



## Medical & First Aid Policy (including supporting pupils with medical conditions)

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### Contents

1. Recording Medication into and out of School
  - Medical Forms Used In School
    - Medication receipt record
    - Pupils regular medication recording sheet
    - Pupils treatment record
    - Medication leaving school record
    - Medication leaving school on an educational visit
    - Pupils medication monthly auditing sheet
    - Household remedies receipt record
    - Household remedies monthly auditing sheet
    - Disposal of medication record
    - Data collection form
    - Consent form
    - Details of medical appointment form
2. Storage of Medicines
3. Administering Medicines
4. How To Give Medicines
5. In The Event Of an Overdose
6. Giving Topical Medicines
7. Procedures for administering Controlled Drugs
8. Verbal Orders
9. Household Remedies
10. Self-Administration Of Medication
11. Refusing Medication
12. POM's Medication
13. PRN medication & Painkillers
14. Epipens
15. Inhalers
16. Administering Topical Medicines
  - Administering creams & ointments
  - Administering nasal drops
  - Administering ear drops
  - Administering eye drops & eye ointment
  - Administering Inhalers
  - Administering patches
  - Administering epipens

- Administering Buccal Midazolam
17. Medical Files & Logs
    - Controlled drugs book
    - Paracetamol log book
    - Pupils medical files
    - Fridge temperature log book
    - Accident log Book/ Online procedures
    - SIMS
  18. Surgeries
  19. First Aid Boxes
  20. Hospital Treatment
  21. First aid treatment
  22. Doctor Appointments
  23. Trips out of school (risk assessments & procedures)
  24. Who is responsible?

## **Medical Policy**

Parents have the key responsibility for their child's health and medical needs and are encouraged to have their child registered at their local practice. They are responsible for taking their child on all medical appointments. However, with the good relationship we have built up with 'Town-end Surgery' (local to the school) we have the added benefit of being able to call on them for help and advice and 'urgent treatment'. Any treatment given is with temporary patient status and parents are always informed. (prior to the visit if possible).

Our involvement in the pupil's welfare must be viewed as a partnership with parents. It is therefore equally important that we liaise with them, as we expect them to liaise with us. We inform parents with an incident report slip and phone call about minor medical matters. Unplanned visits to the GP or hospital are notified to parents by telephone as soon as possible. It is often better to communicate by telephone so that questions and answers are considered.

Boarder's health is overseen by their keyworker. During the school day the 'duty care officer' is responsible for all medical and first aid within the school.

All medication is stored in our surgeries and is monitored very closely by checking and counting medication on arrival and keeping running balances on controlled drugs and paracetamol. All other medication goes through a monthly auditing system. All completed records are stored on file. The Residential Manager is responsible for regularly checking and signing off audit sheets, controlled drugs book and other medical records.

All information contained in the medical files should be regarded as confidential and should not be passed on to a third party who does not have a medical interest in the pupil. Any requests for information should be referred to the Head Teacher or Residential Manager.

Regular contact is necessary with parents that have a child who is on long term medication to ensure that their medication never runs out. This is the responsibility of the member of staff delegated to checking the medication. Once the member of staff informs the parents it is the parents' responsibility to send in more medication. If a pupil returns to School without his medication a risk assessment needs to be carried out by the Headteacher and the Residential Manager. They may decide to send the pupil home; this will depend on the type of medication the pupil is taking.

It is vital that before treating a pupil the member of staff checks the pupil's records for any allergies, also to check to see if we have parental permission to give treatment. All pupils should have a completed medical consent form within their file, without this, treatment should not go ahead. This is updated annually at the start of every academic year.

If a pupil is unwell and unable to remain at school, normally the parents will be contacted so that the pupil can be collected and taken home. School is not the best place for pupils when unwell, it is when they feel most vulnerable and want their parents. If a pupil is sick or could have a contagious illness, we ask them not to be returned to school for 48 hours after the illness ends; this is to cut down on any risk of the illness spreading.

All care staff are required to be trained in First Aid and Handling Medication. Training is offered for those who do not have these qualifications. These are updated on a three-year basis for First aid and 2 years for Handling Medication.

