



High March

FIRST AID AND MEDICINES POLICY

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This policy applies to the Early Year Foundation Stage,
Key Stage 1 and Key Stage 2

Useful Websites and Policies	
Health Protection in Children and Young People's settings, including education	Guidance on the use of adrenaline auto-injectors in schools
Is My Child too ill for school?	The Human Medicines Regulations 2012
EYFS Food and Nutrition Policy	

First Aid and Medicines Policy

This policy has two parts:

- First Aid
- Managing Medicines

First Aid

Introduction

The timely and competent administration of First Aid can save lives and prevent minor injuries becoming major ones.

Under health and safety legislation employers must ensure that there are adequate numbers of first aiders and appropriate equipment and facilities for providing First Aid in the workplace. The regulations relating to First Aid in schools are governed by the Health and Safety (First Aid) Regulations 1981, as amended.

These regulations require that First Aid provision for staff, pupils and visitors. First Aid provision must be always available while people are on school premises, and also off the premises whilst on school outings.

Trained First Aiders

- The Welfare and Medical Officer is a Registered Specialist Community Public Health Nurse (Health Visitor) and Midwife. She holds a First Aid at Work Certificate and a Paediatric First Aid certificate.
- At least one member of staff qualified in First Aid at Work is onsite during operational hours.
- Most of the teaching staff including the Foundation Stage staff are qualified as Paediatric First Aiders. These staff have completed the full Paediatric course that meets the criteria set out in Annex A of the EYFS Framework.
- At least one member of staff qualified in First Aid is on site at all times when children are present.
- At least one qualified Paediatric First Aider is on site when Foundation Stage pupils are present.
- Staff required to administer medication, including those accompanying day and residential visits, have completed Administration of Medicines training.
- At least one member of staff trained in First Aid accompanies all off-site educational visits.
- At least one member of staff with a Full Paediatric First Aid certificate is present on all Foundation Stage outings and educational visits.
- All staff should be prepared to administer First Aid, where they feel able to do so, whether or not they hold a First Aid certificate.
- The Head of Upper School, the Head of Junior House, Assistant Head Wellbeing and the Welfare and Medical Officer are Mental Health First Aiders.
- All First Aid Training is updated on a three-year cycle.
- A current list of trained first aiders is on display in the medical room at Upper School and the medical area at Junior House.

Location of First Aid equipment and provisions

First Aid Area/Room

At Junior House there is a First Aid area and at Upper School a First Aid Room.

Both have all the necessary and required equipment, including:

- a basin
- a locked fridge
- well-stocked First Aid supplies
- a locked medicine cupboard
- a locked cabinet for all controlled drugs to be administered to pupils at school
- an unlocked cupboard containing emergency medication at Junior House is positioned out of reach of children
- individual emergency medication located on high hooks at Upper School
- ice packs stored in the First Aid fridges
- a defibrillator (AED), one of which is kept on the wall of the First Aid Area at Junior House and the other on the wall in the First Aid Room at Upper School. There is also a defibrillator in the reception of the swimming pool
- a bed where pupils may lie down if needed

First Aid boxes

First Aid boxes are located:

- in the School Minibuses
- at the Swimming Pool
- in the Art Room at Upper School
- in the Science Lab at Upper School
- in the First Aid Area at Junior House
- in the outdoor classroom at Upper School

Restocking First Aid Supplies

All first aid boxes and cupboards with first aid supplies are checked on a weekly basis by the Welfare and Medical Officer. These checks are recorded and items restocked as necessary.

Portable First Aid bags for taking on school trips are kept by the Welfare and Medical Officer at Upper School. These are returned to the First Aid room at Upper School and the School Office at Junior House after each off site visit so that they can be checked weekly and restocked by the Welfare and Medical Officer before being put away. The Welfare and Medical Officer also maintains two portable First Aid bags that PE staff take with them for any sporting activities or fixtures. Staff notify the Welfare and Medical Officer of any items that need replenishing upon return. All portable First Aid bags are checked weekly; these checks are recorded and items restocked as necessary. These bags are stored in the PE office and the medical rooms/areas.

Record Keeping

All First Aid treatment at Upper School is recorded on pupil records on Complete-Ed by the Welfare and Medical Officer. All records include the date and time of injury or illness and any first aid treatment given. Relevant staff, including form teachers, pastoral team members receive automatic notifications to inform them of any treatment pupils have received so they are aware and can monitor the pupil, as necessary.

If the Welfare and Medical Officer is unavailable at Upper School other staff providing first aid record the date and time of injury or illness and any first aid treatment on record sheets in the First Aid room. This information is then recorded on a pupil's record at the earliest opportunity.

