



St Aloysius College

Administering Medicines

POLICY

This Administering Medicines Policy was evolved by consideration between staff and governors and was approved on

This policy will be reviewed on

Introduction:

RATIONALE

The policy of St. Aloysius' College is to provide First Aid cover in accordance with the Health and Safety (First Aid) Regulations 1981. It is a statutory requirement that the Head Teacher makes adequate provision for all employees. There is a moral and civic duty of care to make provision for all visitors to educational establishments. In this context, students are deemed to be visitors.

PURPOSE

- To clarify responsibilities and procedures related to First Aid arrangements.
- To ensure first aid arrangements are in place to provide the best possible care to students and staff who are ill or involved in an accident. Suitable protective equipment are available with the First Aid materials and are checked regularly by the First Aid Co-ordinator to ensure they remain in good condition; sani-bins for soiled First Aid dressing are provided which are located in the ladies toilets and the First Aid medical room.

DUTIES AND RESPONSIBILITIES OF DESIGNATED FIRST AIDERS

- The designated First Aiders at St. Aloysius' College have successfully completed an approved course of training and hold current certificates approved by the Health and Safety Executive: First Aid at Work (3 day course) – 5 members of staff (duty staff including co-ordinator) Emergency First Aid at work (1 day course) – 25 members of staff who carry out first aid on school trips or in ad hoc situations
- The First Aid co-ordinator manages a rota of 5 staff (who are paid an allowance) and ensures that staff are trained and retrained to a designated timetable (every 3 years). The Co-ordinator also ensures that all paperwork has been completed, that the log is up to date and is accurate (on Riddor if required). He/she is also responsible for medications and supports the Business Manager with any on site investigations for accidents. The main First Aider orders First Aid supplies and ensures the kits are restocked and in date. Kits are also made available for trips. The on duty First Aider/Receptionist carries a radio at all times which can be used to contact reception when First Aider is within the school grounds. Main Reception also has a list of alternative First Aiders should this be required.
- High risk curriculum areas (PE, Science, Technology) and school visits all include staff who are designated first aiders
- Duties of designated first aiders:
 - To render First Aid in accordance with the Regulations and training given
 - To ensure their whereabouts are known at all times and to arrange cover for periods of absence
 - For duty first aiders, to carry an appropriate means of communication with them at all times
 - To keep a record of any treatment in the school Accident Report Book
 - To make sure that they have access to updated medical lists (on SIMs).

PROCEDURES FOR DEALING WITH SERIOUS INJURY OR ILLNESS

- If a member or staff or student experiences an injury or illness which requires first aid, a message is sent immediately to the Main Reception
- The First Aider/Receptionist decides whether a referral to hospital is appropriate
- If the First Aider is busy dealing with the injured person, then the Reception Team phone the parents/carers. The next of kin is called if there is a staff injury.
- Students needing to go to hospital should be conveyed by ambulance, accompanied by a member of staff; staff may be taken to hospital by a colleague if appropriate.

PROCEDURES FOR DEALING WITH MINOR ILLNESS

- Students too ill to remain in the classroom, but not requiring first aid, should still be sent to the First Aider at Reception, who will contact the parent/carer to arrange for them to go home.

MEDICATION

- No member of staff is allowed to undertake medical routines unless they have been given appropriate instructions or training
- The responsibility for administering medication remains with a student; medication that is taken on a regular basis is kept in a locked cupboard in the medical room; the First Aider makes this available to the student as required and observes the student taking their medication
- If a child is not medically fit to attend school, or if a child carries dangerous medicines to school unsupervised, or the number of children requiring medication is unreasonable given the school's circumstances, the Head Teacher could refuse to accept responsibility for them or their administration, and parents should be asked to make other arrangements
- If however, the child requires medicine to keep down the effects of a non-serious illness, the Head Teacher will be sympathetic to the request. Medication is handed in to the Medical Room and is kept in a locked cupboard. The student can attend at a designated time and will administer the medication themselves
- Some students take medication to treat an on-going condition; the medication is kept in a labelled bag in a locked cupboard in the medical room and can be accessed by the duty staff. The student will administer the medication themselves
- Asthma sufferers are allowed to carry their named inhalers with them at all times and should be kept ready for immediate use.

St Aloysius College acknowledges that asthma is the most prevalent disease of childhood and recognises that many pupils on roll in this school will have the disease.

