



Treloweth Primary School

Administering Medication & First Aid

	Signature	Date
Governor with responsibility	<i>Ms F Nichols</i>	Jan 2022
Chair of Governors	<i>Mrs K Monk</i>	Jan 2022
Headteacher	<i>Mrs L May</i>	Jan 2022
Review date: January 2024 or sooner in the light of changes circumstances		

MEDICINES IN SCHOOL PROCEDURE

The school follows NHS and DFE guidance on dispensing of medicines in school.

- We will dispense medication which is named and has been prescribed by a medical practitioner with written instructions for its use.
- An 'emergency asthma kit' can be found in the Premises Manager's office.
- Should the school have controlled drugs we would keep them in a locked non-portable container and only named staff will have access. A record will be kept for audit and safety purposes. This will be located in the Premises Manager's office.
- We do not keep any other medication.

Further guidance regarding medicines within school can be found in the 'Managing Medicines in Schools and Early Years Settings' located in the Premises Manager's office.

Dispensing of Medicine

All requests for the dispensing of medication (including Calpol) must be accompanied by a consent form completed, signed and dated by the pupil's parent/ guardian.

Class teachers are responsible for if receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication. Parents can be asked to hand the medication and completed form in at the main office. The administering of medicine must be checked and witnessed by 2 members of staff and signed for accordingly.

Most Teaching Assistants are first aid trained.

All medication will be kept in a secure location:

Premises Managers Office either in locked fridge or locked drawers (all medication apart from EpiPens and Asthma pumps which are to be kept in the teachers' cupboard.

Paracetamol/Calpol will be dispensed for pain relief but children with a high temperature/fever will be sent home.

Medical log

Consent forms will be kept in the office. All medication should be left at the office for safe keeping (except Epipens and Asthma pumps)

A medical log for controlled medication dispensed, will include:

- Pupil name
- Dose
- Time
- Date
- Signature of dispenser and witness is kept in the Premises Manager's office.

Please see the pupil medical board in the staffroom to familiarise yourself with pupils who have more significant medical conditions.

FIRST AID POLICY

- KS1 playtime – 1st aid station is taken outside.
- KS2 playtime – 1st aid station is in rear foyer
- KS1 lunchtime – 1st aid station is taken outside
- KS2 lunchtime – 1st aid station is in rear foyer
- Use HELP CARD if assistance is required.
- Help or further assistance for more serious injuries – see Melanie Griffiths, Jo Stoddern, Bernie Richards, Jo White, Patrick Shaughnessy, Helen Parsons, Emily Newing and Becky Richards.
- At the end of each session, 1st aid boxes should be replenished from stock in the Premises Managers cupboard.
- All injuries and treatment to be recorded in the ACCIDENT BOOK which is kept in the station.
- 1st aider MUST WEAR PROTECTIVE GLOVES AT ALL TIMES, to be changed after dealing with body fluids.
- DO NOT USE COTTON WOOL on grazes or cuts i.e. on any broken skin.
- Mediwipes or gauze moistened with water may be used to clean open wounds.
- Check with child if they have an allergy to a plaster or check the medical list if they are very young
- HEAD BUMP stickers must be given to any child with a head injury, parents notified for significant bumps and incident noted in the accident book. 999 will be called for any loss of consciousness or deterioration. All head bumps should be notified to parents via a phone call. Office staff will carry this out if asked.
- All supervisors must wear a high visibility jacket and carry a WHISTLE AND HELP CARD at all times in case of emergency.

SPILLAGES OF BLOOD/BODY FLUID PROCEDURE

Where blood or body fluids have been spilt on to floors/ furniture these spillages should be dealt with in the following ways:

- Divert children away from the scene
- Place chair over the spillage if possible
- ALWAYS wear disposable, powder free, low protein latex gloves before proceeding any further – these are kept in first aid boxes and disabled toilets
- An absorbent, granular disinfectant product may be applied to the spillage or paper towels to absorb fluids, this can be found in the PE cupboard top shelf.
NB. Granular products should not be used for spillages of urine – use paper towels before washing the area with hot water and detergent.
- All waste should be contained securely in a plastic bag.
- Leave to dry with chair, if possible, over the cleaned area.
- Wash your hands thoroughly with soap and hot water.

All the resources mentioned will be stored in the chair store/Premises Managers cupboard – key in the office. Please make sure that all resources are replaced and please inform Mrs Griffiths if there is anything missing or in need of replacing.