In Junior House for pupils in Years 1 and 2, staff providing first aid record the date and time of injury or illness and any first aid treatment in the First Aid book in the First Aid area.

In the Foundation Stage staff providing first aid record the date and time of injury or illness and any first aid treatment in the First Aid book in the First Aid area and parents are informed of all First Aid treatment provided.

The Welfare and Medical officer or attending First Aider also informs relevant staff of pupils who have received notable medical treatment during the day, including treatment for head injuries, asthma or allergies, so they are aware and can monitor the pupil as needed.

All parents of pupils from N – Y6 are informed of any head injury, asthma or mild allergy incident via email. A specific email template which includes NHS head injury advice, is sent to parents. A copy of the email sent is then uploaded to the pupil's record on Complete-Ed.

Any Upper School pupil who has treatment for a head injury, asthma or allergy incident is also recorded on the daily incident whiteboard in the Upper School First Aid room.

In addition, parents are informed of any incident where the child has been very distressed or where it has been necessary to call for assistance from a designated First Aider in the case of a significant injury or illness. Staff will either ring the parents or speak to the parents at the end of the day depending on what is felt appropriate in the situation.

Where a pupil has sustained a significant injury or there is a medical emergency and it is necessary to call an ambulance parents will be contacted immediately too. A Self Duplicating Accident form will be completed and the bottom copy given to the parent/ambulance crew when the child is collected.

Where a pupil has had an accident that may require further medical attention, the Welfare and Medical Officer, or designated First Aider in her absence, should be called to assess the injury and where necessary phone home and/or complete an accident report form. When the Welfare and Medical Officer is unavailable, an accident report form should be completed and returned to the School Business Manager and Welfare and Medical Officer to follow up at the earliest opportunity.

In the event of a member of staff or a visitor being involved in an accident and needing First Aid, an Accident Form is filled in with the Medical and Welfare Officer and returned to the School Business Manager (See Appendix 3)

Ambulance

In the event of a medical emergency where concern is raised over a child's or staff member's wellbeing, it may be necessary for a staff member to call for an ambulance. The Welfare and Medical Officer and member of SLT will be informed as soon as possible to help co-ordinate with emergency services and family members.

If parents are unable to accompany a child to hospital, then a member of staff will accompany the child in the ambulance and meet the parent there. No child casualty will go to hospital unaccompanied.

Hygiene Procedures for Spillage of Body Fluids

There are 'Urine and Vomit' packs available in each First Aid area/room. These should be used to clear up any spillage of bodily fluids. Antibacterial Spray should then be used to clean the area. Antibacterial Spray is located in the locked cleaning cupboards on each site.

Vomit bowls are provided for use at Junior House and vomit bags at Upper School.

Medical Waste

All contaminated material should be disposed of in the yellow clinical bins provided on each site including the swimming pool.

Returning to School after Illness

Parents are asked not to send children to school when they are ill. This includes times when a child may have a raised temperature above 37.8°C.

When a pupil has had sickness and/or diarrhoea they should be kept away from School for a full 48 hours after the last bout of sickness/diarrhoea. This is in line with the HSC Public Health Agency 'Guidance on infection control in schools and other childcare settings'.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources#diarrhoea-and-vomiting-outbreak-action-checklist>.

Child returning to school after significant illness or injury

If a child has been away from school for a significant period of time, a risk assessment may take place and reasonable adjustments, including a phased return to school, may be agreed ahead of their return.

Infectious Diseases

Where a child is found to have an infectious disease, the School will inform all parents that a case of the illness has been identified in a pupil at the School and advice on symptoms to watch for will be given as well as advice to seek medical help in case of any doubt.

The infectious disease will be reported to the local health protection team (HPT) in line with UK HSA guidance.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-outbreaks-and-incidents#when-to-contact-the-hpt>

RIDDOR

Serious Workplace Injuries, Reportable Occupational Diseases and Dangerous Occurrences will be reported to the Welfare and Medical Officer, who in liaison with the Headmistress, who will contact RIDDOR via the official website

<https://www.hse.gov.uk/riddor/index.htm>

Dietary Requirements

The kitchen staff, teaching staff and lunchtime supervisors are informed of the pupils' food allergies / intolerances upon completion of the Dietary Notification Form by parents. The original form is stored in the pupil's file in the School Office and a copy is uploaded to the pupil record on Complete Ed.

The Welfare and Medical Officer provides the kitchen staff, teaching staff and lunchtime supervisors with a Dietary Requirements Report which is regularly updated as required and includes a photograph of the pupil. She liaises closely with all the staff. The Report is stored in a folder in the kitchens at Junior House and Upper School. The dietary requirements report is also shared with the trip provider in advance of any residential visit.