If a member of staff is unsure or unhappy with any medical matters, then they should always seek advice from the Residential Manager first.

By keeping to the guidelines set out you will protect yourself and the pupil's in your care.

### **1. Recording Medication into and out of School**

## Medical Forms Used In School

All medical forms are colour coded to help with ease of recognition. If in doubt speak to the Residential Manager.

### **Medication Receipt Record** (dark yellow paper)

All medication sent to school by Parents/Carers and doctors for individual pupils should be recorded on this form on the day it arrives in school.

You will need to fill in the date, the pupils name, who sent it in, the name of the medication, amount sent, and tick whether a letter was sent in or not. If there was a letter it should be filed in the pupils medical file, if there was not a letter accompanying the medication then phone the parents to find out whether they sent the medication, the amount they sent and what they require you to do. (Remember to repeat back the instruction to check you have the right information, ask them to confirm it in writing ASAP).

When checking the amount of medication sent in, two members of staff should be present and they both need to sign the receipt record form to confirm the amount received.

The form should be kept at the front of a medical file. This gets filed each month with the audit information and a fresh sheet is started.

It is vital that all medication arriving in school is recorded on the day it arrives as this will assist the smooth running of the auditing system.

### **Pupil's Regular Medication Administration Recording Sheet (MAR sheet)** (Lime green paper)

Once the medication has been recorded on the 'receipt record form' the MAR should be filled in. The form is for pupils on regular medication that has been sent in by Parents/Carers or a doctor

It is for the use of all medication whether it is a prescription only medication (POM), pharmacy medicine (P) or general sale list (GSL) -including vitamins and fish oil tablets but **excluding controlled drugs**.

You must fill in all sections of the form. The information required can be found on the medication packaging, the information leaflet inside the packaging, the letter sent by the Parents/Carer, or the pupil's consent forms in their medical files. You can also look in the British National Formulary (BNF) book in the surgery.

If you feel you require more information then you can speak to the Residential Manager who will contact the parents or school nurse for more information.

Once the full details have been added to the form it should be filed under the pupil's name, in the medical file.

Each sheet can be used for up to four medications.

Every time the pupil requires his medication, the form should be checked and read before administering. Once you have completed administering the medication you should initial the chart in the correct place using the correct code from the key on the form.

The form runs on a monthly cycle and at the end of each month they are collected in for auditing and replaced by new forms. Old forms are stored in a file marked 'completed records for pupil's monthly medication' in the care office.

### **Pupils Treatment Record**

Every pupil in the school has a treatment form in their files. It is for the use of any first aid treatment, or medication that is not given on day to day basis eg strepsil. It is also used to record use of paracetamol.

Each time a pupil requires painkillers or first aid treatment, this form should be checked. It acts as a record of the pupil whilst at school and should remain in his files. When the form is full, a new one should be added.

### **Medication Leaving School Record**

All medication that leaves school to a parent, carer or doctor/pharmacy should be recorded on this form (i.e. at the end of term or out of date medication etc)

The form should be filled in, in full and signed by the person releasing the medication and state who it is being released to.

The form should be kept at the front of the medical file. This gets filed each month with the audit information and a fresh sheet is started.

### **Medication Leaving School On Educational Visits Record Sheet**

All medication leaving school on a school outings and trips should be recorded on this form.

The form should be filled in, in full including the signature of the person taking the medication out and the time it is being taken off the premises. Once the trip has returned to school that adult is responsible for returning the medication back to the surgery and signing the medication back in. They should inform the Residential Manager if any medication was taken at this point.

The form should be kept at the front of the medical file. This is filed each month with the audit information and a fresh sheet is started.

### **Pupils Medication Monthly Audit Sheet**

All pupils' medication is audited monthly by the Residential Manager or the designated member of staff in charge of medication. It involves checking all the medication that has been in school that month and completing the form.

Two members of staff should be involved in counting of the medication and they should also sign the form.

Once the form is complete the total medication left and the total medication taken should match the total medication that was received.

This form is done online, once the auditing is complete the form should be printed out, signed and filed in the file provided in the care office.

