

# First Aid Policy and Administration of Medicines Policy

## FIRST AID POLICY

Legislation relating to this Policy:

- [Health and Safety \(First Aid\) Regulations 1981](#)
- [Health and Safety at Work Act 1974 and associated regulations](#)
- [School Premises \(England\) Regulations 2012](#)
- [Education \(Independent School Standards\) Regulations 2014](#)

This policy has been updated to reflect the following statutory guidance:

- *'Supporting Students at School with Medical Conditions.'* (DfE 2015)
- *'Automated external defibrillators (AEDs)'* (DfE 2019)
- *'First Aid in schools, early years and further education'* (DfE 2022)

The Learning Trust First Aid and Administration of Medicines Policy is implemented via appropriate School procedures and in conjunction with the following Trust policies:

- Health and Safety Policy;
- Data Protection Policy and Retention of Records Guidelines
- Staff Working from Home Policy
- Supporting Students with a Medical Condition Policy
- Education Visits Policy

and also, with the following local school policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Student Wellbeing Policy

**The Learning Trust and its Local Governing Boards** are committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, students and visitors across the Trust and:

- acknowledge that First Aid can save lives and prevent minor injuries becoming major ones;
- accept their responsibility

- to provide first aid for employees and, in the light of legal responsibilities, considers the likely risks to students and visitors and makes allowances for them when training first aiders.
- to provide adequate and appropriate appointed first aiders, equipment and facilities for providing effective first aid in school in the event of any illness, accident or injury.
- for the health and safety of their students, employees and anyone else on the school premises. This includes:
  - Arrangements for first aid
  - Number of first aiders/emergency first aiders at work
  - Number and location of first aid containers
  - Arrangements for offsite activities and visits
  - Out of school hours arrangements, for example, lettings, Parents' Evenings
- will only administer medicines in its schools when express permission has been granted for this, ensuring that all medicines are appropriately stored;
- promotes effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

The Local Governing Body of each school within the Trust is responsible for ensuring that the school's local First Aid procedures and guidelines support the policy

**The Headteachers** of each school within the Trust are responsible for:

- ensuring that The Learning Trust's First Aid policy is put into practice, supported by local First Aid procedures and guidelines relevant to their school.
- ensuring that the relevant risk assessments have been carried out, including a first aid needs assessment to help inform the Trust policy and local procedures and guidelines
- reviewing their first aid needs after any major changes such as changes to staff or premises, to ensure that there is a sufficient number of appointed first aiders within the school and that the provision remains appropriate.
- ensuring that parents are aware of The Learning Trust's First Aid Policy, including the school's local arrangements for first aid.
- ensuring that adequate equipment and facilities are provided for the school site, and that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- the inclusion of first aid information during induction training to help make sure new employees are made aware of first aid arrangements.
- ensuring that all students and staff are aware of the identities of the school's first aiders and how to contact them if necessary

**All Staff** are expected to use their best endeavours at all times to secure the welfare of students at the school in the same way that parents might be expected to act towards their children, and are responsible for:

- familiarising themselves with this policy as part of their induction programme
- ensuring that they have sufficient awareness of this policy and procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- making students aware of the procedures to follow in the event of illness, accident or injury.
- securing the welfare of the pupils/students at school.

**First Aid staff** are responsible for:

- Completing and renewing training as dictated by the Local Governing Board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

Each school within the Trust must have a **Designated First Aider** or, where the school's assessment of first aid needs identifies that a designated first aider is not required, an **Appointed Person** to oversee First Aid provision.

The Designated First Aider or Appointed Person is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
  - What to do in an emergency.
  - Cardiopulmonary resuscitation.
  - First aid for the unconscious casualty
  - First aid for the wounded or bleeding.
  - Maintaining injury and illness records as required.

### **FIRST AID PROVISION**

The Learning Trust's schools will routinely re-evaluate their first aid arrangements, at least **annually**, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of students and staff throughout the school.

All of The Learning Trust's schools will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the schools will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

A white cross on a green background will identify all First Aid containers.

The Designated First Aider or Appointed Person in each school will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

The location of First Aid Kits will be identified by each school in their local procedures and guidelines.

## **FIRST AIDERS**

The main duties of first aiders will be to administer immediate first aid to students, staff, or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

All Trust schools will ensure that all first aiders hold a valid certificate of competence, issued by an HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The Trust's schools will ensure that appropriate training is secured for first-aid personnel to include resuscitation procedures for both children and adults, where necessary and where possible.

First aiders will ensure that their first aid certificates are kept up-to-date.

