



All Saints National Academy

First Aid Policy and Administering of Medicines

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Key Personnel

Principal: James Dean

ALL SAINTS NATIONAL ACADEMY POLICY AND GUIDELINES FOR HANDLING AND ADMINISTERING MEDICINES IN THE ACADEMY

Rationale

As a primary Church of England academy we want all our pupils to be happy, safe, fit and well. In order to achieve this, we believe a clear policy on the handling and administration of medicines in academy is necessary to safeguard all of the pupils in our care.

a) **Medical Equipment:**

It is the responsibility of the First Aid staff and in particular James Dean and the Admin Team in academy to ensure that the first aid stocks are checked and replenished regularly and that all first aid equipment is maintained. Where deficiencies are identified ensure new stock is ordered by placing an order with the Academy Business Manager.

b) **Storage, administration and handling of Medicines:**

For safety reasons, all medicines are stored centrally in the academy office and are handled by adults only. Parents are asked to deliver any medication to academy via the front office and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from academy. Only medicines that have parental authorisation and are appropriately named are allowed in academy.

c) **Timing of Administration of Medicines:**

The office staff set alarms to remind them to administer the medication brought into academy. The Principal must give authorisation for medicines to be administered at any other time in exceptional circumstances.

d) **Parental Authorisation Forms:**

Before medication can be given in academy, Parents must complete the appropriate authorisation for administering medicines in academy form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the academy office.

All forms must be checked by authorised First Aid staff on a regular basis to ensure accuracy of information and expiry dates of medicines.

e) **Medicine Administration:**

First Aid staff dispense all oral medicine to children and supervise diabetic children administering their own insulin. Children with asthma, administer their own medication under supervision of the First Aider.

f) **Non-prescribed Medicines:**

Due to the increasing number of children receiving medication in academy, medicines that are not prescribed such as cough lozenges etc. will not be administered by First Aid staff and are not to be brought to academy.

g) **Administration of Antibiotics:**

The administration of antibiotics in academy will be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before academy, after academy and at bedtime.

h) **Monitoring of Administration of Medicines:**

When a child receives medication in academy, details are to be recorded on the appropriate Daily Medical Register which is located in the first aid room.

i) **Qualified First Aid Staff:**

First Aid staff must hold the appropriate up-to-date Paediatric first aid certificates or First Aid At Work Certificate and should attend renewal courses as appropriate. The Academy Business Manager has a list of all first-aiders on site.

j) **Educational Visits:**

A portable First-Aid kit and individual pupils medicines must be taken on all Educational Visits. This is the only time medication will be allowed outside the designated storage area for medicines in academy. On such visits medicines are to be transported and administered by a designated member of staff.

k) **Administering First Aid**

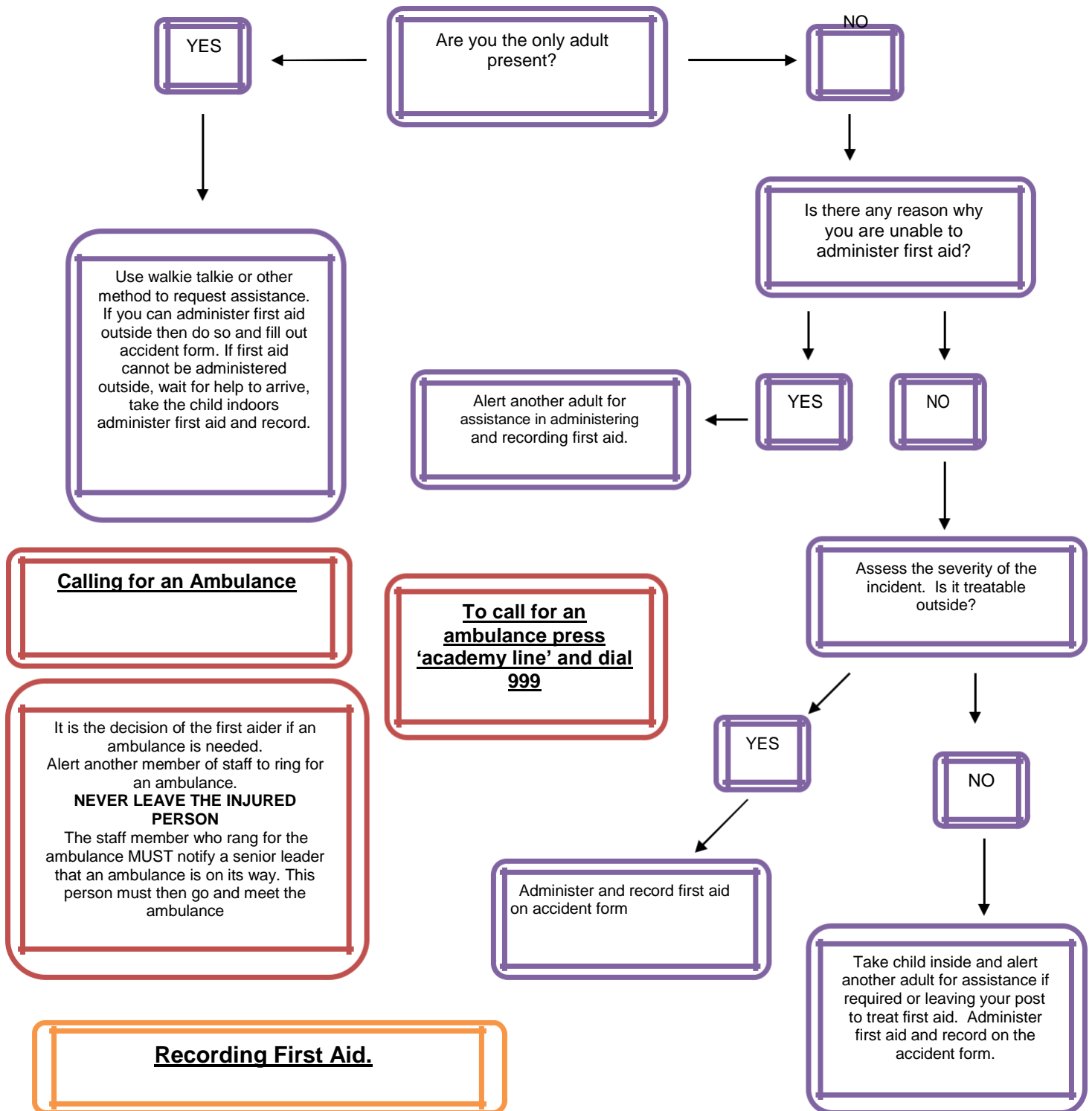
When on duty, teaching staff and lunch time supervisors carry a small portable first aid kit that contains the following:-

1. Gloves
2. Plasters
3. Wipes
4. Accident Forms
5. Pen
6. Eye wash

It is the responsibility of each member of staff to replenish their small portable first aid kit.

J) First Aid Flow Chart

When on academy site the following procedure must be followed.



1. Apply appropriate first aid to injured person.
2. Fill out Accident Form.
3. Take the completed accident form to the office and place form in the first aid folder attached to the wall.
4. Office staff is to record in the accident book and on the accident excel spread sheet.
5. Office staff is to copy the accident form.
6. Office staff is to notify teachers of injuries and in the case of a head / face injury telephone parents.
7. Teachers are to get the parents to sign both copies of the accident form. Parents take one copy and the other is to be returned to the office for scanning and linking to accident reporting excel spread sheet.