The EYFS Food and Nutrition Policy underpins the dietary procedures and requirements in the Foundation Stage.

Sun Protection in School

During warmer weather, parents are reminded that pupils should wear their sports caps for PE lessons and have a bottle of water available in School. We also expect parents to apply a 'long lasting' sun cream product to their children, of factor 30 or above, before the children come into School. Where needed, parents can also supply a roller-ball applicator sun cream to allow for reapplication during the day. At Upper School we will hold 4 bottles of Boots Soltan hypo allergenic sun cream, Factor 50 to be offered to girls who have not had protection applied and who are taking part in an outdoor activity such as a match after school, their Games afternoon or an outdoor Educational Visit. This will not be routinely administered, but offered when there will be prolonged exposure to the sun and where children have not had protection applied in the morning. Parents who do not wish their child to be offered sun cream by High March are asked to opt out by emailing the Welfare and Medical Officer. The sun cream will be stored in the First Aid room and will be taken off-site in the First Aid bags by staff as required.

Lymes Disease

Pupils and staff may be at risk of contracting Lyme disease from a tick bite when on educational visits to woodland or long grass areas. The following steps are taken when preparing for an educational visit to such environments.

- Check if the location is in an 'at risk' zone? Check the live Tick Risk Map.
<https://www.fleatickrisk.com/en/maps>
- Ensure all adults on the trip read the prevention and removal information on the Lyme Disease UK website. <https://lymediseaseuk.com/prevention/>
- If the children will be outdoors in woodland or long grass, parents asked to pack appropriate insect repellent.
- Ensure pupils and staff wear long sleeves and trousers are tucked into socks.
- Encourage children to tell an adult immediately if they spot a tick or other biting insect.
- Thorough tick check encouraged after visit to woodland or long grass areas.
- Staff aware of how to remove ticks safely. <https://lymediseaseuk.com/tick-removal/>
- First aid kit contains at least one tick remover tool.
- If a child or staff member does get bitten ensure the tick is removed using the correct technique as soon as possible ideally by trained medical staff.

Confidentiality

At High March we respect the child's right to confidentiality and information will be shared with relevant staff members who need to be informed after discussion with parents and obtaining their specific consent, subject always to the terms of the High March Privacy Notice for pupils and parents.

Administration of Medicines

Medication will only be administered if it is essential i.e. *'when it would be detrimental to a child's health or school attendance not to do so.'* (pg.20 Supporting Pupils at School with Medical Conditions DfE December 2015).

Parent Responsibilities

At High March we rely on parents to keep us informed about any medical condition or treatment that their child requires. Parents are asked to provide information on medical needs upon enrolment to the school. They are required to provide up to date information on any medical needs that might arise whilst their

child is a pupil at High March. It is the responsibility of parents to ensure that the correct medication is in school and in date. Medical information given by the parents are recorded on the School's MIS.

Administration of Medication during the School Day

Long-term and short-term prescription medication in Junior House and Upper School can only be administered if prescribed by a GP, Dentist or Pharmacist and in its original packaging with the child's name and date of birth clearly recorded on the prescription label.

Long Term Medication (See Appendix 3 for the Protocol)

Parents will complete a **Health Care Plan**, for medication which is to be administered

The Welfare and Medical Officer will regularly review and discuss the Health Care Plans for each child, with their parents, as and update when needed. The old paperwork will then be transferred to the Medical Archive for storage.

Short-Term Medication (See Appendix 3 for the Protocol)

Where medication is to be administered on a short-term basis, parents will contact the Receptionist at Junior House or the Upper School Administrator and the form, 'Permission to Administer Medicine on a Short-Term Basis', will be completed. (See Appendix 3)

The Welfare and Medical Officer informs all staff of the medical conditions/needs of the children at the beginning of each term and changes are communicated with staff as required.

Staff Responsible for administering medication to pupils on School Site.

In Junior House:

- the Welfare and Medical Officer
- the Lunchtime Supervisor (or member of staff who is on First Aid duty at playtime or lunchtime)
- the class Teaching Assistant in the child's class. The Receptionist will be responsible for informing the Teaching Assistant of the need to administer medication on that day

In Upper School

- the Welfare and Medical Officer
- the Upper School Administrator
- the Head of Upper School
- the Deputy Head (Teaching and Learning)
- Teaching Assistants

In situations where these staff members are not available, we will aim for the medication to be administered by another member of staff who has undertaken relevant training.

