



## **ADMINISTRATION OF MEDICINES, FIRST AID & DEALING WITH BEREAVEMENT POLICY**

### **1 AIMS**

- 1.1 This policy outlines Redland Green School's general statement of commitment to ensuring suitable and adequate Administration of Medicines, First Aid & Dealing with Bereavement provision. A separate document describes in detail the organisation and arrangements for achieving the objectives set out in this policy statement.
- 1.2 In this policy, Redland Green School means the 11-16 years students component plus the North Bristol Post 16 Centre within Redland Green School. Redland Green School is an Academy; Claremont School (secondary level) is co-located on the campus, and is a Local Authority (LA) maintained school with its own management and administration of medicines, first aid and dealing with bereavement policies and procedures.
- 1.3 Redland Green School manages Kellaway Avenue playing fields and pavilion which is included in this policy.

### **2 INTRODUCTION**

- 2.1 This statement of 'Administration of Medicines, First Aid & Dealing with Bereavement Policy' is produced in respect of Redland Green School.
- 2.2 It should be read in conjunction with the following school policies and guidance:
  - Supporting Students at School with Medical Conditions Policy
  - Safeguarding & Child Protection Policy
  - Health, Safety & Wellbeing Policy
  - Intimate Care Policy
  - Special Education Needs (SEN) Policy (and the SEN Code of Practice)
  - Inclusion Policy
  - Equality Plan

and the Department for Education's (DfE) Guidance on First Aid for Schools

- 2.3 This policy applies to all employees, students and visitors of Redland Green School. It is explicit about what practice is and is not acceptable.
- 2.4 This policy will be readily accessible for parents and school staff and will be displayed on the Medical Noticeboard, online, and included in staff induction packs.
- 2.5 All staff members have received training of the most common serious medical conditions at this school and understand what to do in an emergency for these conditions.
- 2.6 All staff members understand and are trained in the school's general emergency procedures.
- 2.7 This school has clear guidance on the administration of medication at school including the safe storage of medication and record keeping.

### **3 ROLES & RESPONSIBILITIES**

#### **3.1 THE GOVERNING BODY'S RESPONSIBILITY**

The Governing Body will delegate the overall responsibility for policy implementation to the Headteacher.

#### **3.2 THE HEADTEACHER'S RESPONSIBILITY**

The Headteacher can use recruitment as an opportunity to secure a sufficient number of staff with responsibilities for supporting students at school with medical conditions, administration of medication and first aid where no volunteers come forward. It would then be incorporated into the employment contract.

3.3 Facilities must be provided to ensure that first aid is rendered to employees, visitors, students, volunteers, agency staff etc if they become ill or are injured at work or under the jurisdiction of the establishment, on or off site.

3.4 The Headteacher must urgently notify the 'appointed health and safety rep' should there be an outbreak of a notifiable disease such as Norovirus and the post holder will deal with RIDDOR or other reporting requirements.

3.5 The Headteacher must check that the public liability insurance arrangements will provide an indemnity to employees in respect of claims for personal injury. This indemnity extends to volunteers who have been asked to undertake such duties. The indemnity is subject to the following conditions:

- That training has been received and regularly updated
- That all appropriate personal protective equipment has been issued, maintained, updated and used where necessary
- That the employee/volunteer has acted within the limitations of their training and has observed all protocols. The employee/volunteer must also be aware of possible side effects of the medication and what to do if they occur

3.6 This indemnity will not apply where claims relate to a criminal offence, a malicious act or an instance of wilful misconduct.

3.7 The Headteacher will select an appropriate manager to ensure the responsibilities outlined in this policy are adhered to.

3.8 The Headteacher must designate a lead individual with responsibility for the first aid kits (both fixed and mobile).

3.9 The Headteacher will decide who will be the bereavement lead and this person must receive suitable training. In the event of a bereavement, they must provide the necessary support for those affected. Siblings may have very intense needs which may appear later. The Strategic Leadership Team (SLT) needs to monitor the emotional well-being of students and staff most affected by the incident over time.

#### **3.10 THE MANAGER'S RESPONSIBILITY**

The manager must establish the first aid need by risk assessment and identify suitable employees who are willing to undertake administration of medicines and first aid training. There must be adequate cover to cater for periods of staff sickness or leave. A register must record the members of staff who have received training. This must be reviewed regularly and always at the start of each academic year. Sufficient numbers of staff must be trained in the use of an Adrenaline pen if there are identified Adrenaline pen users and in the Automatic External Defibrillator.