### **Household Remedies Receipt Record**

All the household remedies provided by the school should be recorded when they are first brought on this form, which should also be signed.

The form should be kept at the front of the medical file. This gets filed each month with the audit information and a fresh sheet is started.

### **Household Remedies Monthly Audit Sheet**

All household remedies provided by the school are audited monthly on this form.

Once the form is complete, the total remedies left and the total used should match the total remedies listed on the receipt records.

The form should be kept at the front of the medical file, once auditing is complete the form should be replaced with a new one and the completed form should be filed in the file provided in the care office.

### **Disposal Of Medication Record**

All medication that is disposed of for whatever reason should be recorded on this form. It is important to complete the whole form and remember to sign it.

The only people that are entitled to dispose of medication are; the doctor, the pharmacist, and at a last resort the Residential Manager. Parents may choose to take the medication away themselves. The one that disposes of it must sign the form. You should record the reasons for the disposal e.g. out of date, no longer required, course completed.

The form should be kept at the front of the medical file. This gets filed each month with the audit information and a fresh sheet is started.

### **Data Collection Form**

A pupil's personal data and emergency contact details are stored on this form; it can be found at the front of each pupil's medical file.

If there is a need to take a pupil to the doctors or hospital, this form should be taken with you.

### **Consent Form**

A form completed by parents giving the school permission for their son to receive first aid or emergency treatment in their absence. It also contains a pupil's medical needs and history.

## **2. Storage of Medicines**

All medicines should be kept in the container they were dispensed in with the packaging and advice notes. The label should have all the information needed to ensure that it is taken correctly. The advice notes will give full instructions and will warn of any potential side effects. Read them and check in the British National Formulary (BNF) book, kept in the surgery, as we have a duty of care and should have a basic understanding of any medicine we administer to the pupils in our care.

Pupils own medicine should be stored separately from the household remedies and different categories of medication, such as, internal and external creams, should be stored separate from each other.

All medicines and household remedies (**except controlled drugs**) should be stored in the appropriate cupboards or the fridge within the locked Care office. When storing medicines in the fridge, ensure they do not touch the back of the fridge. This can cause them to freeze which would reduce the effectiveness of the drug. The temperature of the fridge should be between 2°C and 8°C. Please check the instructions on the packaging to ensure you are storing the item in the right place. If there is a need to store the medication in the fridge it is important to monitor the temperature daily and record it in the temperature log book.

Controlled drugs should be kept in the controlled drugs cupboard which is fixed to the wall; there is one situated in each Care office. In order to gain access to the controlled drugs, you will have to obtain the key from the Duty

Care Officer. Please note that any addition or removal of drugs will have to be witnessed and countersigned by another member of staff. (Signature Authenticity list is located in each of the Surgeries)

### **3. Administering Medicines**

When dispensing medicines staff should adhere to the 7 rights of administration:

#### **Right Pupil**

Ensure you have the right pupil, common sense obviously, but new staff may not know every boys name. You may have a few pupils on the same medication checking their name will keep you alert and cut out the risk of giving the wrong medication to the wrong pupil.

#### **Right Medicine**

Read the label on the bottle and cross check it with the records.

#### **Right Dose**

Read the label on the bottle and cross check it with the records.

#### **Right Time**

Read the label, check when the pupil last had the medicine by checking his records. (i.e. if a pupil is required to take his medicine once daily there should be a 24 hour gap between doses, twice daily there should be a 12 hour gap between doses, three times daily a 8 hour gap and four times a day a 6 hour gap.)

#### **Right Route**

Read the label on the bottle, should it be taken orally, externally etc.?

#### **Right Way**

Read the label and follow the instructions. Before, with, after food, do not chew etc. Many modern tablets are enteric coated to avoid irritation of the stomach or are time release; chewing one of these tablets could release a whole days medication into the system causing an overdose.

#### **Right to Refuse**

If the pupil refuses to take his medication, record it in his file and inform the Residential Manager as soon as possible.

