Officer or first aider should make arrangements to contact the parent/carer to arrange for the casualty to be collected or to be accompanied home. Students should not be sent home unless there is a responsible person at home to receive them.

All accidents that require treatment by a first aider should be recorded on an accident form (available from the Health Support Officer).

In the event of a serious accident every effort must be made to preserve the scene and to record the identity of any witnesses. This will assist any investigations that may be required. The Finance Director and Facilities Manager should be informed immediately.

Community Users

As stated on the terms and conditions for 'out of hours' use of the site, it is the responsibility of the organiser to identify the level of first aid provision required for their individual activity.

The provision of first-aiders for out of hours activities will depend on the associated risks, including the ease of access to the nearest medical help and the nature of the activity being undertaken. First aid provision must be discussed at the time of booking and clear expectations given to the organiser. Harrogate High school will **not** provide first aiders to out of hours activities.

The following advice will be given to all organisers of out of hours activities:

Where a requirement for first aiders is identified, they must hold the First Aid at Work Certificate and have their certificate available for inspection by the organiser.

In addition organisers should ensure that first aiders are trained to deal with injuries that could arise from any hazards likely to be encountered during the activity.

Where identified as necessary a standard first aid kit must contain sufficient supplies. (Please refer to the 'First Aid Containers' section of this policy for a list of recommended contents).

In the absence of trained first-aiders, all users of the school premises must nominate an Appointed Person/s to take charge of the first aid arrangements, including looking after the facilities and equipment and calling the emergency services when required (no training required). It should be remembered that appointed persons are not first-aiders and so should not attempt to give first aid for which they have not been trained. In these circumstances, illnesses and accidents particularly to students should be dealt with in the manner similar to

domestic practice in the family home. Urgent cases will require an ambulance to be called.

Avoiding unacceptable practice

Harrogate High School understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents/carers.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school where reasonable adjustments could prevent this.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents/carers feel obliged or forcing them to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children and young people participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their medical condition.



Form MM1 Parental agreement for school to administer or student to carry prescribed medicine

The school will not give your child medicine unless you complete and sign this form. Medicines will only be given as per the Harrogate High School medicines policy. The only medicines that may be carried include Asthma Inhaler, EpiPen or Insulin. Students must not carry any other medication in school.

Name of Student

Date of Birth
Year/VMG

Medical condition or illness

Procedures to take in an emergency

Medicine

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages specified on label on parental instructions.

Name/type of medicine

Quantity received

Expiry date

Dosage and method

When to be given

Any other instructions

Side effects

We advise that asthmatic students carry their own inhaler and that school keep a spare inhaler

Student carries own inhaler Yes/No Spare inhaler in medical room Yes/No

Contact Details

Name:

Daytime telephone no.:

Relationship to student:

I accept that this is a service that the school is not obliged to undertake.
I understand that I must notify the school of any changes in writing.

Date

Signature



Form MM2 Parental agreement for school to administer non-prescribed medicine

The school will not give your child medicine unless you complete and sign this form. Medicines will only be given as per the Harrogate High School medicines policy. Non prescribed medicine should not be carried by student in school but will be held in a locked medicines cabinet. Ibuprofen or Aspirin cannot be given to a student under 16yrs unless prescribed by a doctor.

Name of Student

Date of Birth

Class/VMG

Medical condition or illness

Procedures to take in an emergency

Medicine

We will never accept medicines that have been taken out of the container as originally sold nor make changes to dosages on parental instructions.

Name/type of medicine

Date dispensed

Expiry date

Dosage and method

Timing

Special precautions

Side effects

Self-administration

Yes/No (delete as appropriate)

Contact Details

Name

Daytime telephone no.

Relationship to student

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date

Signature



Record of medicine administered to an individual student

Name of Student

Date of Birth

Name of medicine

Quantity received

Date			
Time given			
Dose given			
Staff initials			

Date			
Time given			
Dose given			
Staff initials			

Date			
Time given			
Dose given			
Staff initials			

Date			
Time given			
Dose given			
Staff initials			