Administration of Medication on Educational Visits, including residential trips

At least one member of staff trained in the administration of medication is present on all educational day and residential visits. Measures are put in place to adhere to the school procedures for the storage and recording of the administration of medication whilst on educational visits.

Before an offsite school visit is undertaken an additional Risk Assessment will be carried out in relation to children with medical needs. This information will be recorded on the Risk Assessment form and other planning documents for the outing. Steps will be taken to minimise risks and to ensure that all children can be included on the trip.

Medicine, for children who may require it on the trip, will be carried by the member of staff allocated to that child for the trip or by the child's parent if they are attending the trip. On a residential trip, medications will be administered by or under the guidance of a nominated member of staff. In the case of controlled drugs a second member of staff will witness this. Plans must be made for the safe storage of medication on visits e.g. Medicine that needs to be refrigerated and controlled drugs. Specific medication administered should be recorded on the Medication Administration Form. At Junior House, this form is stored with the medication. Any other medication administered on day visits will be recorded in the Duplicate Book included in the trips medical bags. On residential trips a paper record is kept of all medication administered; planned medication will be recorded for reference, medication administered in addition to planned medication would be recorded and shared with parents. All records of medication administered on residential trips are returned to Welfare and Medical Officer for review and storage of records.

Upper School

- The Welfare and Medical Officer is responsible for ensuring the relevant medication is available on visits.
- Pupils who have Adrenaline pens or inhaler in a red medical bag, will wear the bag around their waist, where practical. The red medical bag will contain a copy of the Care Plan and emergency procedures for that child.
- If it is thought that additional staffing is necessary to ensure the safety and enjoyment of the trip by everyone, this will be put into place.
- Adults supervising children with medical needs and the trip leader will carry mobile phones.

Junior House

- The Welfare and Medical Officer is responsible for ensuring that the relevant medication is available on visits.
- Staff will collect the medication from the Receptionist before the outing and return it afterwards. The School Receptionist will ensure that the records are updated showing where the medication is.
- If it is thought that additional staffing is necessary to ensure the safety and enjoyment of the visit by everyone, this will be put into place.
- Adults supervising children with medical needs and the trip leader will carry mobile phones.

Storage of Medication

All medication is stored according to the directions and in the original packaging. All medication is stored safely and securely.

Controlled Drugs

Controlled drugs that have been prescribed for a child will be recorded and securely stored in an easily accessible, locked and non-portable container at each site. The Welfare and Medical Officer, Midday supervisor, Deputy Head and PA to the headmistress at Junior House and Administrator and Deputy Heads at Upper School will have access to the container. Where required on a residential, the controlled drugs will be stored in a locked, portable container, which will be kept securely by the trip leader or the assigned member of staff responsible for the administration of medication on the trip. All controlled drugs administered to a pupil is recorded, witnessed and signed and dated by two members of staff.

Non-emergency medication

Both long-term and short-term medications, are stored in the locked Medicine cupboards at Junior House and Upper School.

A named box is set up for the child. The box contains:

- A completed Administer Medication on a Short-Term Basis form.
- The medication

At Junior House records of administration are kept in to pupil box, at Upper School records of administration are recorded in the daily first aid sheets and on Complete-Ed.

Parents who need to bring medicine to school on a daily basis are responsible for collecting the medicine at the end of the day or providing medication specifically for use in school.

Emergency medication

All emergency medication is stored in the unlocked First Aid cupboard at Junior House and the red medical bags, stored on the high hooks, in the First Aid room at Upper School.

At Upper School, Emergency medication is stored in the Red Medical bags which also contain:	At Junior House, Emergency medication is stored in a named box set up for the child. The box contains:
• The pupil's Health Care Plan	• The pupil's Health Care Plan
• Records of administration (for off-site use, this information is transferred to a pupil's record on Complete-Ed at the earliest opportunity)	• Records of administration
• The medication, including second Adrenaline pens (AAI)	• The medication
	• All pupils requiring an adrenaline pen (AAI), have two stored in the red medical bag on the high hook in their classroom. The red bag will contain the Care Plan, Records of administration and the medication.
Where medication requires refrigeration, it is stored in the small, lockable fridge in the First Aid area/room. The fridge temperatures are monitored and recorded on a daily basis, when in use, to ensure the correct temperature is maintained	
At Upper School, the key for the medicine cupboard and the fridge are stored on the noticeboard in the First Aid Room. Spare keys are kept in the office of the Upper School Administrator, on a hook on the side of the cupboard.	At Junior House, the key for the medicine cupboard and fridge are stored on a hook in the First Aid cupboard. Spare keys are kept with the Bursar and the School Office.