### **4. How to Give Medicines**

1. Be prepared
2. Check the records and consent forms
3. Find the medicine
4. Check the label
5. Measure / check the dose
6. Check you have the correct pupil
7. Make sure he wants it and is ready for it
8. Give him the medicine
9. Offer a drink (this helps to ensure the medicine has been swallowed)
10. Record immediately what has been given or declined

11. Proceed to the next medicine or next pupil

## **5. In The Event Of An Overdose**

If you accidentally over dose a child you should

1. Tell someone else immediately (Senior in charge)
2. Get someone to stay with the child
3. Phone the GP immediately or 111, the NHS emergency and urgent care services. (Senior will do this)
4. Act on the instructions given over the phone immediately

## **6. Giving Topical Medicines (creams, ointments etc)**

Topical medicines are just as important as oral medicines and all of the above (how to give medicines) still applies but also....

When opening new tubes or drops, record the day of opening on the container.

Unless otherwise stated the general guidance for expiry dates is:

- Jars – discard on expiry date on packaging
- Tubes – discard on expiry date on packaging
- Eye drops and ointments – discard after 28 days

Emollient creams such as E45 can cause a fire risk so these should be applied with care. If possible seek an alternative non-emollient cream.

## **7. Procedures For Administering Controlled Drugs**

All of the above (how to give medicines) still applies but there are additional requirements by law. These are detailed in the Procedures for Administering Controlled Drugs below.

### **Storage**

Each pupil's medication must be left in the original packaging in the locked Controlled Drugs Cabinet. There is a designated member of staff in charge of the boarding areas medication; he/she is responsible for ensuring the information is correct. Do not make adjustments to the information without your line manager's approval.

### **Receiving Medication**

When receiving medication from parents, two members of staff should check the quantity and enter the details into the pupils controlled drugs book as well as entering the details on to the medication receipt record form. Do not assume that the quantity stated on the box is the actual quantity of medication brought in. If you feel the medication has been tampered with and the tablet count is lower than expected then inform the Residential Manager so that parents can be contacted.

### **Errors**

If you make a mistake in the controlled drugs book do not change the entry in any way. You must draw a single line through the error and inform the designated staff member in charge of medication, then both yourself and a senior will need to initial the error. The adjustment should then be entered on the next line and again signed by both members of staff. Details of the reason for the adjustment should be entered and signed by both members of staff. Remember to date the entry.



## **Administering The Drug**

The two members of staff that will be administering the medication must go to the Controlled Drugs cabinet and before administering the drug ensure that the quantities of the drug matches the quantity recorded in the pupils controlled drugs book. If there is a difference inform the Residential Manager immediately. Once the pupil has taken the medication, record it in his book and get the witness to sign (two members of staff should sign in total).

You must only sign once you are satisfied that:

- The correct quantity of drugs remain
- The correct dosage of medication has been given
- The correct pupil has been medicated

After administering the drugs, the Controlled Drugs cabinet should be locked and the completed controlled drugs books should be returned to the correct place. The key should then be returned to the Residential Manager or Duty Care officer.

## **Overdosing**

In the unlikely event of a pupil being overdosed the Head Teacher and the Residential Manager must be informed immediately and the doctor and parents must be contacted.

## **Security For Controlled Drugs**

The key for the controlled drugs cabinet is kept with the duty care officer.

- The Care Office should be locked when there are no staff present
- Pupils should not be allowed to open any of the medication cupboards/draws at any time
- When medication is being given, there should only be one pupil at a time in the Care office
- Keys should not be given to pupils

## **8. Verbal Orders For Dosage Alteration**

### **The Law**

Doses of prescribed medication must not be varied without the doctor's consent.

On occasions, the Duty Care Officer may have to take verbal orders to vary a pupils dosage, if so please follow the below method:

- Record it in the pupils medical file
- Note down all the instructions you are being given (remember the date, time and the name of who is giving you the new instructions) if you are taking the message over the telephone.
- Write down everything and ask them to confirm the new instructions in writing as soon as possible.
- Repeat the new instructions back to ensure they are correct.
- Inform the Residential Manager as soon as possible.

Where possible, you should get a colleague to hear the same message and both sign the changed instructions. Remember to always insist on written confirmation.

