



Compass
School
Southwark

FIRST AID & MEDICINE POLICY

COMPASS SCHOOL

Last reviewed April 2017

FIRST AID AND MEDICINES POLICY

REVIEW PROCEDURES

The First Aid and Medicines Policy for Compass School is to be reviewed annually by the Principal and Office Manager.

FIRST AID AND MEDICINES POLICY

DISTRIBUTION OF COPIES

Master Copy	Principal
Copy One	School Nurse / Healthcare professional
Copy Two	All First Aiders
Copy Three	Staff Room – all staff

The Policy Document will be accessible to parents if requested or deemed necessary.

STATEMENT OF INTENT

The Governors and Principal of Compass School believe that ensuring the health and welfare of staff, students and visitors is essential to the success of the school.

We are committed to:

- Providing adequate provision for first aid for students, staff and visitors.
- Ensuring that students with medical needs are fully supported at school.

Procedures for administering medicines and providing first aid are in place and are reviewed regularly.

We will ensure all staff (**including supply staff**) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

We will also make sure that the School is appropriately insured and that staff are aware that they are insured to support students in this way.

In the event of illness, a staff member will accompany the student to the First Aid room in order to manage their medical condition effectively.

The school also has a Control of Infections Policy which may also be relevant and staff should be aware of.

Name: _____ Signature: _____ Date: _____

Principal

Arrangements

The School Nurse/ Healthcare Professional

The School is allocated a school nurse or other suitably qualified healthcare professional; this person will have the lead role in ensuring that students with medical conditions are identified and properly supported in schools, including supporting staff on implementing a student's Healthcare Plan. The School healthcare professional will work with the Principal to determine the training needs of school staff. The School Nurse is provided by Southwark Local Authority.

The First Aid Team

The members of staff in the school who trained in First Aid are:

- Massa Adade-Boateng (School Administrator)
- Christy Aiworo (Head of PE)
- Veronica Brown (Student Administrator)
- Theresa Cooper (Library Assistant)
- Patrick Egbuchiem (Inclusion Mentors)
- James Hayward (Senior Leader of STEM)
- Louise Howley (Lunchtime Supervisor)
- Lisa Nazer (Lunchtime Supervisor)
- Haydn Pyle (Inclusion Mentor)
- Sarah Quigley (Librarian)
- Atika Sundus (Learning Mentor)
- Garry Meehan (Leader of Enrichment) – outdoor specific training
- Lauren Thorpe (Principal) – defibrillator training

Trained Staff

The members of staff in the school who are able to administer medicines are:

- Trained first aiders named above

First Aid Boxes

The first aid boxes are located in:

- The main School Office (Block F)
- First Aid room (Block F)
- Library (Block F)

- Inclusion office (Block F)
- Staffroom (Block F)
- PE Office (Block E)

Medication

Students' medication is stored in:

- First Aid room
- ADHD medication is locked in metal cabinet in First Aid room

First Aid

In the case of a student accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the child can walk, takes him/her to the school office and calls for a first aider.
- The first aider administers first aid and records details in the first aid book.
- If the child has had a bump on the head, calls home must be made informing their parent/carer.
- Full details of the accident are recorded in first aid book
- If the child has to be taken to hospital or the injury is 'work' related then the accident is reported to the Governing Body.
- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013*), then as the employer the Governing Body will arrange for this to be done.

School Insurance

Department for Education RPA scheme policy number: 139587.

School Visits

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre. In the case of **day visits** a trained First Aider will carry a travel kit in case of need.

Administering Medicines in School

Prescribed medicines may be administered in school (by a staff member appropriately trained by a healthcare professional) where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible, the staff member will administer the medicine.

If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

In all cases, we must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms (appendix 1) are available in the school office.

Staff will ensure that records are kept of any medication given.

Non-prescribed medicines may not be taken in school.

The school will not administer paracetamol.

Administering of Piriton (anti-histamine)

The school will not administer anti-histamine as students might be on other medication that the school is not aware of. Non-prescribed medication can be administered by parents coming into school.

Storage/Disposal of Medicines

Students' medicine will not be locked away out of the student's access; this is especially important on school trips. It is the responsibility of the School to return medicines that are no longer required, **to the parent** for safe disposal or permission to dispose.

A register of medication should be held with the expiry dates. The parents should be contacted when medication has expired, although this is not the responsibility of the school.

Asthma inhalers will be held by the school for emergency use, as per the Department of Health's protocol.

Accidents/Illnesses requiring Hospital Treatment

If a child has an incident, which requires urgent or non-urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive treatment. When an ambulance has been arranged, a staff member will stay with the student until the parent arrives, or accompany a child taken to hospital by ambulance if required.

