



MURRAY PARK SCHOOL

**FIRST AID & MEDICAL including
PROCEDURES FOR THE ADMINISTRATION OF MEDICINES POLICY**

Title of Policy	First Aid & Medical including Procedures for the Administration of Medicines
Date of adoption	Spring 2026
Originator	Heather Halford
Date of review	Spring 2028
Additional information	<p>September 2020 Update to reflect First Aid procedures for suspected widespread transmissible diseases.</p> <p>Updated Sept22 to include supporting pupils with medical conditions policy.</p> <p>Updated February 2026:</p> <ul style="list-style-type: none">– Location for epi-pens updated.– The team with First aid responsibility updated.– Storage of controlled medicines.– Update re the support with administration of medicines.

First Aid & Medical Policy including Procedures for the Administration of Medicines and Supporting students with medical conditions.

The purpose of these procedures is to provide guidance to staff, parents and students about supporting students with medical conditions, First Aid provision, medical care and administration of all medicines at Murray Park School. School will provide adequate first aid provision and medical care for pupils and school personnel by ensuring school has in place; qualified first aid personnel, adequate first aid equipment and have lines of communication with the emergency services and other external agencies. Basically, staff have neither a legal nor contractual duty to administer medicines but will supervise the student while they self-administer their medicine or treatment. School will ensure school personnel are suitably trained in identifying pupils with expected problems and must report any concerns they have on the medical welfare of any pupil. Ensure at least one member of staff has undertaken Managing Medicines Training. Mrs N Caley, Headteacher is responsible for overseeing the managing of medical conditions in school.

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school.

By accommodating the needs of children who require medication, staff can help to ensure that outcomes for children are met – they can be healthy, stay safe, enjoy and achieve, as well as making a positive contribution. The School will at all times comply with legislation and statutory responsibility.

Due consideration will be given to how each individual's medical needs can best be accommodated – not just to provide for the student's individual requirements but also to ensure that all regulatory and health and safety aspects for both the student and the staff are met. The School has appropriate employer and public liability insurance in place.

Information needed from parents:

The School requests that parents/carers supply information on students' health and medical history that may be a cause for concern. This will be kept confidentially and needs to be updated as appropriately. The provision of this information and for updating it remains the responsibility of the parent/carer. If necessary, discussions are undertaken with parents/carers and other appropriate health professionals to identify, assess and agree how specific medical needs can be safely met. This may result in the development of an Individual Health Care Plan (IHCP) Education, Health and Care (EHC) Plan and/or a specific risk assessment. In some circumstances school nurses may have a specific responsibility for an individual child's medical management in school. Appropriate information and training is available from the School Health Service to support school staff. It is vital to have not only the student's home telephone numbers but parent's/carer's daytime numbers and other emergency numbers such as those of relatives, in order to make contact in an emergency. School does not keep medication for distribution to pupils e.g. paracetamol/antihistamine. School has an emergency salbutamol inhaler and an emergency AAI (adrenaline pen) in school which will only be used in an emergency by students whom school has written consent for.

Managing Medicines

Authorisation:

Whatever the student's needs, staff will ensure that appropriate authorisation has been gained prior to administration of any medication. In addition, all medicine will be administered in line with the prescriber's instructions. In the case of non-prescribed medicines (e.g. paracetamol) parental consent must also be given or sought.

Parental authorisation should either be in writing (Medication Authorisation Form) or confirmed via a telephone conversation, subsequently recorded on the Medical Authorisation Form and should ideally include:

- details of the date of instruction
- name of student, name of medication
- condition being treated
- date course of medication commenced
- prescribed dosage and frequency
- time of dose and duration of treatment
- method of administering dose (in some cases there may be a possibility for self administration) and storage instructions
- any possible side effects
- expiry date of medication and any other valid details

Staff should check that any details provided by parents/carers are consistent with the instructions on the medicine's container. All authorisations must be signed by the parent/carer; blanket authorisations for prescribed medicines cannot be given.

The School will consider requests made by parents/carers in respect of the administration of medicines when:

- A student suffers from chronic long-term illnesses/complaints such as asthma, diabetes or epilepsy.
- A student is recovering from a short-term illness but requires a course of antibiotics, cough medicines etc.
- A student suffers from a complaint which may affect them intermittently e.g. hay fever, migraine
- The School has received a written request from a parent/carer giving the instructions regarding the required dosage.