## **9. Household Remedies**

Household remedies are medicines that may normally be brought by a person without calling a doctor (e.g. Savlon, cough medicines)

Only household remedies that are listed on the consent forms may be administered to the pupils.

Parents/Carers must give their consent for their son to receive any treatment that involves using household remedies. A form is sent out to each of the pupil's parent/carer.

When it is returned it is filed in the pupil's medical file. This should be checked each time a pupil requires treatment.

Equal care should be taken with household remedies as with prescribed medicines.

Any remedies given should be recorded in the pupil's medical files.

Household remedies should not be given for more than two days without informing the pupil's parent/carer.

## **10. Self-Administration Of Medication**

All Prescription Only Medication (POM), pain relief creams and tablets should be stored in the surgeries. A number of pupils who suffer from asthma should be encouraged to keep their inhalers by their bed at night and take them with them if they are out of school without a member of staff.

Older pupils who are on household remedies like acne creams may self-administer, but staff should be aware and a risk assessment will need to be carried out beforehand.

Our pupils have major problems when it comes to their organisational skills; this is due to their specific learning difficulties. This is why medication is best stored in the Care Office. It will avoid medication being lost or medication falling into the wrong hands.

Pupils who are considered able to self-administer medication after a risk assessment has been carried out and the Residential Manager is aware (and parents/carers) may collect their medication from the surgery, administer it, and then return it to the surgery for safe keeping.

The following should be considered when doing a risk assessment for self-administration;

- Motivation – is the pupil interested/motivated to be able to administrate their own medication
- Understanding – does the pupil understand their condition, medication, any side effects and the consequences of under-dosing or over-dosing their medication?
- Desire for independence – does the pupil's desire for independence outweigh our duty of care? How important is it that we are absolutely certain that the pupil's medication has been taken correctly, by the correct person?
- Memory – will the pupil remember to take his medication or remember if he has taken it or not
- Physical ability – is he physically able to take their medication? Can he open it?
- Toxicity of medication – how harmful is it, is it possible to overdose on it? What would happen if the wrong person took it? Can it be kept secure?

- Need for particular medication - would there be a need for the particular medication in an emergency, perhaps asthma medicines for a severe asthmatic, which may mean that the pupil would have to hold his own medication?
- Spares – are there spares in case the pupil mislays his medication.
- Short term care - is the pupil only here for the evening, is he a day pupil who self-administers at home? Would it be right to stop the practice or safe to allow it to carry on at school?

### **11. Refusing Medication**

No pupil should be forced to take his medication. If a pupil refuses his medication, the Residential Manager should be informed immediately so that action can be taken to inform their parent/carer.

Record on the pupils medical file that he has refused his medication and if the reason why is known make a note of that too.

The level of risk to the pupil will depend on the medication he has refused. In all cases the Residential Manager must be informed so he/she can make a decision of what action needs to be taken. (e.g. does the pupil need to go home, see a doctor, or does he need monitoring and parents informed).

### **12. POM Medication.**

POM stands for Prescription Only Medicines

- POM's medication should be stored in the cupboard within the Care office or the Boarding surgery depending on the individuals circumstances (excluding Epipens, which are stored in the main office)
- Pupil's POMs medication should be recorded on the MAR sheet in the pupil's medical file

### **13. PRN Medicines and Painkillers (e.g. paracetamol)**

Medicines that are taken 'as needed' are known as PRN medicines. PRN is a Latin term that stands for "pro re nata", which means "as the situation arises".

If prescribed a medicine to take 'only as needed', the pharmacist should provide a clear set of instructions about how and when to take it.

This type of medication would be signed in, in the usual manner accompanied by a letter from the parent/carer and recorded in the pupils file as and when taken.