The first aid appointed person will be responsible for maintaining supplies and for ensuring all first aid kits are properly stocked and maintained.

First aid notices will be clearly displayed throughout the schools detailing the names of first aiders for staff and student awareness.

The Trust's schools will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

**EYFS only:** In line with government guidance, and considering staff to child ratios, the Trust's school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when students are present and accompanying students on all outings taken.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the Trust's schools will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The Trust's schools will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Students will be supported in accordance with the school's Safeguarding and Child Protection Policy.

## **AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)**

- The Trust ensures that AEDs are located strategically so that they can be accessed quickly in an emergency.
- The location of the AED(s) is shared with all staff.
- The Trust does not restrict the use of an AED to trained personnel or staff.
- Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.
- Pads, safety razors, protective gloves, pocket masks, and possibly batteries need to be replaced after every incident. Even when an incident has not taken place, batteries and pads have finite service lives, and should be replaced after the period specified by the manufacturer.
- The schools should ensure that they have a procedure in place for AEDs to be checked on a weekly basis, to ensure that there are no warning lights displayed and record that the check has taken place.
- Where a Trust school has an AED on site, a general awareness briefing session, to promote the use of AEDs, should be provided to staff on an **annual** basis, and usually during the **first term** of the academic year.

## **FIRST AID ACCOMMODATION**

- Wherever possible, the Trust's schools will provide a room suitable to carry out first aid, and which is reserved exclusively for the provision of first aid so that it will be available to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.
- Where a school within the Trust caters for students with complex needs, additional medical accommodation will be provided to cater for those needs.
- The first aid room/area will be used to enable the medical examination and treatment of students and for the short-term care of sick or injured students.
- Where the school site allows, the first aid room will:
  - Be large enough to hold an examination or medical couch.
  - Have washable surfaces and adequate heating, ventilation and lighting.
  - Be kept clean, tidy, accessible and available for use at all times when employees are at work.
  - Have a sink with hot and cold running water.
  - Be positioned as near as possible to a point of access for transport to hospital.
  - Display a notice, which details of first aiders within the school.

## **EMERGENCY PROCEDURES**

- Each school in the Trust has its own First Aid Procedures and Guidelines to support this Policy, including the process to follow in case of emergency.

## **REPORTING ACCIDENTS AND RECORD KEEPING**

The Trust requires all schools to keep a record of all First aid incidents, accidents, and illnesses. These records are kept for a minimum of three years.

- Each of The Learning Trust's schools keeps their own records of all first aid accidents, incidents, and illnesses via an online First Aid logging system or in a first aid record book.

- These records are kept in accordance with the Data Protection Policy. The following information is recorded:
  - The date, time and place of incident
  - The name of the injured or ill person
  - Details of the injuries or illness and the first aid given
  - What happened to the person immediately
  - Name and signature of the first aider who dealt with the incident
- In case of serious or significant incidents, parents will be contacted by telephone.
- The Headteacher and the Health and Safety Governor will be notified about serious/high level incidents.
- Where applicable the number of incidents for high risk departments, for example DT; PE; Art; Science, will be reported on a termly basis to help identify trends in accidents and areas for improvement.

Most accidents/incidents in school or on school trips do not need to be reported to the Health and Safety Executive (HSE). However, there are certain types of accidents that need reporting to the HSE via a PRIME referral. PRIME referrals inform the Cheshire West and Chester Council Health and Safety Team, who report the accident/incident on to the HSE on the school's behalf.

#### **OFFSITE VISITS AND EVENTS**

The Trust requires that, before undertaking any offsite visits or events, the teacher organising the trip or event assesses the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

- All residential trips will be accompanied by a member of staff who is first aid trained.
- For all other trips, the first aid arrangements will be assessed according to the nature of the visit on an individual basis.
- The Early Years Foundation Stage (EYFS) requires that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on outings.
- Major out of school events and hours will be covered by a member of staff who is first aid trained.

The Trust's school (trip leader) will take a first aid kit on all offsite visits, which contains at a minimum:

- A leaflet giving general advice on first aid.
- Six individually wrapped sterile adhesive dressings.
- One large sterile unmedicated dressing.
- Two triangular bandages individually wrapped and preferably sterile.
- Two safety pins.
- Individually wrapped moist cleansing wipes.
- Two pairs of disposable gloves.

Additionally, the Trust's school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- Ten antiseptic wipes, foil packed.
- One conforming disposable bandage that is not less than 7.5cm wide.

- Two triangular bandages.
- One packet of 24 assorted adhesive dressings.
- Three large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- Two sterile eye pads, with attachments.
- Twelve assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For more information about the school's educational visit requirements, please see the Educational Visits Policy and local Educational Visits procedures and guidelines.

### **STORAGE OF MEDICATION**

- Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual students have been given responsibility for keeping such equipment with them.
- Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription, and the date of expiry of the medicine.
- Medicine brought in by students will be returned to their parents for safe disposal when they are no longer required or have expired.
- An emergency supply of medication will be available for students with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.
- Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Health Care Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes, and anaphylaxis. The parents will sign a disclaimer in this regard.
- Students will have any medication stored and, where appropriate administered, in accordance with their Education Health Care plans and the Trust's Administration of Medicines Policy contained within this document.

## **ADMINISTRATION OF MEDICINES POLICY**

The Learning Trust will ensure that students with medical conditions receive appropriate care and support at the Trust's schools, in order for them to have full access to education and remain healthy. This includes safe storage and administration of students' medication.

- The Learning Trust is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition. The Trustees and Local Governing Boards recognise that students may at some time need to take medication at school. While parents retain responsibility for their child's medication, the Trust and its schools have a duty of care to the students while at school, and the Trustees and Local Governing Boards wish to do all that is reasonably practical to safeguard and promote children's welfare, and offer them appropriate care and support.
- For the purposes of this policy, "**medication**" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). "**Prescription medication**" is defined as any drug or device prescribed by a doctor.

“Controlled drug” is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

## Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- ‘Supporting students at school with medical conditions’ DfE (2015)
- ‘Using emergency adrenaline auto-injectors in schools’ DfE (2017)

This policy operates in conjunction with the following The Learning Trust policies:

- Supporting Students with Medical Conditions Policy
- Data Protection Policy and Retention of Records Guidelines
- Complaints Procedures Policy

## ROLES AND RESPONSIBILITIES

**The Trustees** are responsible for:

- The implementation of this policy and procedures across the Trust and its schools.

**The Headteachers** are responsible for:

- the day-to-day implementation and management of this policy and relevant procedures;
- ensuring that members of staff who administer medication to students, or help students self-administer, are suitably trained, and have access to information needed;
- ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

**All staff** are responsible for:

- Adhering to this policy and supporting students to do so.
- Carrying out their duties that arise from this policy fairly and consistently.

**Parents** are responsible for:

- Keeping the school informed about any changes to their child’s health.
- Completing an [Administering Medication Parental Consent Form](#) prior to them or their child bringing any medication into school.
- Discussing medication with their child prior to requesting that a staff member administer the medication.
- It is both staff members’ and students’ responsibility to understand what action to take during a medical emergency, such as raising the alarm with First Aider and other members of staff. This may include staff administering medication to the student involved.

## TRAINING STAFF

- The Headteachers will ensure that a sufficient number of staff are suitably trained in administering medication.



- Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.
- Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:
  - The timing of the medication's administration is crucial to the health of the child
  - Some technical or medical knowledge is required to administer the medication
  - Intimate contact with the student is necessary
- Staff members will be made aware that if they administer medication to a student, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

### **Training for administering Anaphylaxis and adrenaline auto-injectors (AAIs)**

The schools will arrange specialist training for staff on a **termly** basis where a student in the school has been diagnosed as being at risk of anaphylaxis.

All staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAIs in the case of an emergency.
- The dosage correlates with the age of the student.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- If applicable, who the designated staff members for administering AAIs are.
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.
- How to make appropriate records of allergic reactions.
- There will be a sufficient number of staff who are trained in and consent to administering AAIs on site at all times.

## **RECEIVING, STORING AND DISPOSING OF MEDICATION**

### **Receiving prescribed medication from parents**

- The parents of students who need medication administered, (including insulin) at one of the Trust's schools will be sent an Administering Medication Parental Consent Form to complete and sign; the signed consent form will be returned to the school and appropriately filed electronically before staff can administer medication to students under the age of 16.
- In addition, a signed copy of the parental consent form will be kept with the student's medication, and no medication will be administered if this consent form is not present.
- Consent obtained from parents will be renewed **annually**.
- The Trust's schools will only store and administer prescribed medication. The school will store a reasonable quantity of medication, e.g. a maximum of four weeks' supply at any one time.
- Aspirin will not be administered to a child under 16 unless the school has evidence that it has been prescribed by a doctor. However, aspirin can be used as first aid to a casualty with a suspected heart attack for those over 16.
- Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

## Storing students' medication

- The Trust's schools will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored.
- Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAls, will be stored in a way that allows it to be readily accessible to students who may need it and can self-administer, and staff members who will need to administer them in emergencies.
- All other medication will be stored in a place inaccessible to students, e.g. a locked cupboard or locked medicine cabinet, or if required in the fridge in the office. It cannot be kept in a first aid container.
- Children should know where their medicines are at all times and be able to access them immediately. The exact location will be detailed in each school's local procedures and guidelines document.
- Medication stored in the Trust's schools will be:
  - Kept in the original container alongside the instructions for use.
  - Clearly labelled with:
    - the student's name;
    - the name of the medication;
    - the correct dosage;
    - the frequency of administration;
    - any likely side effects;
    - the expiry date.
- Stored alongside the accompanying Administering Medication Parental Consent Form; a record book is kept with them, documenting any doses used and the amount of controlled drug held
- Medication that does not meet the above criteria will not be administered.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence.
- School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.
- A record of all drugs administered to children is kept, stating what, how and how much was given, when and by whom and a note made of any side effects experienced. This record will be kept in accordance with the Data Protection Policy and the Records Retention Policy.
- The expiry date of all medicines, including inhalers and adrenalin auto injectors will be checked every half term.
- Auto injectors will also be checked to ensure the content is clear.

## Controlled Drugs (Controlled by the Misuse of Drugs Act)

These drugs, which include **Ritalin**, are governed by the Misuse of Drugs Act and are kept in a locked cupboard which conforms to the legislation. It is kept locked at all times except when being accessed for storage or administration of medicine.

A register of controlled drugs is kept which records:

- medication provided
- medication administered, when and how

- the name of the person for whom they were supplied
- the name and quantity of the drug/medication supplied
- the amount of the drug administered each time and the amount left each time
- the type of medication administered i.e., tablet/liquid, and expiry date
- two signatures for each dose of medicine given
- two signatures for each time the medications are counted and checked. The second signature is a witness
- DfE guidance 'Supporting Pupils in Schools with Medical Conditions', does not refer to requiring a double signature, however, due diligence and best practice for controlled drugs is to adopt a double signature. Staff can clearly see this has been done, it has been witnessed and the record counts down how many of the controlled drugs the school is holding. Records can be electronic or a paper version depending on what the Trust's schools are using
- any side effects of the medication to be administered at school should be noted in school.

### **Disposing of students' medication**

- The Trust's schools will not store surplus or out-of-date medication.
- When no longer required, medicines will be returned to the parent to arrange safe disposal. Where medication and/or its containers need to be returned to the students' doctor or pharmacist, parents will be asked to collect these for this purpose
- Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

### **ADMINISTERING MEDICATION**

- First aid at work does not include giving tablets or medicines. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16.
- Medication will only be administered at the Trust's schools if it would be detrimental to the student not to do so. Only suitably qualified members of staff will administer controlled drugs. Staff will check the expiry date and maximum dosage of the medication being administered to the student each time it is administered, as well as when the previous dose was taken.
- Medication will be administered in a private, comfortable environment and, as far as possible, in the same room, as the medication is stored.
- The room will be equipped with the following provisions:
  - Arrangements for increased privacy where intimate contact is necessary
  - Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary
  - Available PPE for use where necessary
- Before administering medication, the responsible member of staff should check:
  - The student's identity.
  - That the school possesses written consent from a parent.
  - That the medication name, dosage and instructions for use match the details on the consent form.
  - That the name on the medication label is the name of the student being given the medication.
  - That the medication to be given is within its expiry date.
  - That the student has not already been given the medication within the accepted frequency of dosage.

- Prescribed medicines will only be accepted if they are in-date, labelled, provided in the original container as dispensed by a pharmacist, and include instructions for administration, dosage, and storage. The exception to this is insulin, which still must be in date, but can be used inside an insulin pump or pen, rather than the original container.
- If there are any concerns surrounding giving medication to a student, the medication will not be administered and the school will consult with the student's parent or a healthcare professional, documenting any action taken.
- If a student cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the student's parent, following advice from a healthcare professional.
- Where appropriate, students will be encouraged to self-administer under the supervision of a staff member, if parental consent for this has been obtained. If a student refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their Individual Healthcare Plans, and parents will be informed so that alternative options can be considered.
- The Trust's schools will not be held responsible for any side effects that occur when medication is taken correctly.
- Written records, or records via appropriate software, will be kept of all medication administered to students, including the date and time that medication was administered and the name of the staff member responsible.
- Records will be stored in accordance with the Data Protection Policy and Retention of Records Guidelines

## **MEDICAL DEVICES**

### **Asthma inhalers**

- The Trust's schools will allow students who are capable of carrying their own inhalers to do so, provided that parental consent for this has been obtained.
- The schools will ensure that spare inhalers for students are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

### **AAIs**

- The Trust's schools will allow students who are capable of carrying their own AAIs to do so, if parental consent for this has been obtained.
- The schools will ensure that spare AAIs for students are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.
- The Trust's schools will detail where spare AAIs are located in their local procedures and guidelines and ensure that risk assessments regarding the use and storage of AAIs on the premises are conducted and up-to-date, providing a stock of AAIs, that are replenished when used, within locations where there is a greater risk of anaphylaxis occurring, e.g. the dining hall.
- Medical authorisation and parental consent will be obtained from all students believed to be at risk of anaphylaxis for the use of spare AAIs in emergencies.
- The spare AAIs will not be used on students who are not at risk of anaphylaxis or where there is no parental consent.
- Where consent and authorisation has been obtained, this will be recorded in the student's Individual Healthcare Plan.

## INDIVIDUAL HEALTHCARE PLANS (IHP)

- For students with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the student, their parent, the Headteacher, the SENDCo and any relevant medical professionals. When deciding what information should be recorded on an IHP, the following will be considered:
  - The medical condition and its triggers, signs, symptoms and treatments
  - The student's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
  - The specific support needed for the student's educational, social and emotional needs
  - The level of support needed and whether the student will be able to take responsibility for their own health needs
  - The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
  - Which staff members need to be aware of the student's condition
  - Arrangements for receiving parental consent to administer medication
  - Separate arrangements which may be required for out-of-school trips and external activities
  - Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
  - What to do in an emergency, including whom to contact and contingency arrangements
  - What is defined as an emergency, including the signs and symptoms that staff members should look out for
- The Trust's Local Governing Boards will ensure that IHPs are reviewed at least **annually**.
- A designated staff member will routinely monitor iHPs throughout the year.

## EDUCATIONAL TRIPS AND VISITS

- In the event of an educational trip/visit, which involves leaving the school premises, medication and medical devices will continue to be readily available to staff and students. This may include students carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers.
- If the medication is of a type that should not be carried by students, e.g. capsules, or if students are very young or have complex needs that mean they cannot self-administer, the medication will be carried by a designated staff member for the duration of the trip or activity.
- There will be at least one staff member who is trained to administer medication on every out-of-school trip or visit which students with medical conditions will attend.
- Staff members will ensure that they are aware of any students who will need medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.
- If the out-of-school trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which students need to take their medication, and any other information that may be relevant. A designated trained staff member who is present on the trip and can manage the administration of medication will keep this record.

- All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the student, e.g. what to do if an epileptic student has a seizure.

### **MEDICAL EMERGENCIES**

- Medical emergencies will be handled in line with The Learning Trust's First Aid Policy and the schools' local procedures and guidelines.
- For all emergency medication stored by the schools, the schools will ensure the medication is readily accessible to staff and the student who require it, and is not locked away.
- For all emergency medication kept in the possession of a student, e.g. AAIs, the schools will ensure that students are told to keep the appropriate instructions with the medication at all times. A spare copy of these instructions will be kept in the Designated First Aider or Appointed Person's office.

### **MONITORING AND REVIEW**

- As with the First Aid Policy, Trustees will review this policy annually.
- Records of medication administered on the school premises, or on school trips and visits, will be monitored, and the information recorded will be used to improve school procedures.
- Staff members trained in administering medication will routinely recommend any improvements to the procedure. The schools will also seek advice from any relevant healthcare professionals as deemed necessary.
- Any changes made to this policy will be communicated to the relevant stakeholders, including students whose medication is stored at school and their parents.

## TEMPLATE: Administering Medication Parental Consent Form

Name of school will not give your child medication unless you complete and sign this form.

<b>Name of student</b>			
<b>Date of birth</b>			
<b>Form group</b>			
<b>Medical condition or illness</b>			
<b>Name and/or type of medication</b> (as described on the container)			
<b>Date dispensed</b>			
<b>Expiry date</b>			
<b>Dosage and method of administration</b>			
<b>Timing</b>			
<b>Special precautions/other instructions</b>			
<b>Any side effects we need to know of?</b>			
<b>Self-administration</b>	<b>Yes</b>	<b>No</b>	Other information:
<b>Agreed review date</b>			
<b>Review to be initiated by</b>			
<b>Procedure to take in an emergency</b>			
<b>Additional details</b>			

**NB Medicines must be in the original container as dispensed by the pharmacy**

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Name of School staff administering medicine in accordance with the Trust's Policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency or if the medicine is to be stopped.

Signature of Parent.....

Print Parent's Name.....

Date.....