

# **BULLERS WOOD SCHOOL**

## **Managing Medicines & Accidents Policy**



<b>Policy created by: Office Supervisor</b>	<b>Date of Adoption: October 2019</b>	<b>Date to be Reviewed: October 2020</b>
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# Managing Medicines & Accidents Policy

The School's First Aider is located in the Medical Room. The Medical Room is cleaned thoroughly by cleaning staff daily. The medical couch in the Medical Room is sanitised throughout the day or as required. First aid supplies are stored in a cupboard in the Medical Room and stocks are maintained by the First Aider. Controlled medication, with documentation, is stored in a locked cupboard in the Medical Room.

## Equalities Act

The Equalities Act defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her abilities to carry out normal day to day activities. Bullers Wood School will not discriminate against disabled staff or students and will make reasonable adjustments for such individuals including those with medical needs.

## Notification of Medical Needs - Students

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. The school needs to know about any particular needs before a student is admitted, or when a student first develops a medical need. The data collection form completed by parents for all new admissions gives parents the opportunity to provide the school with this information. If a student develops a medical condition during their time at Bullers Wood School, parents must notify the school.

Medical information is recorded in the student's electronic file in SIMS and hard copies of the data collection form are filed in the Medical Room. Medical information is transferred into subject class lists to ensure all staff are aware of the medical conditions of each student in their lessons. Reports of students with medical conditions and brief details are sent on an annual basis by the First Aider to the Head of Year and to the Head of PE. Parents of students with severe allergies are asked to provide personal protective equipment, e.g. safety glasses, for their child's unique use, to prevent cross contamination.

## Notification of Medical Needs - Staff

As part of the pre-employment checking procedure of all new employees, a medical declaration is completed and reviewed by the School's Occupational Health Advisor. Staff also complete a staff details form where they advise any medical condition and a disability form where they are asked to declare a disability. Staff are asked to advise the Human Resources Manager if they develop a medical condition during their employment at Bullers Wood.

The Human Resources Manager records confidentially details of staff with medical conditions and/or disabilities. When requested, and where appropriate and necessary to do so, this information is shared with the First Aider (eg diabetes, epilepsy, allergies to penicillin etc). Appropriate arrangements are made in accordance with the DDA.

In the event of a contractable illness, the First Aider contacts the Human Resources Manager in order that the necessary staff, e.g. staff at risk due to their medical condition, are informed.

## Health Care Plan

A Health Care Plan is completed for students with serious and/or potentially life-threatening medical conditions; please see list of examples on Appendix 2 (this list is not exhaustive). The parent/carer is asked to complete the Health Care Plan detailing the medical condition, its

symptoms, its triggers and its management (special requirements and precautions to prevent or limit symptoms e.g. pre-activity precautions), any side effects of medication, what constitutes an emergency, what action to take in an emergency and who to contact in an emergency.

A student's Health Care Plan is completed by the parent, and read by the First Aider, the Office Supervisor, the SENDCO and the appropriate Head of Year. A copy of each Health Care Plan is displayed on the Year noticeboard in the staffroom and is also given to the Head of PE. Health Care Plans are reviewed annually.

### **Referral to the Medical Room**

If a student becomes unwell during the school day, they should obtain a note in their contact book referring them to the Medical Room from the teacher of the lesson they are being released from. The First Aider will assess the student and if necessary admit the student to the Medical Room. The First Aider will monitor students being referred to the Medical Room and will notify Heads of Year when students are being regularly referred. No student will be sent home unless they are collected. Students will be sent back to class if deemed well enough.

### **Administration of medicines**

Students are not permitted to carry medication around school, but should hand it directly to the First Aider in the Medical Room for safe keeping **as soon as she/he arrives at school**. She/he will then be permitted to take the medication at break or lunch time as per written parental instructions which should be accompanied with the medication. This arrangement is in place for any student who takes medication for any illness or complaint, for example, colds, headaches/migraine, period pain, toothache or earache. Parents may wish to use the Medication Arrangement Checklist – Appendix 3. Bullers Wood School is not **permitted to supply medication to students**.

*Short-Term Medical Needs* - Many students will need to take medicines during the day at some time during their time at school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow students to do this will minimise the time that they need to be absent.

*Long-Term Medical Needs* - It is important to have sufficient information about the medical condition of any student with long-term medical needs. For students who attend hospital appointments on a regular basis, special arrangements may also be necessary. Copies of letters of appointments should be given to the First Aider and the appropriate Attendance Officer in the school office prior to attending the appointment. This information is to be included in the Health Care Plan.