- If a pupil requires a paracetamol, you should record it in the pupil's records and in the paracetamol book, remembering to put the time he had the tablet. Check there has been at least four hours between tablets.
- If a day pupil requires a paracetamol tablet check if and when they may have already taken any and if OK to give, inform the parents of the time their son took it to avoid overdosing.
- Before administering the paracetamol, check the quantities of tablets match the quantity recorded in the paracetamol record book

### **14. Epipens**

Epipens are prescribed to people who have been identified by a doctor as having a potentially severe allergy that could lead to them having an 'Anaphylactic Attack'

- Epipens should be stored for easy access in each surgery and/or in a clearly marked box in the school office
- The pupil's details should be attached including a treatment plan and a recent photo of the pupil; this will ensure you give the right treatment to the right pupil.
- Staff should be trained in administering the Epipen. Training is available.
- After an Epipen has been administered, the pupil should be taken to the nearest hospital as soon as possible and you will need to take the Epipen with you to hospital.
- It is important to take the Epipen with you on outings that involve the pupil that has been prescribed it. It has to be signed out and back in again on return.

### **15. Inhalers For Pupil's With Asthma**

- Pupils that have asthma should be monitored regularly and kept a close eye on when taking their medication to ensure they are using their inhalers correctly.
- The inhalers need checking regularly; it is always wise to have a spare for each pupil who suffers from asthma.
- If the pupil is involved in sport or leaves the School grounds, then staff should check that an inhaler goes with him. It needs to be signed out and back in again on return with details if any was taken.
- For pupils who can manage their condition and treatment, having an inhaler by them at night could be considered.
- If a pupil is having an asthma attack and the inhaler is not helping you will need to call 999 for an ambulance and inform the pupil's parents. Seek help from the Residential Manager or your line manager.

A spare emergency Salbutamol inhaler is held in the Care office and one in the emergency grab bag for pupils who suffer from asthma to use should their own be faulty / mislaid / empty. This is only used for pupils who already have a medical diagnosis of asthma and with specific written permission from their parents/carer.

### **16. Administering Topical Medicines**

Always see individual pupil treatment plans

#### **Administering Creams & Ointments**

When instructed to apply sparingly you should apply sufficient so that after rubbing in, the area is left slightly tacky to the touch. If the skin is dry you haven't applied enough. If you can pull a finger nail through the ointment and can leave a visible line you have applied too much.

When opening new jars or tubes, record the day of opening on the container and discard after the expiry date on the packaging.

#### **Administering Nasal Drops**

Unless otherwise stated in the instructions:

- Wash hands and put gloves on

- Get the pupil to gently blow his nose and sit down
- Tilt his head backwards
- Put the drops in each nostril
- Keep the head tilted back for a short period of time
- Replace the cap back on the bottle and store away

### **Administering Ear Drops**

Unless otherwise stated in the instructions:

- Wash hands and put gloves on
- Get the pupil to lie or sit down and tilt the head to bring the ear to the uppermost point
- Gently pull the ear backwards
- Put the correct number of drops into the ear. Do not push the dropper into the ear
- Get the pupil to remain in the same position for a short period of time.

### **Administering Eye Drops & Eye Ointment**

Unless otherwise stated in the instructions:

- Wash hands and put gloves on
- Get the pupil to tilt his head backwards
- Pull down the lower eyelid
- Drops - put the correct number of drops inside the lower eyelid without touching the eye ball
- Ointment – squeeze half an inch of ointment inside the lower lid without touching the eyeball
- Get the pupil to close his eyes
- Replace the cap and store in a cool place
- Discard 28 days after opening

### **Inhalers**

Unless otherwise stated in the instructions:

- Shake the inhaler
- Use any compliance aids needed, a spacer for instance
- Get pupil to follow instructions
- Rinse mouth after using steroidal inhaler
- Don't use washing-up liquid to wash the spacer as the surfactants can leave a static charge that the medicine can stick to causing incorrect dosage.

### **Patches**

- Wash hands and put gloves on
- Ensure the skin is dry
- Apply to different sites to avoid sore skin
- Dispose of old patch by folding in half

### **Epipen**

- When collecting the Epipens ask someone in the office to call for an ambulance
- Pull off the safety cap
- Place the tip on the pupils outer thigh- midway between the hip & knee
- Push the Epipen against the outer thigh until the auto injector is activated
- Hold the Epipen in place for the count of 10

- Remove the pen and massage the area gently
- Record the time that you gave them the dose
- Keep the used Epipen and take it to the hospital with you, doctors will need to see it
- See **individual pupil treatment plans**

### **Buccal Midazolam or Epistatus for Epilepsy**

See **individual pupil treatment plans**

### **17. Medical Files And Logs**

Any errors made in any medical file should be reported to the Residential Manager , do not change the error, draw one line through it and move on to the next line to make the adjustment.

