



**Moulsham**

**Junior School**

## **First Aid and Administration of Medication Policy**

Reviewed with Staff: Summer Term 2018  
Ratified by governors: Summer Term 2018  
Next review: Summer Term 2022

## **MOULSHAM JUNIOR SCHOOL**

### **FIRST AID AND ADMINISTRATION OF MEDICINES POLICY**

For any child who has an ongoing medical condition, please refer to the Medical Conditions Policy.

The Governing Body is responsible for the first aid and administration of medicines policy in the school, but this is implemented through the Headteacher.

Pupils who are unwell in the morning should not be sent to school. If children become unwell whilst at school, every effort will be made to contact parents so that their child can be collected.

The School cannot be responsible for the administration of medicines throughout the school day. If a child needs medication during school hours a parent will need to come into School to administer the medication. When parents come into school to administer the medication, it would be helpful if they could come into School at the beginning or end of lunchtime.

If a child is suffering from diarrhoea and / or vomiting, we request that they are kept at home for 48 hours after the last bout of illness.

The qualified first aiders normally give first aid. However, any member of staff can do this voluntarily if there is an emergency and where qualified staff members are not available. All staff are covered by the school's insurance policy and are expected to use their best endeavours in an emergency to secure the welfare of pupils.

Staff are trained in First Aid in accordance with need relating to their post and duties. All first aid training must be updated every 3 years

#### **EQUIPMENT & SUPPLIES**

First aid equipment and supplies are kept in the medical room. Epi-pens are also kept in the medical room in named boxes, training for staff on epi-pen use is regularly updated. Asthma inhalers are kept by the child and should be named. Further first aid equipment and supplies also are kept in the medical room and in each classroom.

#### **NON PRESCRIBED DRUGS**

The school cannot be responsible for the administration of non-prescribed medicines during the school day. Only essential medicines will be administered during the school day by school staff for children with medical conditions (see medical conditions policy).

## **DRESSINGS**

Dressings will be applied (and plasters used) where it is felt necessary (unless otherwise informed) but it is not the responsibility of the School to change dressings unless they have come loose during the course of the school day.

## **MEDICAL CARE PLANS**

In conjunction with professional medical advice we may decide to administer certain medical procedures. These procedures will be carried out by staff who are willing to undertake that role in accordance with the care plan drawn up by the medical professional who also undertake to train the staff involved.

In exceptional circumstances medication will be retained by the School for serious medical conditions, e.g. diabetes, severe allergic reactions. Medication will be held for emergency use only and clear written instructions are required on the circumstances in which the medication is to be used and how the medication is to be administered, e.g. diabetes, Epi-pen (for anaphylaxis). This medication will be held in accordance with a Healthcare Plan and guidance/consultation with the School Nurse.

## **SUN CREAM**

Sun cream is not applied by staff. We ask that sun cream is applied before children come into school.

## **MEDICAL RECORD BOOK**

The medical record book is kept in the medical room. All injuries and illnesses are recorded in the book.

## **ACCIDENT BOOK**

The Accident Book is kept in the medical room. All accidents and injuries are recorded in the book and where necessary serious injuries are recorded "on-line" with Riddor for both employees and pupils. More serious injuries, including any accident which requires a hospital or doctors visit are recorded on the appropriate forms and retained by the Office for future reference. All staff are responsible for reporting accidents.

## **HEAD INJURIES**

All head injuries are reported to parents / carers and children will receive a letter and a sticker.

## **DISPOSAL OF SHARPS**

A box in the medical room is provided when there is a need for one.

## **DISPOSAL OF MEDICAL WASTE**

A bin is provided in the medical room for medical waste.