



ABINGDON  
HOUSE SCHOOL & COLLEGE

# First Aid and Medication Policy

**Responsible Person:** Headteacher

**Last Review Date:** August 2021

**Next Review Date:** August 2022

In all AHS Policies, unless the specific context requires otherwise, the word “parent” imports the meaning parent, guardian, carer or any other person in whom is vested the legal duties and responsibilities of a child’s primary caregiver.

If you require a copy of this document in large print, braille or audio format, please contact AHSC’s Main Office.

**AHS employs the services of the following consulting companies to ensure compliance is met and best practice is implemented:**

Peninsula HR Online  
Peninsula Business Safe (Health and Safety)  
Care Check (DBS)  
Educare (online CPD)

## Introduction

Abingdon House School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governors means any Director of Cavendish Education.

This Policy document is one of a series of AHS Policies that, taken together, are designed to form a comprehensive formal Statement of AHS's aspiration to provide an outstanding education for each and every one of its students, and of the mechanisms and procedures being put into place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture, and should be read in conjunction with the **Equality Policy**, the **Health and Safety Policy**, the **Promoting British Values Policy** and the **Safeguarding Children & Child Protection Policy** in particular. All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values, our '4 Cs':

**Character**

**Creativity**

**Confidence**

**Competence**

## First Aid Policy, Accident & Emergency Procedure

### First Aiders and First Aid Training

There are trained First Aiders on staff. Any first aid requirements should be referred to the main office.

Training for other staff is provided through Educare.

### Nearest A&E Hospitals

0.7 miles: University College Hospital, 235 Euston Road, London NW1 2BU 020 3456 7890

1.0 miles: St Mary's Hospital, Praed Street, Paddington, London W2 1NY 020 3312 6666

2.0 miles: St Thomas' Hospital, Westminster Bridge Road, London SE1 7EH 020 7188 7188

Dial 999 if immediate assistance is needed for a serious accident or incident. Make the call, do not assume that someone else is calling.

Children requiring first aid or children who are sick in the first instance to the School Administrator for appropriate attention in the first aid room.

- There is always at least one first aid trained member of staff in school when students are present;
- All members of staff with first aid training are responsible for the care of children who are unwell or hurt in an accident. One member of staff with first aid training must be on site until all children have left;
- Any accident is to be recorded in the Accident Book which is kept in the School Office;
- Any child who is a cause for concern will immediately have their parents contacted by the Headteacher or the Appointed Person;
- First Aid equipment is kept in the School Office. First aid boxes are also to be found in the first and second floor resource rooms and in the art room on the 3<sup>rd</sup> floor. The School Administrator is responsible for the upkeep of all first aid boxes;
- A first aid box is to be taken on school trips and any activity away from the school premises (e.g. break and lunch park visits).

## Hygiene

Disposable gloves are made available for use. They are also in each first aid box.

To prevent the spread of infection, adults will ensure that the following good practices are observed:

Disposable gloves to worn by staff at all times. Any spills of blood or vomit will be wiped up and disposed of using a body fluids disposable kit. Excrement will be flushed down the toilet. Disposable gloves are always used when cleaning up spills of bodily fluids. Floors and other affected surfaces are disinfected daily with safe and appropriate cleaning materials.

The Assistant from each class is responsible for cleaning up after a child has been ill, ensuring that hygiene procedures are followed. Disinfectant, protective gloves and cleaning equipment are kept in the School Office.

## Sickness

If the child has any of the following they must be sent home:

- Temperature;
- Sickness or diarrhoea
- Unexplained rash

Any child receiving a bump to the head the parent is automatically telephoned by the School Administrator. If we suspect a student has conjunctivitis, head lice or other condition that could spread to other children, we will ring home and request urgent intervention by the parents in order to prevent an outbreak at school.

Please note that a child cannot be sent home until the Headteacher or, in their absence, the Deputy, has been consulted. For many sickness conditions (such as diarrhea or vomiting) the student should remain home until symptom free for a period of time (usually 24-48 hours depending on the condition). The school refers to the [Public Health Guidelines](#) regarding illnesses at school and the spread of infection.

## Students With Particular Medical Conditions

Students who have particular medical conditions (i.e. asthma, epilepsy, diabetes etc) have all information pertaining to their condition held on a Medical Form in their personal file. This will cover medication required in school as and when appropriate including information, if appropriate, for ambulance crew to attend the child in an emergency.

