



## Lode Heath School

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| <b>Name of Policy</b>     | <b>Administration of Medicines, First Aid and Management of Illness Arising in the School Policy</b> |
| <b>Lead</b>               | Gareth Davies, Assistant Headteacher   |
| <b>Governor Committee</b> | BSII   |
| <b>Review Frequency</b>   | Annually   |
| <b>Next Review</b>        | Spring 2026  |
| <b>Version No.</b>        | 2  |
| <b>Reviewed</b>           | January 2025   |

## Administration of Medicines, First Aid and management of illness arising in the school

### Objectives

- To clarify the procedures in place at Lode Heath for the safe administration of medicines.
- To reinforce the procedures which must be followed regarding the referral to the Student Support office, decision taking and contact with parents/carers.
- To outline the process followed by staff in the event of the need to administer First Aid or responding to illness.

### Statement of Position

The school is an educational institution and its primary focus is not that of health care. This is rightly the duty of parents and health care professionals. However, the school recognises its obligations towards safeguarding the health and well-being of its students which includes the management of illness arising in school and situations in which First Aid needs to be administered.

### The Administration of Medicines

Where necessary, the school is prepared to administer medication to students providing the following criteria are met by parents:

- Appropriate written permission is received from parents and carers to administer named medication.
- The medication should be provided by parents/carers.
- The medication should be in its original packaging clearly labelled with its name, the name of the child, their date of birth and administration instructions.
- The medication should be delivered to the school Student Support office who are responsible for its safe storage.
- Students are responsible for going to the Student Support office at the appropriate time(s) to take their medication.
- Only designated staff should dispense medication, although exceptions are granted for SLT, Student Support staff or in the event of a trip, the trip leader or their nominated staff.
- Medication should be taken by students in front of the person dispensing it and their name and date/time noted to record, that this has been done.

### **NB**

Paracetamol is dispensed when appropriate to students of 12 years and over and whose parents have given permission via the Medical Information Consent form prior to admission to the school.

### Storage of Medication

- All medication is placed in envelopes which are marked with name, medication and dispensing requirements.
- All medication is housed in a lockable drawer or cupboard with the exception of medicines which require refrigeration. These are held in marked boxes in the Student Support Office which is locked when the staff are not available (this is rare during the school day).

- Emergency medications (usually for those who have a care plan) are held in an unlocked filing cabinet in the Student Support Office which those students who have medication stored there know about and have free access to.
- Medical care plans are to be affixed to the medications box/bundle for each student

#### **NB**

- Staff at Lode Heath are not prepared to accept the responsibility of administering rectal medication and parents of children suffering severe epilepsy or similar conditions must seek an alternative in the event of an emergency situation arising in school.
- Expired, unclear and medicines for which there is no further use will be returned to parents.

#### First Aid Boxes

The school holds 6 First Aid Boxes and a notice giving the location of these is displayed in the Staffroom, communicated via staff induction and annual health and safety briefings. (See Appendix).

The responsibility for keeping first aid boxes lies with those who hold them in liaison with the designated first aider.

#### Epipens

Emergency Epipens are held in the Emergency drawer in the Student Support office but main responsibility for carrying these lies with the student.

#### Inhalers

Inhalers are usually carried by the student but spares can be housed with other medicines provided that previously outlined conditions for the holding and dispensing of medicines are met.

#### First Aid

At the time of writing the school has thirteen staff with current first aid certificates. If the Student Support first aiders are unavailable Reception staff will call upon another qualified First Aider to respond to the incident. The additional staff are largely in the key curriculum areas of PE, Design Technology and Science so that they can be immediately on hand should the need arise. Priority will be given to accessing the injury and if necessary summoning medical help prior to contacting parents. A first aid risk assessment is conducted bi-annually and shared with our health and safety contractors.

Where a student receives a head injury, their parents are to be informed and the student is to be provided with an 'NHS Head Injury Advice Sheet'. (CS45385) Copies also available via the internet.

#### Managing Illness

Starting from the premise that parents know their children best, if a child presents as ill early in the school day, their parent having taken the decision that he/she was fit for school, every effort will be made to encourage him/her to return to their lessons. However, if it is clear that the child is unfit for school, the Student Support office will contact the parents of the child with a view to making arrangements for him/her to go home. Parents should be aware that they will be contacted in the order in which they are listed on the school's information system. Parents should note that in the case of split families this means that the absent parent is unlikely to be

informed that their child has been sent home ill. As a school our primary concern is the welfare of the child and we will cooperate with the arrangements for collection or transfer home given to us by the parent with whom the child is resident.

All children who leave the premises must sign out at reception and be issued with a pass prior to leaving the building.

Children who feel unwell during the course of the school day must speak to their teacher who will complete a yellow referral slip which they will present to the Student Support office. Staff will access the student presenting as unwell and make a judgement as to the best course of action i.e. send home after contacting parents, time out/treatment, pain-relief and/ or return to class.

Children who have a recognised medical condition who present as unwell should at no point be left outside a classroom or asked to report to the Student Support office on their own. This is particularly pertinent in the case of those suffering from epilepsy or asthma.

Children who try to circumvent the referral and decision system will be challenged. It is the view of the school that the Student Support staff are in the best position to make an informed judgement and attempts to avoid or challenge this judgement are inappropriate and leave the system open to abuse.

### Care Plans

Students who suffer from serious medical conditions which may require emergency medical attention will be subject to a Care Plan. These are completed by the School Nurse on entry to the school and reviewed annually. Details of care plans are held in the Student Support office and copies are available for staff reference in the staff network drive.

## APPENDIX

### FIRST AID

**The principal First Aider is:**

**Ursula Lowney  
(Student Support Office)**

**The other named First Aiders who all have a First Aid Box  
in their rooms or immediate vicinity are:**

**David Martin (Student Support)**

**Laura James (Student Support)**

**Colin Deery (Site)**

**Nigel Sutheran (Site)**

**Andy Botley (Site)**

**Chris Townshend (Food)**

**Gareth Davies (SLT/Careers)**

**Cathy Hackney (PE)**

**Beth Sherlock (Geography)**

**Claire Jones (English)**

**Paula Williams (Science)**

**Charlie Dunbar (Science)**