

# Administration of First Aid Policy

<b>Review Date</b>	October 2015	<b>Leader of Policy Review</b>	Mrs S Sant
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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.