*Non-emergency medication* – This must be handed in to the Medical Room and is administered there under the supervision of the First Aider. All students are encouraged to administer their own medication but, if necessary, the Principal First Aider will help students take their medication safely. Staff managing the administration of medicines and those who administer first aid will receive appropriate training and support from health professionals. No child under 16 should be given medicines without their parent's **written** consent. Any member of staff giving medicines to a student should check the student's name, prescribed dose, expiry date and written instructions provided by the prescriber on the label or container. If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. A note is put into the student's contact book detailing the time and dosage of any medication given. Non-emergency medication brought in for one day may be collected by the student from the Medical Room at the end of the day.

*Prescribed Medicines* - Medicines should only be taken to school when essential; that is where it would be detrimental to a student's health if the medicine were not administered during the

school day. Bullers Wood School can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should make sure that this information is the same as that provided by the prescriber. In all cases it is necessary to check that written details include the name of child, name of medicine, dose, method of administration, time/frequency of administration, any side effects and expiry date. The First Aider will store securely in the Medical Room medication brought in by students. Parents should notify the school if the student's medication changes or the dose or administration method changes. The student should come to the Medical Room when she/he needs to take their medication. The First Aider keeps a record of all medicines given to students and the staff involved, the time, the date and the reason for its use.

All students with medical conditions have easy access to their emergency medication. Students may carry with them their asthma inhalers, insulin and adrenaline pens. These should be clearly named. Parents should pass spare inhalers, epipens or insulin to the First Aider who will keep it in the cupboard in the Medical Room. Other non-emergency medicines will also be kept in a secure cupboard in the Medical Room. Medicines that need to be refrigerated will be kept in the fridge in the Medical Room.

*Non-Prescription Medicines* - Staff should **never** give a non-prescribed medicine to a student unless there is specific prior written permission from the parents. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor. The following are available from the Medical Room: Burneze for minor burns/scalds, Calpol suspension, Paracetamol, antihistamine tablets, Waspeze for minor stings, Savlon antiseptic cream and plasters (hypo-allergenic). Burneze or equivalent is also kept in the Science labs and H.E. departments. If a student requires the available medication, staff will contact the parent/carer prior to administration.

*Controlled Drugs* - The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act, e.g. Concerta (used to control ADHD) and Codeine Phosphate (a major pain relief for cancer). All use of medication defined as a controlled drug is done under the supervision of the First Aider. Any member of staff administering a controlled drug to the child for whom it has been prescribed should do so in accordance with the prescriber's instructions. Bullers Wood School keeps controlled drugs in a locked non-portable container and only the First Aider and the Office Supervisor have access. A record is kept for audit and safety purposes. A controlled drug, as with all medicines, should be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label). In line with recent guidelines, the Medical Room will stock two spare asthma reliever inhalers for emergency use.

**Bullers Wood School cannot accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

### **Refusing Medicines**

If a student refuses to take medicine, staff may encourage, but should not force them, to take their medication and should note this in the records. Parents should be informed of the refusal on the same day.

## **Disposal of Medicines**

The First Aider checks termly for medicines that are near their use by date and reminds parents/carers. The First Aider will contact the parents/carers to advise that any date expired medicines are being returned to their child to pass to their parents/carers who are responsible for ensuring that these are returned to a pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with Bromley Borough Environmental Services.

## **Educational Visits**

Bullers Wood School will make any necessary reasonable adjustments to enable children with medical needs to participate fully and safely on school trips and visits. The First Aider will make staff aware of students with medical needs, and relevant emergency procedures. A copy of any Health Care Plans should be taken on visits in the event of the information being needed in an emergency. The group leader will ensure that all staff on educational visits are aware of the medical needs of all students in their group and that any medication given to staff for safe keeping is stored securely and appropriately, and is accessible when needed. Records (the same as those kept on the administration of medication at school) are kept by the member of staff administering the medication.

## **Hygiene and Infection Control**

Notices and posters, e.g. "NOW WASH YOUR HANDS" and "CATCH IT, BIN IT, KILL IT" (Flu) and Hygiene information are clearly seen around the school and toilet areas. Staff and students are reminded of the importance of personal hygiene, which includes regular washing and cleansing of hands, using a tissue for coughs and sneezes and disposing of it properly. There are cleaning agents and soap dispensers in all toilets, kitchens and medical areas. Tissues are readily available from classrooms and the Medical Room. In addition, staff wear protective disposable latex-free gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

## **Off-site Education or Work Experience**

Schools are responsible for ensuring, under an employer's overall policy, that work experience placements are suitable for students with a particular medical condition. Schools are also responsible for students with medical needs who are educated off-site through another provider such as the voluntary sector, a training provider or further education college. Bullers Wood School will undertake an overall risk assessment of the whole activity and will visit the workplace to assess its general suitability. Parents and students must give their permission before relevant medical information is shared on a confidential basis with employers.

## **Infectious Conditions and Diseases**

The First Aider will maintain an information file on infectious diseases and appropriate action to be taken. Where the School is notified that a student or member of staff has an infectious disease, reference is made to that information and/or Bromley NHS Trust and appropriate action taken. Please see Appendix 4 - Emergency Procedures in the event of a Pandemic.

## **First Aid**

The First Aider organises first aider training, epipen training and Defibrillator training for staff. Directors and Heads of Department may nominate staff to be first aid trained. The list of qualified first aiders in school is regularly updated and distributed by the First Aider.

The First Aider is responsible for ensuring adequate stocks of first aid supplies are maintained. First aid boxes are kept throughout the school at various locations (see Appendix 1). In each of these locations a person has been identified as responsible for ensuring the appropriate

equipment is maintained in the boxes. Supplies for first aid boxes are available from the Medical Room.

First aid boxes must be taken on overseas/overnight school visits and journeys. They must be checked by the First Aider prior to issue and must be collected from and returned to the Medical Room by the organiser of the visit.

### **Accidents and Injuries**

All accidents or injuries (students and staff) must be recorded on CPOMS by the First Aider. The report must be submitted to the Office Supervisor for investigation and to ascertain whether the accident constitutes a report under RIDDOR. The First Aider and the Office Supervisor will discuss any serious injury and monitor student recovery.

*Minor Injuries* - Some injuries of a minor nature can be treated, at the discretion of the member of staff, in the department where they occurred (e.g. for a very mild burn the student will be asked to hold the affected area under cold running water). If in doubt or for a less minor injury, students, staff and visitors are referred to the Medical Room for attention. Any injuries and treatment given to students is recorded in their contact book.

*More Serious Injuries/illnesses* - A qualified first aider must be informed immediately and if necessary attend the affected person immediately. In some cases, however, the student is able to make their own way, accompanied by staff/student, to the Medical Room. Advice on sending a student, staff member or visitor to hospital is usually given by the first aider called to attend or, in the case of PE injuries, by the PE staff. In an acute emergency an ambulance may be called by any member of staff who must notify the First Aider at the earliest opportunity. The parent or carer, in the case of a student, must be contacted as soon as possible. A member of staff will accompany an injured student to hospital and remain with him/her until the parent arrives. Staff should never take children to hospital in their own car; and will instead call an ambulance. The Headteacher or, in his absence, the Deputy Headteachers must be informed as soon as possible of accidents or illnesses requiring hospital treatment.

School First Aider (in B7) – TBC

Other First Aiders at Bullers Wood School:

Forename	Surname	Location	Extension
Fiona	Bjorck	Reception	303
Janet	Cato	B29	343
Karen	Fairhurst	S12	379
Steve	Fielder	N5	312
Jane	Haslett	SA1	325
Elizabeth	Heaney	B21a	390
Marie	Hemmings	B21b	354
Julie	Howells	Staffroom	433
Hazel	Jones	B29	401
Shannon	Keen	Gym	361
Katherine	Levey	L2	348
Julie	Lile	D11	378
Wendy	Lovell	B14	333
Rebecca	O'Hanlon	Gym	346
Tracey	Paterno	Staffroom	433
Andrea	Pugsley	Chantilly	358
Chloe	Scott	SA6a	309
Anna	Strong	B12	356
Kirsty	Tapp	Main Hall	352
Sasha	Thomson	B7A	360

#### INVIGILATORS

Carrie	Goodwin
Jacqui	Smith
Dave	Jones

#### SITE TEAM

Neil	DeMaid	Radio
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## APPENDIX 2

Examples of conditions whereby a Healthcare Plan would be completed:

Condition	Example Symptoms	Some Triggers	Precautions/Management
Anaphylaxis	<ul style="list-style-type: none"> <li>○ Skin reactions, including hives, itching, and flushed or pale skin</li> <li>○ Swelling of the face, eyes, lips or throat</li> <li>○ Constriction of the airways, leading to wheezing and trouble breathing</li> <li>○ A weak and rapid pulse...</li> </ul>	<ul style="list-style-type: none"> <li>● Certain medications</li> <li>● Insect stings</li> <li>● Certain foods</li> </ul>	<ul style="list-style-type: none"> <li>● Epipen</li> <li>● Call 999</li> </ul>
Asthma	<ul style="list-style-type: none"> <li>● Coughing</li> <li>● Wheezing</li> <li>● Shortness of breath</li> <li>● Tightness in the chest</li> <li>● Being unusually quiet</li> <li>● Difficulty speaking in full sentences</li> <li>● Stomach ache</li> </ul>	<ul style="list-style-type: none"> <li>● Exercise</li> <li>● Aerosols</li> <li>● Cold and/or damp conditions</li> </ul>	<ul style="list-style-type: none"> <li>● Reliever inhalers – particularly prior to PE if exercise is a trigger</li> <li>● Preventer inhalers</li> <li>● Start PE with warm up exercises and end with warm down</li> <li>● No aerosols</li> </ul>
Cancer	<ul style="list-style-type: none"> <li>○ Fatigue</li> <li>○ Lump felt under the skin</li> <li>○ Persistent cough</li> <li>○ Change in bowel habits</li> </ul>	<ul style="list-style-type: none"> <li>● Chemical carcinogens.</li> <li>● Age.</li> <li>● Lifestyle.</li> <li>● Infection.</li> </ul>	<ul style="list-style-type: none"> <li>● Healthy lifestyle</li> <li>● Avoiding exposure to known <b>cancer</b>-causing substances</li> <li>● Taking medicines or vaccines that can prevent <b>cancer</b> from developing.</li> </ul>
Cystic Fibrosis	<ul style="list-style-type: none"> <li>● Coughing/wheezing</li> <li>● Frequent chest infections</li> <li>● Bulky bowel movements</li> <li>● Shortness of breath</li> </ul>	<ul style="list-style-type: none"> <li>● Mucus build up</li> </ul>	<ul style="list-style-type: none"> <li>● Infection control</li> </ul>
Diabetes	<ul style="list-style-type: none"> <li>● Increased thirst</li> <li>● Frequent urination</li> <li>● Extreme hunger</li> <li>● Unexplained weight loss</li> </ul>	<ul style="list-style-type: none"> <li>● Environmental factors or possible virus exposure</li> </ul>	<ul style="list-style-type: none"> <li>● Diet</li> <li>● Exercise regularly</li> <li>● Medicine</li> <li>● Monitoring</li> <li>● Appointments with health care providers.</li> </ul>
Epilepsy	<ul style="list-style-type: none"> <li>● Jerky movements</li> <li>● Tingling or dizziness</li> <li>● Repetitive motions</li> <li>● Staring or confusion</li> <li>● Emotional changes</li> </ul>	<ul style="list-style-type: none"> <li>● Missing medication doses</li> <li>● Heavy alcohol use</li> <li>● Lack of sleep</li> <li>● Drugs</li> </ul>	<ul style="list-style-type: none"> <li>● Medical Alert bracelet</li> <li>● Medication</li> <li>● Healthy lifestyle</li> </ul>

Sickle Cell	<ul style="list-style-type: none"> <li>• Chest pain</li> <li>• Coughing</li> <li>• Difficulty breathing</li> <li>• Anaemia</li> <li>• Paleness</li> <li>• Fatigue</li> <li>• Rapid pulse</li> <li>• Fever – 38° or higher</li> <li>• Painful swelling of hands and feet</li> <li>• Painful crises</li> <li>• Splenic crisis – paleness, weakness, an enlarged spleen, pain in the abdomen</li> </ul>	<ul style="list-style-type: none"> <li>• Infections</li> <li>• Cold and/or damp conditions</li> <li>• Pollution</li> <li>• Dehydration</li> <li>• Strenuous exertion</li> <li>• Stress</li> <li>• Sudden changes in temperature</li> <li>• Alcohol</li> <li>• Caffeine</li> <li>• Smoking</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping warm</li> <li>• Eating healthily</li> <li>• Taking moderate exercise</li> <li>• Taking plenty of fluids</li> <li>• Seeking medical advice if have a fever</li> <li>• Avoiding smoking &amp; alcohol</li> <li>• Keeping up to date with medications and vaccinations</li> <li>• Live a stress free life</li> </ul>

### Medication Arrangement Checklist

Arrangements **must** be agreed **before** medication is brought into school.

Parent/Carers must make the school aware of any medication your child intends to bring into school. The following arrangements must be in place;

1.) Inform the school <b>prior</b> to any medication being brought into school.	Date
2.) Confirm that the medication is in the <b>original container</b> as dispensed by a pharmacist.	Container
3.) Confirm that the medication will detail the following <b>information</b> : student's name, prescribed dose, expiry date and written instructions provided by the prescriber on the label or container.	Information
4.) Provide written <b>consent</b> for the administration of medication.	Consent
5.) Confirm that the medication will be handed in to the First Aider (in the Medical Room) on <b>arrival</b> to school.	Arrival

### Emergency Procedures in the event of a Pandemic

General infection control practices and good hand hygiene can help to reduce transmission of all viruses, including flu. This includes:

- Covering your nose and mouth when coughing or sneezing, using a tissue when possible.
- Disposing of dirty tissues promptly and carefully.
- Maintaining good basic hygiene, for example washing hands frequently with soap and water to reduce the spread of the virus from your hands to face or to other people.
- Cleaning hard surfaces (e.g. door handles) frequently using a normal cleaning product.

#### Infection Control in the event of a flu pandemic

- The Site Team will have an emergency stock pile of soap, disposable gloves, face masks and hygienic wipes to ensure that toilets and vulnerable surfaces are kept clean. An additional rota of regular toilet cleaning will be instigated to ensure there are adequate infection control measures. The Site Team will ensure that hard surfaces (e.g. door handles, light switches, taps and kitchen worktops) are cleaned more regularly than usual, using normal cleaning products.
- Staff will discourage the sharing of pencils, crayons and pens during a pandemic. The wiping and cleaning of hands and objects when being passed around (e.g. musical instruments) will be encouraged. Students will not be allowed to share wind instruments.
- Students will not be brought together in large crowds in enclosed spaces (e.g. whole school assemblies).

#### Main Office

Administrative staff will need to liaise to ensure that priority of staffing is given to main reception and switchboard.

#### Provision of Lunch

In the event of insufficient catering staff able to provide food we will ask students to bring their own packed lunch.

#### School Closed as a result of Government advice

The Government may also advise that schools in affected areas should close to students on child welfare grounds, to reduce the spread of infection among children. The local authority, acting on information from central Government via Government Offices and Strategic Coordinating Groups (SCGs), would inform all schools in its area when their area is affected.

#### Medical Room

##### **Looking After a student who falls ill whilst in School**

- Any student who falls ill during the day will be placed in isolation (where possible) until their parents can collect them; their parents will be called as soon as possible. A parent (of an older student) may organise a taxi to collect, if unable to collect themselves.
- The First Aider will look after the student in the Medical Room, with the door to the room left open.
- The First Aider should not sit/stay within one metre of the student unless the student needs assistance in which case the member of staff should wear a disposable apron and surgical face mask (which constitute 'personal protective equipment', or PPE). Gloves are not essential, though wearing gloves might be useful to remind the member of staff not to touch their own face during contact with the student. They are however

no substitute for hand-cleansing, which should be carried out frequently, and always before and after contact with a symptomatic student.

- It would be desirable for the student to wear a surgical mask, but that may be impractical.
- In order to minimise the risk to colleagues from used PPE, it is essential that PPE is removed in a standard manner. To begin with, staff should remove the apron, and then remove the surgical mask from their face, avoiding touching the front of the mask (by using the tapes). If gloves have been worn, they should be removed first, by turning them inside out in one single motion, and then the apron and the mask should be removed.
- All used PPE should be placed in a specific labelled dustbin that has a lid, and needs to be disposed of as clinical/infectious waste. After disposing of the PPE in the bin, you must wash your hands with soap and water, or hand cleansers if soap and water are not available. Staff will be trained in the use of PPE. The Department of Health is developing training materials for this purpose.
- When the student has gone home, the isolation room will be cleaned before its next use – with warm water and detergent, a normal household cleaning product or disinfectant.
- The Medical Room will be cleaned regularly. In the event of requiring an additional medical room, the Library will be used as a temporary location.