See section on Emergency Medication for storage of Emergency Medication.

Staff Medication

When Staff require medication, it should be stored securely and out of reach of children. A locked cupboard is available at both sites.

Record Keeping for short term medication

At Junior House, the Receptionist and at Upper School, Administrator keeps:

- a record of medicines brought in or collected by parents. (See Appendix 3 – Record of Medicines on site and their Location)

- record of short-term medication that needs to be administered during the day (See Appendix 3 – Log of Medicines to be Administered).

Record Keeping for long term medication

The following are kept on the inside of the medicine cupboard doors at both sites:

- The list of pupils requiring long term medication and the expiry dates for the medication

Administration of Medication on Educational Visits

At least one member of staff trained in the administration of medication is present on all educational day and residential visits. Measures are put in place to adhere to the school procedures for the storage and recording of the administration of medication whilst on educational visits.

Administration of Medication

Wherever possible, doses of medicine should be worked out so that they can be taken outside of the school day. However, where this is not possible, it will be administered in school, subject to the completion of the necessary forms giving permission for this to happen.

Medicine not in its original packaging cannot be administered.

Before administering medicine to a child the member of staff will check:

- the child's name
- date of Birth
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container
- instructions given on the Parental Consent Form

Staff who administer medicines are trained as necessary.

Such medication is only administered following full permission from the parent.

After any medication is administered, the following is recorded:

- the date
- time
- dose administered
- name of the person administering the medication. (See Appendix 3)

Refusal – If a child refuses to take **his or her** medication, staff will not compel **him or her** to do so. They will record in the child's record the refusal and any surrounding circumstances and will inform the parents as soon as possible and at the end of the day at the latest.

In the event that a child has a condition that requires specialist help e.g. Auto Adrenaline Injectors (AAI) for anaphylactic shock or glucose monitoring for diabetes, training for staff will be sought so that all are knowledgeable and confident in taking care of the child's needs.

Administration of Other Medications

Upper School

There are occasions when a pupil might benefit from the administration of over-the-counter medications held by the School to enable them to remain in School. The School maintains supplies of Calpol

(paracetamol), Nurofen for Children (ibuprofen), Piriton (antihistamine) and throat lozenges. Parents may provide parental consent for these over-the counter medications on their child's record on Complete-Ed. Where parental consent has been provided for paracetamol, ibuprofen or antihistamine staff will nevertheless contact parents to confirm a dose may be administered. All medication administered is recorded on the pupil's Complete-Ed record, and parents are notified by email of the medication given, together with the dose and time of administration.

Junior House

Paracetamol is not routinely administered to pupils in Junior House. Where a pupil in Junior House experiences pain that affects their ability to remain in School for the rest of the day, parents are contacted and asked to make arrangements for their child to be collected as soon as possible. However, there are times when a parent can be delayed in collecting their child. In order to keep the pupil as comfortable as possible whilst they are waiting, permission may be sought from parents to administer a dose of paracetamol suspension from the School's supply.

A school supply of antihistamine is also stored with the medicines at Junior House should it be required i. Parental permission is always sought before administering a dose of antihistamine.

When obtaining parental permission to administer medication, staff will always confirm the time at which the pupil last received the medication before any further doses are given. Parents are notified via an emailed template of the dose and time of medication administered.

Aspirin is never administered to pupils at Junior House or Upper School unless prescribed by a doctor.

Emergency Medication All pupil emergency medication is stored in individually named red bags which have a photograph of the child on the outside of the bag for easy recognition in the case of an emergency.

Emergency procedures

Actions to be taken in an emergency and what constitutes an emergency for a particular child are contained in the child's Health Care Plan. All staff will be made aware of children with Health Care Plans at termly INSET meetings by the Welfare and Medical Officer any changes to Health Care Plans are communicated as they arise.

Copies of the Health Care Plans are uploaded to the pupil's record on Complete-Ed and are available in the medical room at Upper School and Medical area at Junior House, so they are readily available for consultation in the event of an emergency. Health Care Plans are also kept with emergency medication in pupils red bags or boxes.

School emergency medication is checked monthly and recorded with the medication expiry date.

A visual check is carried out of both school and pupils AAI's to ensure the solution in the viewing window is clear and safe to use.

The Welfare and Medical officer will contact parents in writing at least one month before the expiry date on their child's AAI. Pupils who have been prescribed an AAI must have two 'in date' AAI's in school at all times.