## Major Accident to Child

If a major accident occurs the procedure is as follows (protective clothing (gloves) must be worn):

- Do not move without medical advice if a child has suffered a fall/slip etc. and is unable to move around. If able to be moved, the child is to be taken to the First Aid Room;
- The Headteacher or Person in Charge (if the Headteacher is not available is to be notified);
- The Headteacher or Person in Charge will assess the situation with another First Aider and will decide whether the child needs immediate hospital attention or whether the child can wait for the parent to arrive;
- If the child needs to go straight to hospital, an ambulance will be called. The parent will be called and arrangements will be made to meet the parent at the hospital. A member of staff will accompany the child to hospital and stay with him or her until the parent arrives;
- If the child can wait for the parent to arrive then the parent will be contacted and the child made as comfortable as possible. A member of staff must be with the child at all times until the parent arrives;
- It will then be the parent's decision whether or not to take the child to hospital;
- A report of the accident will then be recorded in the Accident Book and a copy given to the parent;
- The Headteacher will decide as and when appropriate for the need to refer to following the guidance of RIDDOR (Reporting of Injuries Disease or Dangerous Occurrences Regulations).

## Minor Accident to Child

If a minor accident occurs the procedure is as follows (protective clothing (gloves) must be worn):

- The child is taken to the Office;
- The injury is assessed by a First Aider and if necessary the Headteacher or Person in Charge if the Headteacher is not available, is called;
- A First Aider treats the injury;
- The child is resettled in to their room and observed;
- The incident is recorded in the Accident Book and a copy given to the parent.

Any injuries to the head must be dealt with as follows:

- First Aid treatment;
- Class Teacher notified (so they can follow it up in case there are issues later on in the day);
- A phone call home to parent to inform them that an accident with head injury has occurred.

**If a child is sent home due to an accident, this must be recorded in the Accident Book in the Secretary's Office.**

## Very Minor Bumps and Bruises

These must be recorded in the Accident Book in the Secretary's Office.

Parents are informed in writing and by phone call of any injury to the head.

## Accidents to Adults

**Minor Accidents** will be treated as above.

### **Major Accidents:**

- The Person in Charge is notified who will, with another First Aider, assess the situation and decide whether the adult needs immediate hospital attention or whether the situation can be dealt with by the adult concerned;

- If the adult needs to go straight to hospital, an ambulance will be called;
- The adult emergency contact or a person of their choosing or, where necessary, the next of kin (list held in the School Office), will be telephoned and if possible arrangements made for them to meet the adult at the hospital;
- A report of the accident will then be recorded in the Accident Book and a copy given to the adult concerned.

The Headteacher must decide if the matter is reported to Cavendish - following Cavendish guidelines.

## **Administration of Medicine during School Hours**

From time to time, parents request that the School should administer medicine to children. All medication must be handed into the main office for safe storage.

These requests fall into two categories:

1. Children who require emergency medication on a long term basis due to the chronic nature of their illness (such as asthma or epilepsy) or have medication for ADD, ADHD;
2. Children who are suffering from 'casual' ailments (such as coughs or colds).

Generally, no member of staff will administer medicine to children unless authorised to do so. The Administration Team are responsible for overseeing and authorising the administration of medication.

If a child needs a single dose of medicine at lunchtime, the child must come to the School Office to receive a single dose application. If a parent brings medication into school they have to give written authorisation, with the dose and time the medication is to be given to the student.

If it is unavoidable that a child has to take medicine in school for treatment of a long-term illness, then each individual case will be considered. Teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis. While students are on site, medication administration will occur in the main office, by the administration team. If off site for a trip or activity, the office will provide the trip leader with the medication and instructions for administering.

For the school to agree to assist in long term medication:

- Parents must give written authorisation and instructions to the school for medicines to be administered to their children. This must include instructions regarding dosage and frequency;
- The medicines must be brought to school in a properly labelled container, which states: (a) the name of the medicine, (b) the dosage and (c) the time of administration;

- All medication must be in original NHS prescribed packaging with the child's name and doctor prescribed dosage;
- Medicines will be kept in the School Office in a locked First Aid cabinet and dispensed by the School Secretary. In the secretary's absence the Headteacher would assume this role. Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Records of daily medication administration are kept in the main office.

## Allergies and Dietary Requirements

If a dietary or medical requirement has been stated on a student's Health Form, the parents are required to complete a Dietary / Medical Form. The School Secretary will distribute these to all new parents at the start of term. Once this has been completed and returned, this will be kept in the Dietary / Medical File in the School Office.