Asthma sufferers should not be isolated by their disease; therefore asthma awareness should involve ALL members of the school community.

Explanation of disease:

People with asthma have sensitive air passages which are quick to respond to anything that irritates them (triggers).

This results in the air passages of the lungs becoming narrow, making it difficult to breathe in and out.

Narrowing of air passages produces ONE or ALL of the following: - coughing, breathlessness, wheezing.

SUDDEN, SEVERE narrowing of air passages may result in an 'Asthma Attack'.

Identification of pupils affected:

All parents on roll must notify school of current treatment details.

Treatment details should be accessible at all times.

Treatment: consists of two main forms

Reliever inhalers (usually Blue) and preventer inhalers (usually Brown).

It is encouraged that only blue inhalers should be in school.

Children should have access to their relief inhalers (usually blue) at all times.

Prevention

It is important to be aware that many factors provoke narrowing of the air passages. Some of these factors **are avoidable** within the school environment; therefore appropriate steps should be taken.

Trigger factors include:- coughs and colds, cigarette smoke, furry animals, cold weather, chemical paints – sprays and vapours, grass pollens and spores, extremes of emotion and exercise.

Treating worsening symptoms of asthma:

A reliever inhaler (blue) should be given:-

If requested by the child

If the child is coughing, wheezing or breathless

If this is effective, the child can return to normal classroom activity.

What to do in the case of an 'asthma attack':

The main symptoms of an asthma attack are coughing continuously, wheezing and shortness of breath.

1. Support the child to inhale once or twice with the blue inhaler. Wait for **5 minutes** – the inhaler should have been effective. Using the inhaler with a spacer device may be easier when the child is having an attack.

This may be available in the school's emergency equipment.

But remember –

Stay calm – it is treatable.

Sit the child comfortably – do not let the child lie down.

Do not crowd the child.

Speak quietly and calmly to the child – encourage slow deep breaths.

Do not put your arms around the child's shoulders – this restricts breathing.

2. If this does not work, then the child may have a **severe** asthma attack.

This constitutes an emergency situation.

An emergency situation is recognisable when:

Blue inhaler does not work,

Or

The child has difficulty speaking – e.g. can only say 2 or 3 words before taking a breath

Or

The child is breathing quickly.

Child can look pale – lips can turn blue.

3. All staff receive asthma training via the NHS. This is in addition to training undertaken by the schools qualified first aiders.

Plan of Action:

DIAL 999 – telephone for an ambulance. In the meantime, a blue inhaler can be given every 5 minutes. **You cannot overdose the child by doing this. DO** inform the paramedic how much inhaler has been used.

All staff receive asthma training via the NHS. This is in addition to training undertaken by the schools qualified first aiders.

STUDENTS WITH LIFE THREATENING CONDITIONS

- Any student who has a life threatening condition has a medical care plan. This is located in a locked cupboard in the medical room along with any medication they may have. Also, their medical information will be on their school profile in SIMS.
- At the start of each year, the Heads of Year are informed by Reception as to who has their own medical care plan. At the end of each year, the care plans are sent to parents to be updated. The First Aider ensures that the care plans are kept up to date.
- All First Aiders are given training or refresher training once a year on First Aid, related to diabetics and use of epipens. The Head Teacher is responsible for ensuring this takes place. Epipens are kept at Main Reception.

SCHOOL VISITS

- The member of staff in charge of organising a school visit is responsible for arranging to take a First Aid kit with them. This can be obtained from the First Aid Co-ordinator.
- Every school visit should be accompanied by at least one Designated First Aider.

- The school medical lists should be checked and the necessary medical information recorded and any extra details obtained from parents before students take part in a trip; the risk assessment for the visit must indicate actions that have been taken to minimise the risk to these students.
- All students who carry inhalers or suffer from asthma should be identified. It is essential that students have the appropriate medication and inhalers with them before embarking on the trip.

MONITORING AND EVALUATION

- The Deputy Head (Student Support) is responsible for cross referencing the Child Protection Policy with all other associated policies as listed in the Report to Governing Body on Safeguarding Children
- The Governors Personnel Committee and Governor responsible for Child Protection will review all processes on an annual basis
- The Governor responsible for this policy meets with the First Aid Co-ordinator once a year to check procedures and to ensure records are up to date