### **Controlled Drugs Book**

Pupils who take controlled drugs all have a bound controlled drugs book each. The pages are numbered and a running balance is recorded.

The books are stored in the Care office.

The drugs are counted and checked daily by the Residential Manager or Duty Care officer.

### **Paracetamol Log Books**

There is a paracetamol log book in both Care offices. They are bound books that have numbered pages. A running balance is recorded.

The paracetamols are checked weekly and counted monthly.

If a pupil requires a paracetamol, it is also recorded in his own file and in the paracetamol log book.

### **Medical Files**

The medical files are split into five separate folders one for each year group. All files are situated in the main Care Office during school hours and then the residential Care Office from 4pm to 8am (the residential care office is not manned during the school day).

At the front section of the folder there is the section with all of the forms we use to do with medication. Each file contains a section for each of the pupils that are cared for within that area of school.

Within each section there are the following forms:

- Data collection sheet – containing details like the pupil’s age, address, next of kin, emergency contact numbers, doctors’ name and address
- Consent form for emergency medical treatment- this gives information about a pupils medical history and needs.
- Pupil’s treatment record - form for recording any medical treatment the school gives
- Pupil medication record – form used for pupils on regular medication
- Section to store any medical correspondence – letters from doctors or parents giving instructions regarding a pupil’s medical requirement.

## **Fridge Temperature Log Book**

If any of the medication requires to be stored at lower than room temperature, in a cool fridge then a daily record of the temperature needs to be recorded. There is a temperature log book in both Care offices.

## **Accident Reporting Slips / Online Accident Report**

Minor incidents should be recorded on the Accident Reporting Slips that can be found in the surgery. It is important to fill it in as soon as possible, remember to add the date, time of accident and sign it. One copy stays in the book and the other is sent home to parents with the pupil.

Should the accident be more severe (possibly requiring hospital treatment) then the accident should be recorded on line at [www.surreycc-safety.net](http://www.surreycc-safety.net) and follow instructions on the page.

## **SIMS**

If a pupil is harmed/injured by another person, you will be required to complete the relevant section in SIMS.

The Head Teacher/ member of staff dealing with the incident will inform you if any other paperwork needs filling in once they have assessed the incident.

## **18. Surgeries**

There are two surgeries. One in the main building in the Care office and one in the residential area. They are both equipped for basic first aid needs. The Care Office is manned during the day, however when staff are not present the surgeries are locked.

A fridge is available in each surgery for the storage of any item requiring cold storage.

The First Aid room is in the care office, this is where all files are stored, including completed pupil records, and this is where any pupils would come if they are ill or require daytime medication.

Pupils should never be left in the surgery without a member of staff.

## **19. First Aid Boxes**

In case of an accident requiring first aid, first aid boxes can be located in the following places:

- The surgeries
- The main office
- The science room
- The gym
- The DT room
- The school kitchen
- The practical cooking room
- The art room
- The minibus
- The people carrier
- Staff room in Forest View.

A First aid box must be taken with you if you are on the AstroTurf doing an activity on your own, or on the playing field or off site. You can collect one from the surgery in the main care office.

First aid boxes are regularly checked, restocked then signed and dated.

## **20. Hospital Treatment**

If a pupil requires hospital treatment parents should be contacted immediately and when possible they should collect their son from the School and take them to their local hospital. If it is not possible to contact the parents, then a discussion will need to be had whether or not a member of staff should take the pupil or whether they should continue to try to contact the parents.

In an emergency situation, the School should call '999' for an ambulance, and then call the parents so they can be at the hospital when their child arrives; remember to tell the parents which hospital their son is being taken to. A member of staff will need to travel in the ambulance with the pupil and stay with him until his parents arrive; they will need to take the pupils details with them.