Auto Adrenaline Injectors (AAI)

All pupils whose Healthcare Plan identifies a risk of anaphylaxis are required to have two Adrenaline Auto-Injectors (AAIs) available in School at all times. Should an AAI need to be administered, the second device acts as a safeguard and may be administered 5 minutes after the first, if no signs of improvement are observed. An ambulance is always called where an Auto Adrenaline Injector (AAI) has been administered.

Junior House

Both AAI's are stored in the pupil's red medical bag, which is kept on a high hook in the pupil's classroom. The red medical bag accompanies the pupil whenever they leave the Junior House campus, including for swimming lessons and educational visits.

Upper School

Both AAI's are stored in the pupil's red medical bag, which is kept on the high hooks in the First Aid Room. All staff are responsible for ensuring that red medical bags accompany pupils on educational visits and other occasions when they leave the Upper School campus. PE staff are responsible for ensuring that the relevant red medical bags are taken to sporting fixtures and related activities.

School Emergency Auto Adrenaline Injector (AAI)

High March has emergency Auto Adrenaline Injectors (AAI) for use by a pupil or adult who shows signs of anaphylaxis. Where anaphylaxis is suspected, staff will administer an Adrenaline Auto-Injector (AAI) without delay in accordance with the pupil's Healthcare Plan, emergency procedures and current government guidance. In an emergency, adrenaline may be administered where necessary to preserve life, and parental consent is not required at the time of administration.

Junior and adult dose AAI pens are kept:

- in the swimming pool by the first aid kit, on a high hook on the wall (one junior and one adult)
- in the Junior House emergency medication cupboard (one junior and one adult)
- at Upper School on the wall under the A.E.D in the First Aid Room (one junior and one adult).

Asthma Inhalers

Junior House

- Pupils who have **rapid onset** of symptoms will have one inhaler in the red medical bag kept on the high hook in the classroom and in addition they will have a second inhaler kept in the Emergency Medicine cupboard in the First Aid area. The red medical bag will be taken with the child whenever they leave the Junior House campus.
- Where pupils have a **slower onset** of symptoms, one inhaler will be kept in the Emergency Medicine cupboard in the First Aid area.

In Junior House, where symptoms do not come on rapidly and only one inhaler is kept in the First Aid area, it will be included in the red medical bag when pupils go on outings.

The need to take emergency medicine is highlighted in the Risk Assessment for each outing.

Upper School

All inhalers are kept in the named red medical bags which are kept on the hooks in the First Aid Room.

School Emergency Inhalers

In addition to pupils having their own inhalers as required, there are emergency inhaler kits at Upper School, at Junior House and at the swimming pool.

These are used accordingly:

- The inhaler will only be used by children who have asthma or have been prescribed a reliever inhaler and for whom written parental consent has been given for use of the emergency inhaler.
- The emergency inhaler will only be used when the child's own inhaler (or both inhalers) has been tried and found not to be working. The emergency inhaler will be administered in the same way as the child's own inhaler is administered.

- The emergency inhaler will be used with the child's own spacer if at all possible. There is a supply of disposable spacers for use with the emergency inhaler where the child's spacer is not available.
- Where the emergency inhaler has been administered, a record of the details of administration will be kept.
- The emergency inhalers will be checked by the Welfare and Medical Officer on a regular basis to ensure that they are present and in working order.
- The emergency inhalers should be primed when first used (eg. spray twice).
- After use the inhaler should be cleaned by removing the canister from the plastic housing. The housing and the cap should be cleaned in warm, soapy water and left to air dry in a clean, safe place. The canister should be returned to the housing when it is dry and the cap replaced and the inhaler returned to the designated storage place.
- Where there has been contamination with blood, the inhaler should be disposed of properly.
- The emergency inhalers are clearly labelled to avoid confusion with a child's inhaler.
- Where agreed with parents, pupils in Upper School may carry their asthma inhalers with them.

AED (automated external defibrillator)

There are three AEDs on the school site. One at Upper School in the medical room, one in Junior House in the medical area and one in the swimming pool reception area.

The Welfare and Medical Officer carries out a weekly check to ensure that the unit is in the correct location and that the status indicator is flashing green as 'ready'. The checks are recorded with any action taken documented. The expiry dates of the adult pads, child pads and defibrillator battery are recorded and ordered ahead of time as required.