Parents will then be informed and arrangements made regarding where they should meet their child. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

Defibrillators

Defibrillators are not available within the school. The nearest defibrillator is: Biscuit

Factory Community Hall or Bermondsey Tube Station.

Students with Special Medical Needs – Individual Healthcare Plans

Some students have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

Epileptic

Asthmatic

Have severe allergies, which may result in anaphylactic shock

Diabetic

Such students are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities, unless evidence from a clinician/GP states that this is not possible.

The School will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on school visits. A risk assessment will be used to take account of any steps needed to ensure that students with medical conditions are included.

The School will not send students with medical needs home frequently or create unnecessary barriers to students participating in any aspect of school life.

However, school staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

An individual health care plan is written in conjunction with the school nurse and a copy forward to the parents. This provided can help the school to identify the necessary safety measures to support students with medical needs and ensure that they are not put at risk. The School appreciates that students with the same medical condition do not necessarily require the same treatment.

Parents/guardians have prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents, and the student if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The school nurse may also provide additional background information and practical training for school staff.

This will be in place in time for the start of the relevant school term for a new student starting at the School or no longer than two weeks after a new diagnosis or in the case of a new student moving to the School mid-term.

APPENDIX

	FORMS
FORM 1:	Contacting Emergency Services
FORM 2:	Child Action Plan 1 for Allergic Reactions
FORM 3:	Child Action Plan 3 for Allergic Reactions
FORM 4:	Request for Storage and Administration of Medicines in School
FORM 5:	Indication for Administration of Medication During Seizures
FORM 6:	Medication Given In School Register
FORM 7A:	Emergency Contact Numbers
FORM 7B:	Actions For Anapen – Anaphylactic Reaction
FORM 7C:	Actions For EpiPen – Anaphylactic Reaction
FORM 7D:	EPIPEN Register
FORM 8	Staff Training Record

FORM 1

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

Speak clearly and slowly and be ready to repeat information if asked

1. Your telephone number: 0203 542 6506
2. Give your location as follows: Compass School Southwark, Drummond road, Bermondsey
3. State that the postcode is: SE16 4EE
4. Give exact location in the school (insert brief description)
Old Bermondsey Campus site. Near the old Biscuit factor.
5. Give your name: _____
6. Give name of child and a brief description of child's symptoms: _____
7. Inform Ambulance control of the best entrance i.e. Keeton's Road or Drummond Road and state that the crew will be met and taken to the casualty.
8. **Arrange for someone to wait for the Ambulance service by the stated entrance.**

FORM 4

Request for storage and administration of MEDICINES IN SCHOOL

Please provide the following details if you wish your child to receive medicines during the school day. Medicines can only be administered by and with the agreement of the Principal or First Aider.

The school is under no obligation to administer any medicines at all.

Pupil name:

Name of medicine:

Dosage:

When taken:

Other information:

Contact telephone number:

If there are any changes to medicine or dose please inform the school immediately. Please make sure the medicine is clearly labelled with the child's name and dosage.

I accept that the school carries no responsibility for the administration of medicines.

Signed:

Date:

FORM 5

INDICATION FOR ADMINISTRATION OF MEDICATION DURING SEIZURES

Name _____ D.O.B. _____

Initial medication prescribed: _____

Route to be given: _____

Usual presentation of seizures: _____

When to give medication: _____

Usual recovery from seizure: _____

Action to be taken if initial dose not effective: _____

This criterion is agreed with parents consent. Only staff trained to administer seizure medication will perform this procedure. All seizures requiring treatment in school will be recorded. These criteria will be reviewed annually unless a change of recommendations is instructed sooner.

This information will not be locked away to ensure quick and easy access should it be required.

FORM 7A

Emergency Contact Numbers

Mother: _____

Father: _____

Other: _____

Signed

Principal: _____ Print Name: _____

Signed parent/guardian: _____ Print Name: _____

Relationship to child: _____ Date agreed: _____

Signed Pediatrician/GP: _____ Print Name: _____

Care Plan written by: _____ Print Name: _____

Designation: _____

Date of review: _____

FORM 7B

ACTIONS

1. Get _____ ANAPEN® out and send someone to telephone 999 and tell the operator that the child is having an
'ANAPHYLACTIC REACTION'
2. Sit or lay child on floor.
3. Get ANAPEN® and remove black needle cap.
4. Remove black safety cap from firing button.
5. Hold ANAPEN® against outer thigh and press red firing button.
6. Hold ANAPEN® in position for 10 seconds.
7. Remain with the child until ambulance arrives. Accompany child to hospital in ambulance.
8. Place used ANAPEN® into container without touching the needle.
9. Contact parent/carer as overleaf.