## **21. First Aid Treatment**

We have a number of staff first aid trained, however, any competent member of staff can administer First Aid. When a situation is considered beyond the competency of any individual member of staff they must refer to line managers. In all cases of concern suitable medical advice and direction must be taken. Good practice is to PLAY SAFE!

For any health enquires that are not an emergency, call '111'

If in doubt pass it along to appropriate medical authorities.

## **22. Doctors' Visits**

If parents cannot be contacted and a staff member needs to take a pupil to the doctors, they need to take the pupils details with them and complete a temporary resident's form so that the doctor can see the pupil.

To obtain an appointment you will need to call the doctor's surgery at 8am on the day you require the appointment.

If a member of staff is involved in taking a pupil to the hospital or doctors they should ensure that all documentation received is photocopied and a copy sent to the parents and one to be filed in the pupils file.

## **23. Trips Out Of School**

The only time medication should need to leave the school surgery is when parents collect it (they will then record and sign the leaving school record form), when it is being disposed of (the disposal of medication form would need to be filled in and signed), or if a pupil is on a school trip (medication leaving school on educational visits form).

### **Procedures for medication leaving the Surgery for a Day Trip**

If you are planning a day trip, you should update yourself on the Medical Policy & Procedures. You can find copies in each of the surgeries, on the website and in the Business Managers office.

The member of staff organising the trip is responsible for checking whether or not they are taking pupils that may require medication. There is a list of pupils who require medication in the staff shared area on the server in the file named Medical. This list should be checked and if anyone requires medication you should inform the Residential Manager or Duty Care officer who will arrange the medication to be ready for you.

On the day of the trip you will need to go to the main Care office to collect the medication along with a first aid kit. Before you take the medication from the surgery you will be required to sign the 'medication leaving school on educational visit form'.



It is the trip organiser's responsibility to manage the medication whilst it is off site and make sure the right pupil receives the right medication, at the right time. All medication that is sent out with you will be clearly marked and have full details of how it should be taken. Remember the administering of controlled drugs will need to be witnessed by two people (preferably staff members).

When you return to school you will need to see the Residential Manager or Duty Care Officer to return any medication that was not used and give feedback on any medical issues that have arisen from the trip. You will also be required to sign the pupils medical form, to say they have/haven't taken the medication.

### **Procedures for medication leaving school on a Residential Trip**

Again, if you are planning a residential trip you should update yourself on the Medical Policy & Procedures. It is the trip organiser's responsibility to manage the medication whilst on the trip, although they can delegate the responsibility to another member of staff if they are appropriately qualified. Parents need to supply the school with the exact amount of medication required for the trip in the week before the trip takes place. This needs to arrive in the original packaging with an explanatory letter and marked clearly that it is for the residential trip. Any excess medication will be disposed of in accordance with our disposal of medication section.

The medication received MUST be immediately signed in on a separate Medication Receipt Record sheet specifically for the trip. It will then be stored appropriately for when it is required. Whilst on the trip it is the responsibility of the named person to ensure the right person gets the right medication at the right time. If there is any problems then they must inform the person in charge of the trip immediately who will contact the Residential Manager or Headteacher immediately.

Remember, controlled medication has to be signed for and witnessed (two signatures).

As parents have sent in the exact amount needed there should not be any need to send medication home from a trip. However, should a pupil have PRN medicines or inhalers / epipen then these should be returned to the care office and the residential manager will arrange with the parents how to return them home.

### **24. Who's Responsible?**

It is the Residential Manager who is responsible for all medication within the school. The Duty Care officer also manages the day to day handling of medication and also takes charge of medical matters in the absence of the Residential Manager. Care staff are guided by the Residential Manager in handling medication.

It is the Residential Managers responsibility to ensure that the medication that leaves the school is in the original labelled container/ packaging. When this is not possible they should ensure the medication is transferred into a container that is clearly marked with the pupil's name, the name of the medication, the dosage required, how it should be taken and the time it is required. Any cautions or additional information that will assist should also be provided.