Appendices

List of appendix and links for them

Appendix 1

[Action Plan for all head injuries .docx](#)

Appendix 2

Medical Forms

1. Agreement for Medicine to be administered in School on a Short-Term Basis
[\[Ext\] Parental Agreement Short-Term Meds.pdf](#)
2. Health Care Plan
[Pupil HCP.pdf](#)
3. RECORD OF MEDICINES ON SITE AND THEIR LOCATION
[RECORD OF MEDICINES ON SITE AND THEIR LOCATION LT.docx](#)
4. RECORD OF MEDICINES ON SITE AND THEIR LOCATION
[Medicine Administered Short Term.xlsx](#)
5. Log of Medicines to be Administered
[Log of Medicines to be Administered in Junior House .docx](#)
6. RECORD OF MEDICINE ADMINISTERED
[Record of Medicine Administered .docx](#)
7. Head or neck injury notification to parents
[\[Ext\] Head & Neck Injury.pdf](#)
8. Accident form for Staff/Visitors at High March
[Accident Form for Staff and Visitors at High March .docx](#)

Appendix 3

Protocol to follow when parents ask for medicine to be administered in school

Medicine to be administered on a Short-Term Basis

Junior House

- Receptionist completes paperwork with the parent.
- Parents complete 'Agreement for Medicine to be administered in school on a Short-Term Basis' form.
- A box is made up for the child that contains, the permission form and the 'Record of Medicine Administered' form. The end of the box is labelled with a yellow note to distinguish it from the long-term medication in the cupboard.
- Medicine is stored according to the instructions on the label. It will either be stored in the Medicine cupboard or in the Medicine Fridge.
- Details of the Medication are recorded on 'Record of Medicines on Site and their Location' (Medicines administered on a Short-Term Basis). The Receptionist will indicate on this sheet when the medicine is dropped off or collected by the parents, so that there is always an accurate record of the medication that is in school at any time. This form is kept by the Receptionist.
- When medication is administered, it is recorded on the 'Record of Medicine Administered' form.
- Medicine is administered in Junior House by the Welfare and Medical Officer, Receptionist, the PA to the Headmistress or the Lunchtime Supervisor.

Upper School

- The Welfare and Medical Officer, Deputy Head (Pastoral), or in her absence the Deputy Head (Teaching and Learning) or the Administrator completes paperwork with the parent.
- Parents complete 'Agreement for Medicine to be administered in school on a Short-Term Basis' form.
- The paperwork is kept in the Medicine File in the First Aid Room.
- Medicine is stored according to the instructions on the label. It will either be stored in the Medicine cupboard or in the Medicine Fridge.
- Details of the Medication are recorded on 'Record of Medicines on Site and their Location' (Medicines administered on a Short-Term Basis). The Administrator will indicate on this sheet when the medicine is dropped off or collected by the parents, so that there is always an accurate record of the medication that is in school at any time. This form is kept on the medicine fridge.
- When medication is administered, it is recorded on the 'Record of Medicine Administered' form.
- In Upper School medicine is administered by The Welfare and Medical Officer, the Deputy Head (Pastoral), the Deputy Head (Teaching and Learning) or the Administrator.

Medicine to be administered on a Long-Term Basis

Junior House

- Parents complete a Care Plan
 - Where a child has a long-term medical condition, Parents will meet with the Welfare and Medical Officer to discuss the child's needs.
 - The Welfare and Medical Officer will set up a box for the child containing:
 - A copy of the Care Plan
 - 'Record of Medicine Administered'
 - The medication
- The end of the box is labelled with:
- The name of the child
 - Date of birth
 - Class
 - Expiry Date of Medication
- The Welfare and Medical Officer:
 - Puts the original Care Plan in the pupil's personal file in the office.
 - Adds the Care Plan to Complete ed.
 - A copy of each Care Plan is stored in the relevant class red medical bag, along with a photo badge of each child on the outside of the bag.
 - The Welfare and Medical Officer notifies form staff when Care Plans have been added to Complete ed.
 - Where there is a second inhaler or epi-pen, it is stored in the red medical bag on the high hook in the classroom.
 - Other red medical bags are stored in the Medicine cupboard so that medicines can be put in them prior to pupils going on an outing.
 - The medicines are entered on the 'Record of Medicines Stored on Site' and this is kept on the inside of the Medicine Cupboard door.
 - Medicine is stored according to the instructions on the label.
 - Medicine is administered in Junior House by the Welfare and Medical Officer, the Receptionist, the PA to the Headmistress or the Midday Supervisor.
 - The Welfare and Medical Officer contacts parents one month before the expiry date of each Medicine. At the first reminder, parents are asked to provide updated medication, the following week a similar reminder is sent and if after this, the new medication is not received by the school, the following week, the Headmistress will contact parents to ask for the medication. Pupils may not attend school without the correct, in-date medicine available in school.
The Welfare and Medical Officer keeps a record of all reminders that have been sent to parents.
 - When parents bring in new medication:
 - The old medication should be given to the parent.
 - The Welfare and Medical Officer will update the expiry date of the medication on the Care Plan that is in the Medical File and the Care Plan that is stored in the clear box and the red bag/s. The date on the outside of the clear storage box will also be updated.
 - Record reminders for the new expiry date.