FORM 7C

ACTIONS

1. Get _____ EpiPen® out and send someone to telephone 999 and tell the operator that the child is having an
'ANAPHYLACTIC REACTION'
2. Sit or lay child on floor.
3. Take EpiPen® and remove grey safety cap.
4. Hold EpiPen® approximately 10cm away from outer thigh.
5. Swing and jab black tip of EpiPen® firmly into outer thigh. MAKE SURE A CLICK IS HEARD AND HOLD IN PLACE FOR 10 SECONDS.
6. Remain with the child until ambulance arrives.
7. Place used EpiPen® into container without touching the needle.
8. Contact parent/carer as overleaf.

FORM 7D

EPIPEN REGISTER

Date	Time	Given by (print name)	Observation/evaluation of care	Signed/date/time

Check expiry date of EpiPen® every few months

STAFF TRAINING RECORD – Administration of Medicines

SCHOOL - Compass School Southwark

Name	Job Title	Training	Date Undertaken	Date Refresher Required	Date Refresher Undertaken
Massa Adade-Boateng	School Administrator	Safety First Aid Training requalification First Aid at Work	4th & 5th April 2017	April 2020	
Veronica Brown	Student Administrator	Tutor Care First Aid at Work	February 2016	February 2019	
Theresa Cooper	Library Assistant	Tutor Care First Aid at Work	February 2016	February 2019	
Patrick Egbuchiem	Inclusion Mentor	Tutor Care First Aid at Work	February 2016	February 2019	
Christy Aiworo	PE Staff	British Red Cross First Aid at Work	24th December 2014	23rd December 2017	
James Hayward	Assistant principal	Tutor Care	February	February	



		First Aid at Work	2017	2020	
Louise Howley	Lunchtime Assistant	Tutor Care First Aid at work	February 2016	February 2019	
Lisa Nazer	Lunchtime Assistant	Tutor Care First Aid at work	February 2017	February 2020	
Haydn Pyle	Inclusion Mentor	Tutor Care First Aid at work	February 2016	February 2019	
Sarah Quigley	Librarian	Tutor Care First Aid at work	February 2017	February 2020	
Atika Sundus	Learning Mentor	Tutor Care First Aid at work	February 2017	February 2020	
Garry Meehan	Leader of Enrichment	React First First Aid training - outdoor specific	April 2017	April 2020	
Lauren Thorpe	Principal	Defibrillator training	February 2016	n/a	

Useful Contacts

Allergy UK

Allergy Help Line: (01322) 619864

Website: www.allergyfoundation.com

The Anaphylaxis Campaign

Helpline: (01252) 542029

Website: www.anaphylaxis.org.uk and www.allergyinschools.co.uk

Association for Spina Bifida and Hydrocephalus

Tel: (01733) 555988 (9am to 5pm)

Website: www.asbah.org

Asthma UK (formerly the National Asthma Campaign)

Adviseline: 08457 01 02 03 (Mon-Fri 9am to 5pm)

Website: www.asthma.org.uk

Council for Disabled Children

Tel: (020) 7843 1900

Website: www.ncb.org.uk/cdc

Contact a Family

Helpline: 0808 808 3555

Website: www.cafamily.org.uk

Cystic Fibrosis Trust

Tel: (020) 8464 7211 (Out of hours: (020) 8464 0623)

Website: www.cftrust.org.uk

Diabetes UK

Careline: 0845 1202960 (Weekdays 9am to 5pm)

Website: www.diabetes.org.uk

Department for Education and Skills

Tel: 0870 000 2288

Website: www.dfes.gov.uk

Department of Health

Tel: (020) 7210 4850

Website: www.dh.gov.uk

Disability Rights Commission (DRC)

DRC helpline: 08457 622633

Textphone: 08457 622 644

Fax: 08457 778878

Website: www.drc-gb.org

Epilepsy Action

Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm)

Website: www.epilepsy.org.uk

Health and Safety Executive (HSE)

HSE Infoline: 08701 545500 (Mon-Fri 8am-6pm)

Website: www.hse.gov.uk

Health Education Trust

Tel: (01789) 773915

Website: www.healthedtrust.com

Hyperactive Children’s Support Group

Tel: (01243) 551313

Website: www.hacsg.org.uk

MENCAP

Telephone: (020) 7454 0454

Website: www.mencap.org.uk

National Eczema Society

Helpline: 0870 241 3604 (Mon-Fri 8am to 8pm)

Website: www.eczema.org

National Society for Epilepsy

Helpline: (01494) 601400 (Mon-Fri 10am to 4pm)

Website: www.epilepsynse.org.uk

Psoriasis Association

Tel: 0845 676 0076 (Mon-Thurs 9.15am to 4.45pm Fri 9.15am to 16.15pm)

Website: www.psoriasis-association.org.uk/