In the case of chronic conditions, the authorisation remains in place during the student's time with the School.

Medicines will be self-administered in the presence of an authorised member of staff. The School will not be held responsible for failure to administer medication. All medicines must be supplied in their original container and clearly labelled with the pupil's name, dosage and contents or it will not be administered. Students must bring all medication (prescribed or non-prescribed) with the exception of inhalers & AAI (adrenaline pens), to Student Services for safe keeping with the appropriate consent. If a Student is found with medication on their person then the medication will be confiscated and not administered until authorisation sought from parents/carers.

A written record of all medicines administered to students will be kept on the Medical spreadsheet. This will include the date, time, medication and dosage taken, together with the name of the authorised member of staff. If the School has concerns about the nature of given medication, it reserves the right to refuse their administration.

Parents/carers will be advised of this immediately and will be consulted on alternative arrangements.

Asthma Guidelines:

The School will advise staff as appropriate on practical asthma management. First Aid will be summoned in the event of an acute asthma attack. Students who appear to be over reliant on inhalers may have poorly controlled asthma and will be encouraged to consult their GP/doctor.

The SIMS database records details of asthma sufferers and will be maintained and updated regularly.

Inhalers:

The School will consult with parents/carers over whether or not inhalers are held by pupil or in Student Services. In general, students will look after and carry their own inhalers.

Inhalers are only to be used by/for the pupil for whom they are prescribed.

School has an emergency salbutamol inhaler which will only be used by students whom school has written consent for; who have been diagnosed with asthma and prescribed an inhaler or who have been prescribed an inhaler as reliever medication. The emergency inhaler will only be used if the students' prescribed inhaler is not available. *(This does not replace the need for students to have their own inhaler in school)*

Defibrillators:

School has x3 defibrillators on site and located in the following areas:-

- Internal cabinet in Main Reception Office
- Internal cabinet in Student Services Reception foyer
- External cabinet by the PE all weather pitch & tennis/netball courts

Physical Education:

Full participation remains the goal for students with asthmatic conditions. Where needed students should take a dose of their inhaler before exercise. The inhaler should be readily accessible during P.E. activities.

Art/DT/Science:

Similarly, in practical subjects, some art materials and substances can cause difficulty for asthmatic students, the parent/carer should inform the School of this.

Adrenaline Pen Guidelines:

Some students may suffer anaphylactic shock through a severe and sudden reaction to insect bites, nut allergy etc. If a student needs an adrenaline pen on site this will be fully discussed with the parents/carers. School staff will administer adrenaline pen medication in extreme circumstances in order to relieve a potentially high risk medical condition.

Adrenaline Pens are kept in the Medical Room.

School now has an 'Adrenaline Auto-injector' on site that can be used if a student's own device is not available or not working (because it is broken or out of date). School's emergency AAI will only be used on students known to be at risk of anaphylaxis, for whom both medical and written consent for use of the spare AAI has been provided.

Storage of medicines:

All medicines will be stored in their original containers and clearly labelled with the contents and for whom they are kept. Any medicine not labelled in this way will not be administered. Medicines which need to be refrigerated will be kept in an airtight/ sealed container in the fridge in the Medical Room. Controlled medicines are stored in a locked cabinet located in the Medical Room with nominated staff access.

All other medicines which do not require refrigeration but excluding adrenaline pens which are in a labelled box for rapid accessibility, will be kept locked in Student Services.

Students are not allowed unsupervised into this (or any) office due to the need for confidentiality and security of materials including medicines. Any unused medicines will be returned to the parent/carer. Any used adrenaline pens will be disposed of safely.

Students must bring all medication (prescribed or non-prescribed) with the exception of inhalers & AAI (adrenaline pen), to Student Services for safe keeping with the appropriate consent information. If a Student is found with medication on their person then the medication will be confiscated and not administered until authorisation sought from parents/carers.

First Aid Guidelines:

The School has a number of staff who are qualified first aid personnel. It is to these designated personnel that reference will be made in cases of first aid. In more serious cases, parents will be contacted immediately and advised of the need to take the child to a doctor. In emergency cases, an ambulance will be called and the parent/carer informed immediately. In such cases, the school's duty of care is entrusted to the NHS ambulance personnel/NHS hospital staff. An accident form will be completed and in cases of notifiable injuries, submitted to the Headteacher, or Deputy Headteacher. Staff record all visits to the Medical Room and record the following:

- date, time and form of the injured or ill person
- details of injury/illness and location in the event of injury and first aid given
- details of what happened and if a student was sent home, parents contacted etc
- name & signature of the first aider/appointed person

First aiders/appointed person will report serious or significant incidents, especially head injuries to the pupil's parent/carer.