Upper School

- Parents complete a Care Plan
- Where a child has a long-term medical condition, Parents will meet with the Welfare and Medical Officer to discuss the child's needs.
- For emergency medication, the Welfare and Medical Officer will set up a red medical bag for the child containing:
 - The Care Plan
 - The medication
 - The Record of Medicine Administered
 - A photo badge on the outside of the red medical bag
- For non-emergency medication, the Welfare and Medical Officer will set up a box for the child containing:
 - The Care Plan
 - The medication
 - The Record of Medicine Administered
- The original copy of the Care Plan is stored in the child's file in the School Office
- A copy of the Care Plan is also kept in the red Medical File in the top drawer of the filing cabinet in the First Aid room.
- The Welfare and Medical Officer notifies form staff when Care Plans have been added to Completed.
- The medicines are entered on the 'Record of Medicines Stored on Site' and this is kept by the Administrator.
- The Welfare and Medical Officer makes a reminder one month before the expiry date of each Medicine. At the first reminder, parents are asked to provide updated medication, the following week a similar reminder is sent and if after this, the new medication is not received by the school, the following week, the Headmistress will contact parents to ask for the medication. Pupils may not attend school without the correct, in-date medicine available in school.
- The Welfare and Medical Officer will record when reminders are sent to parents.
- Medicine is stored according to the instructions on the label.
- Medicine is administered by the Welfare and Medical Officer, the Deputy Head (Pastoral), the Deputy Head (Teaching and Learning) or the Administrator.
- When parents bring in new medication:
 - The old medication should be given to the parent
 - The Welfare and Medical Officer will update the expiry date of the medication on the Care Plan that is in the Medical File and the Care Plans that are stored in the clear box and the red bag/s. Record reminders for the new expiry date.

Appendix 4

RISK ASSESSMENT FOR STORAGE OF MEDICINES

Area	Hazard	Control Measures
Storage of Non-Emergency Medication	Pupils may access medication independently.	- Pupil medication is stored in locked medicine cupboards at both Upper School and Junior House. The keys are stored nearby but not accessible to children. - Spare keys are stored with the Receptionist at Junior House and with the Administrator at Upper School. In addition, the Bursar also holds spare keys to the Medicine cupboards.
Medication requiring refrigeration	Medicine might not be effective if it is not stored according to the instructions on the label.	Both the First Aid area in Junior House and the First Aid Room at Upper School have locked fridges for the storage of medication, where this is required.
Staff Medication	Pupils may access medication independently.	Staff medication is stored securely and out of reach of children.
Emergency Medication	The medication is not immediately accessible in the case of an emergency.	- Adrenaline pens – pupils have two adrenaline pens. In Junior House one is stored in the red medical bag, which is kept on a high hook in the classroom (out of reach of children). The second is stored in the First Aid cupboard. Both adrenaline pens are stored with a copy of the Care Plan in case of an emergency. At Upper School both adrenaline pens are stored in the red medical bag which is stored on high hook in the First Aid Room. These medical bags are taken with the child whenever they leave the School site. - Inhalers – At Junior House, where there is rapid onset of symptoms, there are two inhalers, one in the Red medical bag and the other in the Medicine Cupboard. Where the symptoms are slower to emerge, one inhaler is kept in the medicine cupboard. In Upper School either one or two inhalers are kept in the red medical bag, which is stored on the high hook in the First Aid Room.

Emergency inhaler does not work	Pupils could suffer an asthma attack without the remedial effect of an inhaler.	• School inhalers are stored in the Medicine Cupboards along with disposable spacers. There is also a School inhaler kept at the Swimming pool. School inhalers are also taken on outings where there are pupils who have permission to use the spare inhalers.
Expiration of medication	Medicines will be ineffective	• Advance notification system in place to alert parents to replace • Half termly check of medication in school.
Children's Medical Information not to hand in an emergency	Children might not get the required care in the case of an emergency.	• In Upper School the Care Plans are stored in the First Aid Room. At Junior House the Care Plans are stored in a file in the First Aid area. Copies of the Health Care Plans are on Complete-Ed and are stored with the medication in the First Aid cupboards and in the red medical bags. • At Junior House, where a child requires Emergency Medication, a box is made up for them to store the medication in the Medicine Cupboard. The box contains the medication as well as the Care Plan and permission to administer medication from the parents.