

# Dykehead Primary School

*'Determined Pupils Succeed'*



## Administration of Medicines & First Aid

This policy details school procedures for the receiving, administration, and care of medicines in Dykehead Primary, in line with the North Lanarkshire guidelines. All staff should be familiar with this guidance, and further guidance can be sought from the Scottish Government document "Supporting Children and Young People with Healthcare Needs in Schools" (2017).

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### Receiving Medication for Storage in School

Medication should only be taken into school when essential, and as such parents should first discuss with the health practitioner prescribing the medicines the possibility of a schedule which would allow the medicine to be taken outside of school hours. Where medicine is required during the school day, the following procedures must be adhered to.

- Medicine should always be presented in its original packaging, or a box with a pharmacy label.
- If the child will be required to carry and administer their own medication, the parent should complete **Form 3**. In such cases they do not need to hand over the medication for storage. This would need to be approved by a member of the management team.
- Where the school will be required to store and administer the medicine, the parent/guardian should complete **Form 1**. This should be counter-signed on the reverse by a member of SMT.
- Staff receiving the medication should ensure that the first dose has already been administered by the parent/guardian.

- A copy of **Form 1** should be kept at the office in the child's PPR folder, a copy given to the parent/guardian, and a copy in the Medicines Management File (HT Office).
- Medicines should be stored in a locked cupboard, labelled clearly, and the child and their teacher should know where it will be stored.
- A copy of **Form 2** should be stored with the medicine, completed with dosage details.
- Where a medicine requires refrigeration, a fridge for medicines is located in the school office.

### Administering Medicine in School

- Any member of staff can administer medicines provided they follow the correct procedures.
- It is good practice to have a second adult present where possible.
- The member of staff administering the medicine should;
  - √ obtain and check Form 2, and ensure that the details correspond correctly to the child and medication
  - √ check the medicine has been stored correctly and has not expired
  - √ check and follow the dosage instructions
  - √ **complete and sign the relevant section on Form 2**

NLC Policy states that where children have the maturity and capacity to carry and self-manage their own non-prescribed medication (for example throat pastels for sore throat) they may be allowed to do so, however only enough medication for one day should be carried by the child, and should be for their personal use only. However, as our children are of primary school age, it is deemed that they may not have the maturity and capacity to self-manage medications, especially where these have specific instructions in relation to time between doses. Furthermore, medicines such as throat lozenges present a choking hazard.

### Management of Medicines

A Medicines Management File will be kept in the office which will contain;

1. The school and local authority policy on administration of medicines
2. A register of children for whom medication is held
3. Copies of Form 1 for each child for whom medication is held
4. Copies of Form 3 for children who carry and administer their own medication
5. Healthcare Plans or Medical Information Sheets
6. A log of checks / audits of medication, performed on a monthly basis to ensure all medication is correctly stored and in date

### The school can not

- accept medicines without original packaging or pharmacy label
- purchase non-prescribed medicines to issue to children
- add medicines to food or drink without instruction from a healthcare professional
- administer medicines without appropriate paperwork being completed
- attempt to force a child to take their medication if they are refusing – parents or carers should be informed (or school nursing team if parent cannot be contacted and need for medication is urgent), or where this may result in a medical emergency an ambulance may be called
- dispose of medication – even expired items should be returned to the parent/guardian

### Healthcare Plans

Where administration of medication is more complex, or where a condition can require emergency medication, this will be detailed in an individual healthcare plan. A copy of this should be kept in the child's PPR folder at the school office, and in a red plastic wallet in the class teacher's day book, which should be accessible in the classroom at all times.

Healthcare Plans will always be created by a healthcare professional, and changes can only be accepted from a healthcare professional. Where a Healthcare Plan is required but has not been provided, the school will approach the school nurse, who in turn will liaise with the appropriate healthcare professional to ensure that a plan is provided. If parent are having difficulty understanding or supporting their child's medical needs, they can be assisted to seek advice the GP or Community Paediatric Service.

Where ongoing medication is required, but the child does not have a healthcare plan, a Medical Information Sheet should be completed.

### Administration of First Aid

Where a pupil or member of staff reports illness or injury, staff should follow the guidelines laid out in the Safeguarding Support flowchart (Appendix 1). Some minor events can be dealt with by the class teacher, whereas other situations may require a First Aider.

The school First Aider is the Head Teacher, Sara Perera, who is fully FAW trained. All Learning Assistants are Appointed Persons for First Aid, who hold the emergency FAW qualification. All staff should complete the mandatory e-learning module in first aid.

Particular points to note include;

- In the event of any injury to the face or head, the child should **always** be seen by a First Aider/Appointed Person.
- A phone call home should always be made in the event of an injury to the head or face. It is the responsibility of the First Aider/Appointed Person who attends the child, to complete a

first aid form so that the office staff make this call, and to notify the class teacher so that the child can be monitored.