Where students have conditions which may require rapid intervention, parents must notify the school of the condition, symptoms and appropriate action following onset.

First Aid Procedures for suspected widespread transmissible diseases

If anyone in an education or childcare setting becomes unwell presenting symptoms of a widespread transmissible disease as reported by the World Health Organisation and or Public Health, they must be sent home and advised to follow the current guidance for households with possible widespread transmissible diseases.

If a child is awaiting collection, they should be moved, if possible, to an area where they can be isolated behind a closed door. Appropriate adult supervision will be available nearby. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

Information given to Students

Throughout the course of the academic year students will be reminded of the hazards posed by prescribed and non-prescribed medication and the procedure for bringing medication into school. This information will be included in assemblies and newsletters issued to parents.

Sharing information:

Parents/carers supply information on students' health when they are admitted to the School. This together with any other relevant information will be disseminated to appropriate staff when they begin to work with the student. Staff are also advised to read the SIMS database when they have a new student. Where details of a student's medical condition are shared, this information will be treated as confidential by all involved.

Trips:

It is the responsibility of the trip leader to ensure the safety, transportation and administration of medication to students in their care, this may be delegated to a First Aider, if one is accompanying the trip and requires special attention and preplanning. A trained first aider should be available at all times on school trips. The principles contained in these guidelines apply and any difficulties should be discussed with the parent/carer and child's GP or School Health Service.

Training:

The School will ensure that relevant staff undertake training in first aid and staff are able to access the First Aid, Medical and Administration of Medicines Procedures and that any necessary appropriate guidance or training is made available and at least one member of staff has undertaken Managing Medicines Training. Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training. The training will be identified during the development or review of IHCPs. It is envisaged that where an element of technical or medical knowledge is needed, a designated First Aider will be available. In any instances of uncertainty, staff should always consult with the Headteacher or Deputy Headteacher.

First Aid & Medication

A first aid box stocked with the contents recommended in the Approved Code of Practice to the Health and Safety (First Aid) Regulations is kept in the Medical Room.

Additional first aid boxes are available in various locations throughout the school.

The Medical Room are responsible for ensuring that the contents of the first aid boxes are replaced as necessary.

First aid boxes are to be taken on trips, and the person in charge is appointed to be responsible for the first aid box and for taking charge of the situation, i.e., calling assistance if a serious injury or illness occurs.

First Aiders:

The school has sufficient numbers of first aiders (includes Initial First Aid at Work and Emergency First Aid) .

A list of first aiders is displayed around the school.

Mini bus drivers will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to Hospital:

If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Location of First Aid Boxes (each box contains eye wash):

- Student Services - Medical Room
- Student Services - shared office
- Science Practical rooms
- Staffroom
- Main Reception office
- Design & Technology
- Art
- Minibuses
- Sports Changing rooms M & F
- PE Office
- Geography
- Library
- Drama Studio
- Cedar Park - Hub
- Caretakers office
- Finance office
- IT office

Administration of Medicines:

All medication will be administered to students in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/suporting-pupils-at-school-with-medical-conditions.pdf

The only medication kept and administered are those prescribed specifically for a student at the request of the parent/guardian and with the consent of the Head Teacher.

Where the relevant guidance has been complied with by parents, designated and appropriately trained staff support students with the administration of medicine ensuring that the instructions on the dose and method is adhered to. All administration of medicine is recorded by the Medical Room staff or Student Services Team.

No member of staff should support with the administration of medicines unless a request form has been fully completed by the parent / guardian.

All medications kept are securely stored in the medical room.

Where students need to have access to emergency medication, i.e. asthma inhalers, adrenaline pens etc., it will be kept with them at all times.

The school has an Emergency Salbutamol Inhaler and an Emergency Adrenalin Pen. These will be stored in the medical room and will be accessible by all staff.

Health Care Plans:

Health care plans (IHCP) are in place for those students with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.) These plans are reviewed annually, and written precautions/procedures made available to staff.

Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

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