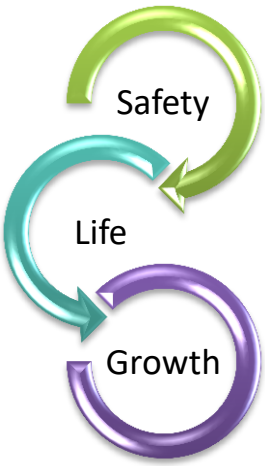
First Aid, Medication Policy

Policy number	TL
Policy name	First Aid, Medication Policy
Issue Date *(Reviewed)*	April 2018
Review date *(Due)*	September 2018
Owner	Senior Leadership Team
Associated policies	

This policy is monitored by The Senior Management Team and will be reviewed annually or before if necessary.

Southern Peninsula Services
Service Model



From the foundation of ***safety,*** we aspire to support each and every child and young person within our service to develop positive **life**styles and **grow** as individuals.

The administration and control of medication for students is the responsibility of the education designated personnel. In the event of one of these persons being unavailable, then the Head of Education will assume responsibility.

The general health and welfare of the students is the responsibility of all staff.

Promoting the health of students is carried out as follows:

Day students will have immunisations/vaccinations administered by their family GP

Nutrition and diet are monitored initially by all staff and any concerns they may have will be raised by the Medical Coordinator to the home's GP.

Advice on exercise/rest, personal hygiene, sexual health, effects of alcohol, smoking and other substances, HIV, Aids and other blood borne diseases are dealt with via PSHE (Personal, Social and Sex Education).

PRESCRIBED MEDICATION

- All cassettes are checked in at the school's medical room, by a suitably qualified member of the school staff, to ensure that all medication and drugs are correct and recorded by whoever checked them in. Controlled drugs must be double-checked and co-signed.
- Medication is then stored with in a secure cabinet.
- Any medication released to escorts, parents or carers must be signed for and dated on the appropriate form.

Dispensing of medication

- MAR charts (issued by Boots) are to be completed each time that medication is given (a note is to be made if medication is refused), using the key at the bottom of each chart.
- Separate charts for PRN medication to be completed each time medication is given (the exact time must be recorded).
- Charts must be created and filled in for any temporary course of medication prescribed by the doctor and a record put in the student's individual file.
- Trip planners identify any medication required, students's conditions/allergies, risk assessments, Health care plan and medical records also contain data on medication or medical conditions.
- Any medication taken off site to dispense during an activity etc, must be signed for and the time recorded, or whether the medication was refused. If medication was refused it must be signed back in and recorded in the medication folder.
- The second member of staff (Countersignatory) must be present when the medication is dispensed and administered to the student.
- Medication tablets and drugs must NEVER be left unattended or put into any unlabelled or unmarked containers for storage.

- Gloves must be worn when dealing with blood or body fluids.
- Sharps box and yellow clinical waste bags are kept on-site and emptied/removed by contractor.
- Any obsolete, out-of-date or surplus medication should be returned to Boots as soon as possible.
- Should an incident of maladministered medication occur, the student's doctor's advice should be sought immediately.
- Any medication that is self-administered should be fully supervised by staff and consent sought, if necessary prior to this.

ADMINISTRATION OF PRESCRIBED MEDICATION

1. Rationale

1.1 To ensure that each student receives:

- the prescribed medication
- in the prescribed dose
- by the prescribed route
- at the prescribed time

1.2 Ensure the correct procedure for administration of medication is adhered to in the interests of the student and member of staff.

2. Relevant Staff

This document is relevant to all staff at Quay View School

3. System Used

Medication is stored in purpose made medical cabinets. These are kept locked at all times and are located in a locked room, identified as the medical room. The keys for the cabinets are kept locked in a separate cupboard in the medical room. All personnel dispensing medication have a key to this cupboard. All relevant documentation is kept alongside the drugs. MAR sheets should be photocopied to provide facility of counter-signing.

Controlled drugs are kept in a separate cabinet with the keys locked in another locked cabinet. There is a written log of all controlled medication that is on site. This log is signed by the dispenser and a witness once the drug has been administered and the running total altered as appropriate.

All medical equipment including plastic cups, syringes and spoons are put through a sterilizing unit.

4. Procedures for the Administration of Medicines

4.1 Two members of staff must administer the medication.

4.2 One member will dispense the medication while the other member of staff will observe and 'double check' to ensure safe administration.

5. Prior to Administration

5.1 Check the following points, The 6 'R's:

- Right student
- Right medication
- Right dose
- Right time
- Right date
- Right method of administration

5.2 It is also **essential** to check that the student has not yet received the medication. Check the administration record sheet to see if a staff member has initialled it already.
It is important to ensure that student has swallowed the medication prior to leaving the medical room or in sight of a member of staff.

6. Post Administration

6.1 The administrator will initial the administration record sheet and the other member of staff will countersign/initial the administration record sheet.

6.2 If the student refuses medication, the appropriate letter will be entered on the administration record sheet.

6.3 If medication is sent home, the appropriate letter will be entered on the administration record sheet.

7. Receipt and Disposal of Medication

Medication is delivered to the school by parents/carers. The medication is signed for by a suitably qualified member of staff. All medication is then checked in by two members of staff at the school's medical room to ensure dosage and quantities are correct.

Drugs should only be disposed of through the pharmacist. They must be recorded as sent to the pharmacy in the disposed medicine log. Under no circumstances must staff dispose of unwanted or unneeded drugs.

OVER THE COUNTER REMEDIES

Consent is obtained from parents/carers for the use of 'over the counter' remedies if a student is unwell.

MEDICAL APPOINTMENTS

- Parents and carers (including those children in the care of the children's home) are responsible for booking appropriate medical appointments, outside of school hours where possible. Considerations will be made if there are ongoing medical issues.
- Parents and carer's are to notify the school in writing for a request of absence due to medical appointment.

PUPILS' ILLNESS

- In the event of a student being taken ill, the Parent/carers are always informed via a phone call to arrange transport home

- In certain situations, agreements maybe made between the school and parents/carers with regards to transporting children to the GP or hospital to be met there
- For day students, parents or carers will be notified, they will be cared for by staff and will reside in the identified medical recovery room in the school. Access to toilet and washing facilities are located downstairs.
- Students will be transported home as soon as practicable and based on the individual circumstances
- In the event of a student needing to attend a hospital casualty department, he/she will be taken to either Tavistock or Derriford hospital, Plymouth.
- Any student who is on a 'line of sight' monitoring will be constantly monitored by a member of staff.
- If a child in the care of the children's home becomes ill during eh day, they are to return to the home to be cared for by the care staff. If they are ill before school, which prevents their attendance, they are to remain in the care of the children homes staff

FIRST AID

- There are a number of staff qualified in first aid. There is at least one member of staff trained in first aid on duty during the day.
- All nominated first aiders who attended a certificated first aid course are considered able to give first aid. This person should take responsibility for assessment and delivery of first aid if needed, delegating this to other staff as appropriate.
- First aid kits are available throughout the school and in each vehicle.
- In the event of an accident, the accident book should be completed and the senior on duty informed. A RIDDOR notification, if required will be completed by the HR manager.
- Any head injuries should be checked by a GP or Accident & Emergency. In the event of a student refusing to attend, medical advice should be sought via telephone to GP or NHS direct.
- A catalogue of all safety sheets as regards chemical and other substances hazardous to health (COSHH) are kept in the medical room (see HEALTH and SAFETY POLICY).

MEDICAL RECORDS

- Student: location – school office (dispensing sheets/folder in medical room)
- Staff accident book: location – school office