



**CHIGWELL SCHOOL**  
**AUT VIAM INVENIAM AUT FACIAM**

**From the Headmaster**  
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<b>Staff Champions</b>	<b>KM/AK</b>
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## **First Aid Policy and Administration of Medication**

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## **1.0 Introduction**

1.1 Chigwell School, including EYFS and boarding, will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility. The School recognises that first aid can save lives and prevent minor injuries becoming major. As this policy outlines, the School has adequate and appropriate equipment and facilities available and will ensure that first aid is administered in a timely and competent manner.

## **2.0 Scope of Policy & Guidance**

2.1 This policy and guidance is relevant to all employees of Chigwell School including contract and agency staff irrespective of their hours worked and regardless of length of contract or service.

2.2 This policy outlines the School's responsibility to provide safe, appropriate first aid (the initial assistance or treatment given to someone who is injured or suddenly taken ill) to any pupil, member of staff or visitor to ensure best practice.

## **3.0 Legislative Requirements**

3.1 The primary legislation for First Aid is the Health & Safety (First-Aid) regulations 1981 with other applicable legislation including but not restricted to:

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DFEE Guidance on First Aid for Schools.

## **4.0 Responsibilities**

4.1 Health and safety legislation places duties on employers for health and safety of their employees and everyone on the premises. In schools, this includes responsibility for all the teaching and support staff, pupils and visitors.

4.1.1 This should include arrangements for first aid based on risk assessment of the School and should cover:

- Numbers of first aiders/appointed persons;
- Numbers and locations of first aid containers;
- Arrangements for off-site activities/trips;
- Out of school hour's arrangement e.g. Parents' Evenings etc.

## **5.0 Arrangements**

### **5.1 Medical Centre**

5.1.1 Chigwell School has a Registered Nurse on duty who is based at the School Medical Centre from 8.00am to 5.00pm. The Medical Centre will cater for Junior and Senior School pupils, staff and visitors who may require first aid or who have become ill whilst on school premises.

- 5.1.2 Pupils are advised to attend the Medical Centre during break and lunch times for general concerns and for non-medical emergencies.
- 5.1.3 If a pupil becomes unwell during a school day, they are expected to liaise with their teacher at the time before attending the Medical Centre.
- 5.1.4 In the event that a pupil is not well enough to continue at school, the Nurse will inform the parent/guardian of the pupil to collect them. It is a strict school policy that pupils do not contact the parent to collect them without first having their condition assessed by the Nurse/Medical Professional.
- 5.1.5 The school encourages open dialogue between parents and the medical centre staff. The nurses are always happy to discuss any health problems and management of medical conditions.
- 5.1.6 Parents are reminded that they have a responsibility to notify the School should a pupil have been subject to a medical procedure/operation, an accident or severe illness etc. that may affect their child whilst at school. In the interest of the child's and other children's wellbeing parents/guardians are reminded not to send their children to school if they are unwell.

## 5.2 **Pre Prep – Medical Care**

- 5.2.1 The Pre Prep has its own medical room and pupils are given any necessary first aid treatment there by qualified paediatric first aiders. The School's Medical Centre would not be contacted or asked to administer first aid unless in an emergency.

## 5.3 **Boarders**

- 5.3.1 During a normal school day boarders are to follow the same procedures as set out for every pupil within the School.
- 5.3.2 In the event that a boarder feels unwell before/after school, he or she must notify the relevant Houseparent who will contact the Medical Centre accordingly.
- 5.3.3 Once notified by the Houseparent then the Medical Centre in conjunction with the parents can arrange appointments with a doctor, medication, certain medical needs etc.
- 5.3.4 The School ensures that all boarders are registered with the NHS. The Medical Centre can arrange appointments for specialist treatment where diagnosed such as physiotherapy etc.
- 5.3.5 The School will ensure that a routine health check is done by the Medical Centre on admission and as part of the boarders' induction. However, the School will remind parents that it is their responsibility to notify the School of any existing medical conditions/illness etc.
- 5.3.6 The School will provide an out of hours call out system (5pm to 8pm Mon – Friday and weekends) by which the member of staff on duty in the boarding house can contact the nurse on duty and get medical advice in the case of an emergency. If in doubt or unable to reach the nurse, then the Houseparent should contact emergency services on 999.
- 5.3.7 In the event that a boarder requires hospital treatment then as far as reasonably practicable the boarder should be accompanied. In such circumstances the Headmaster, Health, Safety & Risk Compliance Manager and Medical Centre are to be notified and Accident/Illness Report completed as soon as possible.

