

First aid and administration of Medicines Policy

At Hope Nursery, we take our children and staff welfare seriously and make every effort to prevent accidents. In the event of an accident occurring, or a person presenting as unwell, we aim to act quickly and provide first aid where necessary. All staff have training in paediatric first aid.

Procedures

Any injury which involves e.g.: Blood, bumps, swelling, bruising, suspect broken bones, nose bleed, choking, nausea, dizziness, fainting or unconsciousness *should be dealt with immediately according to the following procedure:*

1. Stay calm and take mental note of time, place and circumstances and deal with injured child or adult.
2. Calm the injured child or adult
3. Decide on treatment, if necessary
4. Administer First Aid if necessary
The only medication administered will be to clean wounds (water and cotton wool and sterile wipe)
5. If injury needs medical attention inform Principal immediately
6. Child's parent/guardian must be contacted
7. If child has to go to hospital a member of staff will accompany
8. If a child has to go home the teacher should enquire about his/her well-being within a reasonable time.
9. Immediately when the crisis is over write an account of incident together with details of treatment into the accident book. Date, time and sign each entry and give to the Principal together with statements of any witnesses.

Parents

Parental permission will be sought to apply plasters if necessary

Parents must inform school if there are any specific issues for their child, e.g. asthma, allergies, medical conditions.

Medication in school

DE guidance – Supporting children with medical needs, 2008

“IT IS IMPORTANT TO NOTE There may be occasions where school staff may be asked to administer medication, but they cannot be directed to do so. The administration of medication to children remains the responsibility of the parent or those with parental responsibility. Medication should only be taken to school when absolutely essential and with the agreement of the Principal. Parents should be encouraged to request, where possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. Schools should be alerted to the particular risks for young persons in taking Aspirin and Ibuprofen and should not routinely administer these unless under clear medical guidance.”

The Board of Governors and staff of Hope Nursery School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so, **however it is expected that parents of a child who has an infectious condition or is unwell, should keep the child at home.**

Where it is necessary to keep medications in school, e.g. asthma inhalers or epipens,

- parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- Staff will not give a non prescribed medicine, e.g. calpol to a child unless there is specific prior written permission from the parents.
- Only reasonable quantities of medication should be supplied to the school
- Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed.
- Each item of medication must be clearly labelled with the following information:
 - Pupil's Name.
 - Name of medication.
 - Dosage.
 - Frequency of administration.
 - Date of dispensing.
 - Storage requirements (if important).
 - Expiry date.
- The school will not accept items of medication in unlabelled containers.
- Medication will be kept in a secure place, out of the reach of pupils.
- The school will keep records, which they will have available for parents.
- Where medication is needed intermittently, e.g. occasional use of inhaler, parents will be informed at the end of the day, or earlier if necessary.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day.
- If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages on parental instruction
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service or other appropriate health professional

Pupils with a long term condition requiring regular medication, e.g. asthma, anaphalaxis, epilepsy

Depending on the severity of their condition these children may require a Medication Plan, which may indicate additional staff training. In these instances, school staff should:

- never give medication without appropriate training from health professionals .
- For children with significant medication needs an individual programme of training will be devised.
- All training should be reviewed at least annually and be child specific.
- Training should be arranged in conjunction with the Health and Social Services Boards/Trusts, Community Paediatricians, School Nurse/Community Children's Nurse or other health professionals.
- A health-care professional should confirm that any training has given staff sufficient understanding, confidence and proficiency in medical procedures and communicate this to the employer.
- Training should be for named staff member(s) in the specific procedure(s) for each named child or children. The training programme undertaken must be planned and recorded in detail for the named staff member(s).
- The training in specific procedures should include: information on the individual child's Medication Plan; the requirement to maintain the child's confidentiality; instruction on the procedure required by demonstration, followed by supervised practice where appropriate, and supported by a written protocol. This protocol should include the actions necessary for the trained person to implement and will become part of the pupil's Medication Plan; and where appropriate, child protection or intimate care issues must be addressed.
- Ideally, the staff should be trained before the child starts attending school, but, otherwise, parents must be aware that they will need to continue being responsible for the procedures until staff are trained.
- If no trained person is available on a particular day, the parents should be advised of this.
- Staff should ensure that necessary medication is taken on trips out of school.