Parents must inform the main office of any changes to allergies or dietary requirements for their child. This paperwork is first completed upon admission to the school, and it is the parent's responsibility to update the school around changes to their child's situation.

A list of students with allergy and dietary requirements is in the office and the kitchen.

## Anaphylaxis

Anaphylaxis (nut allergy) is a condition, which appears to be on the increase. It is difficult to diagnose in advance and is often discovered only when a child eats a nut for the first time. For this reason, we ask all parents to observe strictly the following rule:

**NO NUTS OR NUT PRODUCTS OF ANY SORT ARE TO BE BROUGHT INTO THE SCHOOL.**

Peanut butter is particularly hazardous, as even contact with a person who has eaten peanut butter can provoke a reaction. Please be vigilant about any food coming into school; snacks, lunch, birthday cake, cake sales, etc.

## Procedure in the event of an Anaphylactic Reaction

Ask someone to ask the Office Staff to:

- Dial 999 and call an ambulance;
- Give the student's name and inform them that they are suffering an Anaphylactic Reaction;
- Call the student's parents and inform them;

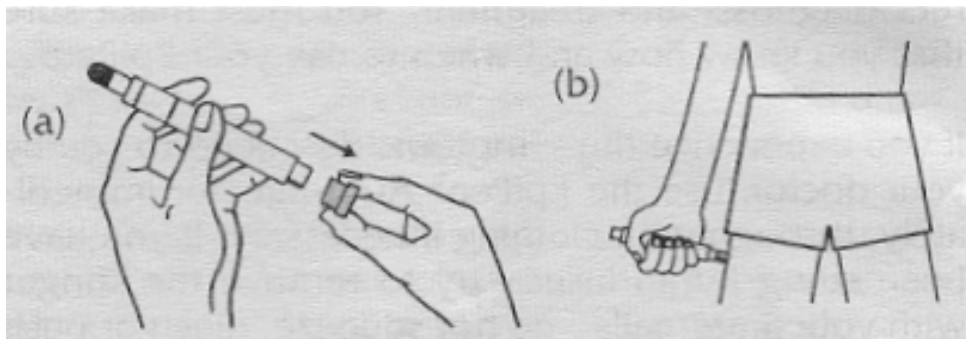
- While awaiting medical assistance, staff will administer the EpiPen;
- A second dosage will be given after ten minutes if the ambulance has not arrived and his/her condition has not improved.

## Epipen Treatment - Injectable Adrenaline

Staff are regularly trained on anaphylaxis and treatment.

Directions for use are:

- Pull the end off, i.e. the grey cap;
- Hold onto the muscle at the top of the leg, i.e. thigh;
- Aim the pen. It must be placed **OUTSIDE THE THIGH AND LEFT** (see below);



- Press down on the top of the pen: this will click which in turn will push the needle into the leg;
- Count slowly to ten: this allows the adrenaline to be absorbed;
- Withdraw needle, i.e. pull the epipen away;
- Look for a positive response. **YOU CAN INJECT A SECOND DOSAGE AFTER TEN MINUTES IF REQUIRED;**
- Confirm that an ambulance has been called.



## Appendix 1.

**ABINGDON HOUSE SCHOOL  
ADMINISTERING MEDICINES – PARENTAL REQUEST FORM**

In order for a child to receive prescribed medicines or over the counter remedies (e.g. antibiotics or anti-motion sickness remedies), the form below must be completed and signed by the child's parent. **Staff cannot administer prescribed medicines without written permission** and any such medicine or over the counter remedy supplied to the school must have been dispensed by a UK licensed pharmacist. The pharmacist's label showing the child's name, date and the prescribed dosage must be visible. In order to make the medicine(s) more readily visible these should additionally be **prominently marked in large capitals** with the child's name. The School will make every effort to comply with a parent's request but cannot accept responsibility should it fail to do so.

**To be completed by parent/guardian:**

**Full name of child (in capitals):**

**Name of parent/guardian:**

**Full name of prescribed medicine/lotion:**

**First dose due in school/day care:**

Date:  Time:  Quantity:

**Second dose due (if applicable):**

Date:  Time:  Quantity:

**Subsequent dates on which medicine is to be administered (if applicable):**

**Date for last dose(s):**

**I request the school to administer the doses of the medicine(s) as shown above, supplied, I confirm, by a UK licensed pharmacist.**

**Date:**

**Signature:**