- 5.3.8 Boarders must declare prescribed medication or controlled medication and over the counter medicines such as paracetamol/ibuprofen to the Houseparents on issue. The medication will be stored in a dedicated medical cupboard where it can be controlled by the Houseparents.
- 5.3.9 The nurse in conjunction with Houseparents will carry out an assessment to see if the boarder is allowed to self-medicate.
- 5.3.10 Any medication given to pupils/boarders must be recorded accordingly. The Houseparent must notify the Medical Centre of any medication that they have given in the boarding house.
- 5.3.11 In the event that a pupil becomes unwell and needs to be isolated to prevent the spread of germs and protect the wellbeing of the pupil and others, then a dynamic risk assessment should be carried out and the Headmaster consulted.

## **6.0 First Aiders**

- 6.1 The School has determined the number of qualified first aiders by an assessment of first aid needs as required by the Health & Safety (First Aid) Regulations 1981.
- 6.2 In the Pre Prep at least one person with a current PFA certificate will be on the premises at all times when children are present and when accompanying children on both external visits and when undertaking learning in the school grounds.
- 6.3 The role of a first aider is to:
- Respond promptly to calls for assistance;
  - Provide immediate assistance to casualties with injuries and illness;
  - Ensure that ambulance or professional medical help is summoned as appropriate i.e. dial 999;
  - Record the details of the accident and treatments as soon as possible (record on School Accident Form).
- 6.4 The School recognises that members of staff actively engaged in games, coaching and in other vigorous activities are strongly encouraged to undertake a formal course of training in basic first aid, this includes members of staff who are responsible for trips and off site activities involving pupils and other staff.
- 6.5 The School will ensure regular first aid training days take place and staff registered accordingly.
- 6.6 The School will ensure the names of all qualified first aiders are displayed at defined locations around the School highlighting staff trained in the following areas:
- Emergency First Aid;
  - Paediatric;
  - Epi Pen;
  - Defibrillator Training.
- 6.7 In addition the Medical Centre will ensure notices are displayed advising staff of the location of first aid supplies/bags around the School. The Medical Centre will ensure these bags are regularly replenished with stock, it is the responsibility of Head of Department to notify the Medical Centre when stocks are running low and replacements needed.

## 6.8 **Accident and Incident Reporting**

- 6.8.1 In accordance with statutory requirements the School has a legal duty under Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR) to report.
- 6.8.2 RIDDOR is a law that requires employers, and other people in charge of work premises, to report and keep records of:
- Work related accidents which cause certain serious injuries (reportable injuries);
  - Work related accidents which cause deaths;
  - Diagnosed cases of certain industrial diseases; and
  - Certain 'dangerous occurrences' (incidents with the potential to cause harm).
- 6.8.3 The Medical Centre Nurse or the Health, Safety & Risk Compliance Manager are the nominated responsible persons within the School authorised to complete/report a RIDDOR report.
- 6.8.4 In order to meet the School's legal duty and to ensure a robust accident investigation process is followed, all staff must ensure that all accidents are recorded in line with school policy and procedure.
- 6.8.5 All accidents whether minor or reportable are recorded onto a Medical Centre database on notification of the accident. Staff/first aiders are reminded of the importance of completing an accident report as necessary, copies will be forwarded on to the Health & Safety Manager.
- 6.8.6 The Headmaster will be notified where an accident or incident has been classified as serious/high risk.
- 6.8.7 In the event of accident/incident parents/guardian will be notified accordingly by the Medical Centre.
- 6.8.8 The Pre Prep will keep records of any accidents and first aid administered to its employees, pupils or visitors. Accidents are regularly reviewed by the Head of Pre Prep and where required the Health, Safety and Risk Compliance Manager will be notified as soon as possible in order to instigate further investigation. In addition, accidents of a serious nature will be reported to the Headmaster.
- 6.8.9 If a child suffers anything more than a trivial injury, if he/she becomes unwell, or if there are any worries or concerns about his/her health during normal school hours the Medical Centre or in the Pre Prep the Head will always contact parents or guardians on the same day or as soon as is practicable. Out of school hours parents will be contacted by the teacher in charge. In the EYFS and Pre Prep parents are informed on the same day of any accidents or injuries sustained by the child whilst in the School's care and of all first aid treatment given.

## 6.9 **Emergency Services**

- 6.9.1 In order to prevent false or unnecessary calls to the emergency services, the School will always encourage the first aider or Medical Centre to take the decision as to whether to call an ambulance (999). The School has Defibrillators and Emergency Response kits across the site.

- 6.9.2 The School recognises that there may be cases where waiting for the Medical Centre or trained first aider to arrive at the scene of an incident may delay in the critical intervention for the injured party. In such cases, members of staff should trust their instincts and call an ambulance themselves.
- 6.9.3 As far as is reasonably practicable in the circumstances, staff/first aiders should try to retain as much information as possible about the event. This should be recorded in an accident report after the event.
- 6.9.4 Once the ambulance has been called it is important to get support staff in place:
- Nominated person to meet/greet ambulance;
  - First aider/medical professional to deal with injured party;
  - Nominated person to manage crowd control;
  - Nominated person to gather witness statements where applicable; and
  - Nominated person to contact parents once all facts have been ascertained.
- 6.9.5 The Headmaster, Head of Junior School or Head of Pre Prep will be informed in the event of a pupil going to A&E.
- 6.10 **Guidance on Head Injuries**
- 6.11 A minor head injury is a frequent occurrence in the school playground and on the sports field. Fortunately, the majority of head injuries are mild and do not lead to complications or require hospital admission. However, a small number of children do suffer from a severe injury to the brain. Complications such as swelling, bruising or bleeding can happen inside the skull or inside the brain. How much damage is done depends on the force and speed of the blow.
- 6.12 The School has a separate guidance for managing head injuries that all staff are to familiarise themselves with and which can be sourced on Gateway – Health & Safety.
- 6.13 In the event of a head injury the Medical Centre or Head of Pre Prep will ensure that parents/guardians and the Headmaster have been notified accordingly.
- 6.14 **Hygiene and Infection Controls**
- 6.14.1 All duty first aiders will have been trained in good practice relating to hygiene and infection control. Therefore, it is expected that where practical the following guidance is acted upon:
- Hands to be washed before and after administering first aid;
  - Hand gels are provided in the large first aid bags held by the games staff;
  - Staff with any wounds or cuts in their own hand are to be covered i.e. plasters etc.;
  - Single use disposable gloves must be worn when the treatment involves blood and or other body fluids;
  - Any splashes of blood/body fluid to the eyes or ingested from another person are to be washed out/off as soon as possible;
  - All soiled dressings and materials must be placed in yellow clinical bags and returned to the Medical Centre for incineration;

- Where there is expelled body fluids, spill kits and crystals should be used to clean up. All contaminated material should be placed in yellow bags and sent for incineration via the Medical Centre; and
- Please note that in the event of a serious accident or incident it may become a matter for Police or HSE (Health & Safety Executive) to investigate as a possible criminal matter. Therefore, if in any doubt please isolate/cordon off the area and contact the Health, Safety & Risk Compliance Manager for further guidance.

## **7.0 Administration of Medication**

### **7.1 Aims & Objective**

- 7.1.1 This policy is required under the Statutory Framework for the Early Years Foundation Stage (EYFS). This policy is addressed to all staff and covers the administration of medication to children in the care of the School.
- 7.1.2 The School's aim is to implement and maintain an effective management system for the administration of medication to all children in our care and to support individual children with medical needs.
- 7.1.3 When a child is fit to attend school, but requires medication to be given during the school day, the School will administer prescribed medicine providing that it comes into the School in a pharmacy-labelled container with full details i.e.:
- The child's name;
  - Date of birth; and
  - Full prescription details on the front.
- 7.1.4 Where medication is required of a specialist nature, then an additional assessment will be required and additional training will be provided for staff administering medicines which require additional medical or technical knowledge.
- 7.1.5 In exceptional circumstances, the School nurse may consent to the administration of non-prescriptive medicine, including paracetamol or hay fever medication provided by parents. It should be noted that non-prescriptive medicine will not be administered to pupils in the Pre Prep.
- 7.1.6 Parents must provide written permission to the School before medicine is administered. Parents must complete and sign the administration of medicines form giving authorisation as shown in Appendix 3. It is not sufficient for a parent or carer to give authorisation for the administration of medicines.
- 7.1.7 Where medicine is administered to a child, parents will be informed on the same day or as soon as reasonably practicable.



## 7.2 **Staff taking Medicines**

7.2.1 Please refer to Staff Handbook

## 7.2.2 **Educational Visits**

7.2.3 Parents are always asked in advance for details of medication to be taken when pupils are taken on school trips, at home and abroad. All children requiring an inhaler or Epi-pen attending a school trip must have up to date medication or they will be unable to attend the trip. The School reserves the right to exclude the child from the trip if emergency medication is not provided or has expired.

## 7.3 **Medical Conditions**

7.3.1 At the start of every academic year the Medical Centre must receive all medical forms and information regarding specialist health needs and conditions. Parents should also provide a copy of their child's current care plan if applicable. This information needs to be updated annually or sooner should the condition change. It is the responsibility of the parent to ensure the School is provided with the relevant information. Any information will be shared in the interests of the pupil and in accordance with the School Data Protection Policy.

7.3.2 Lists of pupils with asthma and food allergies, and the associated conditions, and lists of pupils with conditions are held at the Medical Centre and will be shared accordingly in line with the School's Data Protection Policy.

7.3.3 The Medical Centre nurse will provide protocols for individuals with serious medical conditions as guided by the pupil's GP/Doctor. The nurse will provide this supportive information to teachers when required for school trips and other activities on notification.

7.3.4 The School provides storage for asthma inhalers at the Medical Centre. Individual inhalers are marked with the relevant pupil's details. In the case of the Pre Prep the inhalers will be located in the child's classroom/medical room.

7.3.5 The School has dedicated storage points for Adrenaline Auto-injector (AAIs) which are marked up with the relevant pupil's details. The School also keeps an emergency supply of Adrenaline Auto-injectors and can be used in the event of an emergency to pupils who have been prescribed and parental consent has been received. Access points are:

- Senior School Reception;
- Junior School Office;
- Dining Servery Area;
- Pre Prep School.

7.3.6 The Medical Centre will also hold an emergency supply of epi pens, asthma kits and emergency treatments for diabetics.

7.3.7 The School recognises that parents will have additional concerns in regard to medication for children with specific medical conditions. Therefore, the School understands the importance of communication and meeting its legal Duty of Care as shown in Appendix 2.

#### **7.4 Administration of Non-Prescribed Medicine Kept at School**

- 7.4.1 The Medical Centre keeps non prescribed medicines for use when a child requires allergy or pain relief. The School will not administer non-prescribed medicine unless written permission has been received.
- 7.4.2 Parent will be contacted by the School for written permission which will remain in place during their child's tenure at the School. Once written permission is agreed, records will not be changed unless parents notify the School in writing withdrawing the authorisation for their child to be given non-prescribed medicine.
- 7.4.3 Non-prescribed medicine will not be administered to pupils in the EYFS or Pre Prep unless in an emergency and only with the consent of the School nurse and parents.
- 7.4.4 The School will not consent to give medicine containing aspirin to any pupil, unless prescribed by a doctor.

#### **7.5 Recording of Administration of Medicines**

- 7.5.1 A Medication Record Book is kept at the Medical Centre and in the Pre Prep School Office.
- 7.5.2 The record book must be updated by the Nurse or trained Pre Prep staff to ensure that the administration of medication is consistent, issued as per instructions and the record completed accordingly.
- 7.5.3 In the event of a school trip it may be necessary to administer medication and staff should ensure that the procedures are followed as shown in Appendix 1.

#### **8.0 Misuse of this Policy**

- 8.1 Any misuse or breach of this policy may lead to action taken under Chigwell School's Disciplinary Policy.

#### **9.0 Policy & Guidance Review**

- 9.1 It is the responsibility of the Bursar, with support from the Health, Safety & Risk Compliance Manager and School Nurse, to monitor and review this policy and guidance, and to present any necessary changes to the Senior Management Team.
- 9.2 This policy and guidance will be reviewed annually or in the event of any significant operational changes within the business, or following a serious accident/incident or significant change in legislation.

**For and on behalf of the Governors**  
**M.E. Punt**

## **Appendix 1: Procedure for the Administration of Medicines**

When issuing medication, the following checks should be carried out:

- ❖ That the medication is stored correctly, i.e. out of pupils' reach, refrigerated if necessary.
- ❖ The reason for giving the medication should be established.
- ❖ There is prior written permission in the form of a signature from a parent or legal guardian giving staff permission to administer each and every medicine, including over-the counter medicines.
- ❖ The child's identity.
- ❖ Whether the pupil has taken any medication recently and if so what medication, to establish how long before they can take any more.
- ❖ Whether the pupil has taken the medication before and if they have any known allergies to any medications.
- ❖ That the medication is in date and prescribed for the child (unless over-the counter).
- ❖ In the case of over the counter medicine, whether permission for its administration has been withheld. The pupil should be watched by the person administering the medication as it is taken.
- ❖ The pupil's name, reason for the medication, the medication issued, the dosage, the date and time must all be recorded in the relevant medical record book and initialled by the School Nurse or staff member administering, whether prescription or over the counter medication.
- ❖ Once medication is given, as well as entering details and signing the Medication Record Book, a medical slip with the name of the child, date, time, dosage and name of person who gave medication must be completed and given to the pupil's class teacher to hand to the person who collects the child. Medical slips are held in the Medical Centre/Pre Prep office.
- ❖ The medical slip will also be used to record if a child refuses the medication.
- ❖ Medicines administered away from the School site are recorded in the Medication Record Book on return and a medical slip provided to the parent at the end of the day.

At end of each school day the parent is responsible for collecting medicine from the Medical Centre/Pre Prep office.

## Appendix 2: Supporting Individual Children with Medical Needs

For children who require long term medication for conditions such as severe allergies, diabetes and asthma, the following procedure should be followed once the School is informed of the condition:

- ❖ Meeting with parent, class teacher and assistant, Head and School Nurse to establish need.
- ❖ Medication and care plan produced for pupil.
- ❖ Plan signed off by parents and shared accordingly.
- ❖ Staff given necessary training to apply plan, for example how to use an epi pen correctly or assist with inhalers. Training given by the School Nurse and a record of attendees is kept by the School Nurse.
- ❖ Children who require inhalers as a precautionary measure will have this identified on their records and be known to class teachers and cover teachers so that the inhaler is available if required. Other staff will know from medical condition list which is circulated at the start of each academic year and updated as appropriate.
- ❖ Children with occasional eczema will have cream/ointment provided by parent in school to be applied by pupil under teacher supervision or with teacher assistance if child complains of mild irritation.
- ❖ The administration of medication for pupils with medical needs will be reported to parents in a manner consistent with the child's care plan.
- ❖ On school trips, it is deemed sensible for medication to be with the child but held by the teacher in charge and so that it is available in an emergency. In class situations, the medication is held in the Senior School office, Junior School office and Pre Prep office as well as in the Schools' dining rooms in the case of epi pens.
- ❖ Some medicines are controlled by the Misuse of Drugs Act and may be prescribed as a medication for use by children e.g. Methylphenidate. If a child were to be prescribed a controlled drug as medication and required it to be administered whilst they were in school, then the procedure for the administration of medicines would be the same as any other medication but with the addition of the controlled medication being stored in the School's wall-mounted locked medicine cabinet in the Medical Centre. Only named staff would have access and authority to administer it to the child for whom it had been prescribed. A record would be kept for audit and safety purposes.
- ❖ Once a controlled medication is no longer required then it will be returned to the parent to arrange for safe disposal. If this is not possible then the School Nurse will ensure that it is returned to the dispensing pharmacist.
- ❖ Parents are responsible for ensuring that date-expired medicines are collected from the School and are returned to a pharmacy for safe disposal. Parents should also collect medicines at the end of each term. If parents do not collect all medicines, then they will be taken by the School Nurse to a local pharmacy for safe disposal.
- ❖ If a child requires medication by injection then it is the responsibility of the parent to provide a sharps box for use in school for the safe disposal of needles. Parents will also be responsible to collect and safely dispose of their child's sharps box once it is full from school.

- ❖ Children never carry any medication except inhalers and epi pens on their person.
- ❖ The school First Aid Policy is available on the school website or on application from the school office.

### Appendix 3: Parental Request Form

#### Administration of Medication to pupil

Pupil Information	
Full Name of Pupil	
Date of Birth	
Year Group	
Reason for Medication	

Details of Medication	
Name of Medication	
Dose and administration method	
Timing	
Emergency Procedure <i>(use additional sheet if required)</i>	

Contact Details	
Name of Parent/Guardian	
Full Address <i>(Inc. Post code)</i> .	
Telephone Number(s)	
Relationship to the Pupil	

I hereby consent that the School administers this medication as prescribed by our own GP. I understand that the medication must be provided in a pharmacy-labelled container with my child's name, date of birth and full prescription details and that the onus is on my child to present themselves to the Medical Centre at the required time so that the medication can be administered .

Signature		Date	
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Please return to: [medicalcentre@chigwell-school.org](mailto:medicalcentre@chigwell-school.org) or to the Medical Centre in an envelope marked private and confidential.