- 3.11 The manager will ensure trained individuals are available at all times of the school's day. Following any staff reorganisations it is important to check that appropriate numbers of trained individuals are still available.
- 3.12 The manager will take advice from GPs, hospital doctors, occupation health advisors, school nurses, other medical staff and medical charities or other suitable sources as needed.
- 3.13 The manager will ensure that all external hirers/users of the school will have adequate first aid provision on site at all times. The school's defibrillator can be used by these external hirers/users.
- 3.14 The manager will put arrangements in place to support students with medical conditions who are competent to do so, to manage their own health needs and medicines.
- 3.15 The manager must maintain a register which records students medical conditions and allergies eg asthma, epilepsy and anaphylaxis. Students with severe allergies and requiring adrenaline pens, diabetes, epilepsy or severe asthma must have an individual healthcare plan. This information must be disseminated amongst all appropriate staff involved in the supervision of students.
- 3.16 The manager must find the appropriate balance between information-sharing and confidentiality. Key information such as 'severe allergy' or 'emergency medicine needed' must be available in the staff room and in individual workrooms.
- 3.17 The manager must put systems in place to ensure that all medicines, medical equipment, first aid room, etc are correctly and safely stored and regularly cleaned after use and maintained.
- 3.18 The manager must ensure that candidates for first aid training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider.
- 3.19 The manager must ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering first aid and be prepared to receive appropriate health and immunisation advice.
- 3.20 The manager will only use registered and approved training providers for all medical/first aid related training.

### 3.21 **STAFF'S RESPONSIBILITY**

Any staff member organising an off-site activity will ensure they liaise with the lead First Aider to ensure up to date and relevant information regarding medical conditions and medicines is available.

- 3.22 Only suitably trained individuals can administer medicines to students. Please note that attendance at a first aid course does not constitute 'Administration of Medicine' training.
- 3.23 All staff members should know where the locations of first aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on the noticeboard in the staff room.
- 3.24 Any member of staff should know what to do and respond accordingly when they become aware help is required.

### 3.25 **FIRST AIDER'S RESPONSIBILITY**

First aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. First Aiders must do what is appropriate to relieve extreme distress or prevent further and otherwise irreparable harm, eg use of an Adrenaline pen while keeping themselves safe.

- 3.26 The First Aider will administer first aid, up to but not exceeding the level of their training.
- 3.27 The First Aider will ensure that all injuries are recorded and accidents are reported to the

appointed person.

- 3.27 The First Aider will ensure that all spillages of body fluids are cleaned up promptly.
- 3.29 The First Aider will ensure that their own recommended immunisations are up to date and that they report any illnesses or injuries which would preclude their abilities to administer first aid.
- 3.30 First Aiders must ensure their qualifications are kept up to date.
- 3.31 All support staff First Aiders are expected to be included on the rota to support the school. This does not mean that the staff member concerned will not be called at other times to support the needs of the school. All teaching staff who are first aid trained may also be called on to support the first aid needs of the school.
- 3.32 If medication is refused parents will be alerted and asked to immediately collect the student from the premises.
- 3.33 In administering medication/treatments and deciding emergency courses of action, First Aiders must have due regard for the following implications and equality issues:
- Diverse cultural values
  - Specific medical conditions encountered in particular ethnic groups
  - The practices and ethical values of particular faith groups
  - The need for appropriate privacy for students while at the same time ensuring issues such as potential accusations of child abuse, especially where intimate procedures are involved, are addressed
- 3.34 Due care should be exercised where English is not the first language of the student or parent. Translation services must be sought if parents have difficulty understanding or supporting their child's medical condition themselves.
- 3.35 **PARENT'S RESPONSIBILITY**
- 3.36 If the child is acutely unwell, parents should keep them at home for an appropriate period, eg sickness and/or diarrhoea for 48 hours. More information on exclusion periods following infectious diseases is available from Public Health England.
- 3.37 Students should take medication at home where possible. The vast majority of antibiotics do not need to be taken at school as they can be taken before and after school and again at bed time.
- 3.38 Non-prescribed medication must not be brought into Redland Green School, whether self-administered or given by staff unless supplied and authorised by the parents in writing and agreed by the Headteacher and/or the delegate.
- 3.39 Parents are responsible for informing the school about any major injuries occurring outside of school, for example, if they return with a plaster cast. This is so the school can prepare for any additional needs the student may then have, and if necessary, risk assess. Externally occurring injuries also need to be reported to the Designated Officer for Safeguarding.
- 3.40 Parents must provide, in writing, up to date information on any medical needs of students and changes for better or worse and, if applicable, any medication used. Parents must notify staff of all changes in circumstances and any other relevant information as soon as possible.

#### **4 PAYMENT FOR FIRST AIDERS**

- 4.1 All First Aiders who hold a valid current First Aid at Work Certificate will receive an allowance. This payment acknowledges the individual's training and commitment and acts as an incentive. This payment will be stopped if the First Aider:

- Chooses not to continue as a First Aider, or
- Does not attend the 12 monthly refresher courses, or
- On attendance at the refresher course is found not to be competent, or
- Allows their certificate to lapse, or
- Leaves the organisation

4.2 At the Headteacher’s discretion, the allowance may be stopped or suspended if the First Aider is likely to be away from the work base for a considerable period of time, eg long term sickness, home working, unpaid leave etc.

Agreed by Staff	Agreed by Pupils	Agreed by Governors	Review Schedule	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
N/A	N/A	15 JUN 2006	3 YEARS	03 DEC 2008	18 DEC 2012	16 JUN 2016	
Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed