

Administration of First Aid Policy

Including Administration of Medicines / Asthma / De-Fib

Review Date	November 2016	Leader of Policy Review	Mr J Artist
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The aim of this policy is to effectively support individual Pupils with medical needs and to enable pupils to achieve regular attendance.

Parents retain the prime responsibility for their Pupil's health and should provide the school with information about their Pupil's medical condition. Pupils should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

Prescribed Medicines

Medicines should only be brought into school when essential; that is where it would be detrimental to a Pupil's health if the medicine were not administered during the school day.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet in the school offices with the exception of epipens and asthma inhalers which are stored in the passage off the office for ease of emergency access.

Emergency Medication – Epipen / Asthma Inhalers

These items will be stored in the passage by the office alongside each pupils health care plan. The medication will be checked by office staff on a regular basis to ensure expiry dates have not been reached and contact with the parent will be made to ensure up to date medication is available on site at all times.

Controlled Drugs

The school will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Pupils who require a controlled drug must be prescribed one that does not require administration during the school day.

Non-prescribed Medicines

Staff should never give non-prescribed medicine e.g. paracetamol to a Pupil unless there is specific prior written permission from the parents. Parents must complete the form, Request for the school to give medication and telephone parents prior to any medicine being administered by school staff.

In such cases only one dose should be given to a Pupil during the day. Details of the medicine administered must be recorded.

Administering Medicines

Medicines will be kept under the control of the school office unless other arrangements are made with the parent. The Form Record of all medicines administered to Pupils by staff will be kept in the appropriate school office. This must be completed on each occasion that medicine is administered to a Pupil.

Administration of Medicines on Trips and Visits

Hawarden High School will make all reasonable adjustments to ensure that Pupils may take a full part in all aspects of the curriculum. Where a Pupil requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

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Self-Management of Medicine

Pupils are supported and encouraged to take responsibility for managing their own medicines. Pupils may carry medicine e.g. epipens and carry and administer e.g. asthma reliever.

Pupils with Long-Term or Complex Medical Needs

Where a Pupil has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

Access to the School's Emergency Procedures

In the case of an emergency the school's emergency procedures as outlined in the Health and Safety document will be followed.

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POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL

Use of emergency rescue medication such as asthma inhalers and emergency adrenalin injectors

The school will hold a record of pupils who need to have access to emergency rescue medication and this information should be circulated to teachers and First Aiders. Where appropriate, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, replacement medication/equipment will be kept, suitably labelled, and located at the School Office. As of October 2014 the Medicines Act now permits the use of emergency Salbutamol Inhalers to be used by those pupils diagnosed with asthma who are prescribed a reliever inhaler device to manage their asthma.

The school holds a salbutamol inhaler for use in emergencies with asthmatic students.

Asthma Medicines

Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler.

Parents / carers may supply the school with a labelled spare reliever inhaler. This will be readily available, at all times, at the School Office, in case the pupil's own inhaler runs out, is lost or forgotten. All inhalers must be labelled with the child's name and date of birth by the parent / carer.

Emergency reliever inhalers are also available at the School Office, the Technology Office and the PE Office, for the use only by the list of known asthmatics (lists are kept with emergency inhalers).

Schools staff are not required to administer asthma medicines to pupils (except in an emergency). However, many of the staff at this school are happy to do this. School staff who agree to administer medicines are insured by the school when acting in agreement with this policy. All school staff will let pupils take their own medicines when they need to.

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Arrangements for the use of Portable Automated External Defibrillator on School Premises

These arrangements relate to the training/familiarisation of staff in the use of the Portable Automated External Defibrillators (AEDs), the emergency response procedure for using them and the maintenance of the AED equipment.

Portable AEDs are lightweight devices that are relatively easy to operate and are intended for use in emergency situations when a casualty has a serious cardiac rhythm disturbance causing unconsciousness, such as a heart attack. AEDs are not effective for all cardiac emergencies but they are of benefit in a small proportion of acute emergencies.

An AED acts to restart or correct the heart by applying an electric shock to the chest. It detects the electrical activity of the heart and gives automated instructions to the operator on what to do. The automatic diagnostic sequence ensures that they will only operate under appropriate circumstances thus preventing their incorrect use. The quicker lifesaving first aid and a defibrillator are used on a casualty, the better the outlook for survival.

The Resuscitation Council (UK) guidelines (<http://www.resus.org.uk/pages/aed.pdf>) strongly promote that the availability of AEDs and the fact they can be operated by any person, is widely publicised. The School's arrangements for the placement of a defibrillator and training/familiarisation in its use, aim to ensure that a defibrillator and a First Aider reach the casualty promptly.

An AED is provided by the School and held at the School Office

The type of AED installed by the School has been chosen as a type that is suitable for any person to use. It will not apply an electric shock to a casualty unless it is appropriate. At every stage, the equipment talks to the user, instructing them in what to do. Whilst many First Aiders have also received additional training in the use of AEDs this is not a pre-requisite.

Training in the use of AEDs is available. Whilst training is not considered necessary due to the simplicity of the devices these sessions are offered to promote familiarity and confidence in their use.

Whilst training in the use of the equipment is optimal, it is not a requirement that anyone must have received either or both of first aid training and defibrillator training to operate an AED.

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Emergency Response Procedure:

In case of an emergency, a first aider should be summoned.

The first aider should make an assessment of the casualty and if appropriate summon an ambulance. Basic life support or first aid should be initiated as appropriate. If available another person should be asked to summon an ambulance.

Response by first aiders:

On being called to assist in a cardiac arrest emergency, the first aider should make their way to the location as quickly as possible, collecting or summoning an AED from the School Office.

They should attend to the casualty as trained, using any other persons to call for help and to keep the area clear.

Maintenance of AEDS:

The AED need to be checked on a regular basis by staff.

The AEDs have the facility to highlight when the battery is running low or there are other problems. There is a 'replace by' date for the routine replacement of batteries.

If the AED is used the School Business Manager must be notified in order that they may initiate replacement parts.