- The First Aider will ensure any relevant accident paperwork is completed.
- All accident forms must be returned to the Head Teacher before the end of the school day, in order that qualifying incidents can be recorded on North Lanarkshire's incident reporting system, CIRIS.

### Treatment with a Cold Compress/ Ice Pack

Application of a cold compress to body tissues inflamed by recent trauma is generally believed to relieve pain and reduce swelling. There is nothing to suggest that an ice-pack will resolve the cause of an injury, but it may reduce discomfort.

However, treatment with an ice-pack is not always appropriate in all instances. For example, if the skin is broken and there is a risk of infection, inflammation forms part of the body's natural immune response and it may not be suitable to apply an ice-pack. Additionally, if the incident is very minor, with no visible marks or swelling, treatment with an ice-pack may be unnecessary. Ice packs are also associated with risks, especially where chemical ice-packs are concerned. Chemicals contained in re-useable ice packs, where they leak or burst, can cause eye irritation, redness of the skin or, if ingested, abdominal pain, stomach upset, nausea and vomiting, or diarrhoea.

In general, treatment with an ice-pack will be provided in the following circumstances;

- A head bump or any soft-tissue injury where there is a visible mark or swelling
- A suspected sprain, strain or break
- An insect sting

***Ice packs should be applied to the skin for no more than 20 minutes at a time.***

Ice-packs will not generally be provided for the following;

- Minor bumps where there is no visible mark or swelling
- Old injuries where application of a cold compress would no longer be of benefit
- Where the skin is broken and there is a strong risk of introducing infection, or suppressing the body's response to infection

Where an ice-pack is not deemed necessary, the child can still be offered a paper towel soaked in cold water. Children should be under the supervision of an adult whilst in possession of an ice pack. Children should not be permitted to put an icepack in their mouth. In the event that an ice pack bursts, the supervising adult must ensure that any contents which comes into contact with the child's skin is rinsed thoroughly and immediately in cool water to prevent possibly injury to skin. Any clothing

contaminated by the contents of an ice pack should be changed. Please also notify SMT, who will make contact with a parent or guardian to ensure that the area of skin contact is monitored.

### Staff Training

Where necessary the school will seek additional training from Health Care or the school nursing team to support staff in attending to pupil healthcare needs. All staff who are working with children who have common health conditions such as allergies, asthma, diabetes and epilepsy should complete the e-learning modules on Login to Learn.

First Aid/Appointed Persons training is updated regularly in line with NLC guidelines.

Any queries relating to administration of medicines, or First Aid, can be directed to the Head Teacher or another member of the school management team in the absence of the Head Teacher.Fi

### First Aid Kits

There is a first aid station in each department of the school. The junior/senior one is located outside the Cabin. The infant one is in the cloakroom of that department. The school office also holds a first aid kit. These locations should be stocked according to the contents list noted at the end of this policy. Further to this, each First Aid trained member of staff will carry a small bag containing a smaller selection of essential items.

The school does not have an on-site defibrillator. The nearest defibrillators are located at Calderhead High School, and Moffat's butchers at the bottom of Easter Road.

## First Aid Station Core Contents List

A standard compliant kit should contain the following essential items:

**Guidance Leaflet:** Basic first aid advice or manual (held at office first aid station)

- **Bandages & Slings:**
  - 2 × Triangular bandages (for slings and immobilization).
  - 1 × Conforming bandage (7.5cm).
  - 2 × Finger dressings.
- **Dressings:**
  - 4 × Medium sterile dressings (12cm x 12cm).
  - 1 × Large sterile dressing (18cm x 18cm).
  - 2 × Sterile eye dressings.
  - 1 × Burn dressing (10cm x 10cm).
  - 1 x roll cling film (for burns)
- **Wound Management:**
  - 40 × Washproof, individually wrapped sterile plasters (assorted sizes).
  - 1 × Microporous tape (for securing dressings).
  - 20 × Individual sterile, alcohol-free wipes.
- **Protective & Safety Equipment:**
  - 6 pairs × Disposable gloves.
  - 1 × CPR Face Shield (Hypaguard or similar pocket mask).
  - 1 × Foil (Survival) Blanket.
  - 1 × Clothing cutters/Tough-cut scissors.
  - 12 × Safety pins.

### **RLSS UK Specific Additions**

- **Eyewash:** Saline pods or eyewash stations.
- **Lifevac** choking device (held at office first aid station)

*Note: RLSS UK guidelines specify that general tablets and oral medications should not be kept in first aid kits, with the exception of aspirin for suspected heart attacks.*

## Appendix 1. Safeguarding Support Flowchart

