



Reviewed: (CLT) July 2017

STATEMENT OF POLICY

The Health and Safety at Work (Jersey) Law 1989, places duties on employers for the health and safety of their staff and anyone else on the premises.

The UK Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate first-aid equipment, facilities and people, so staff can be given immediate help if they are injured or taken ill at work. St Michael's follows these Regulations as best practice and, as far as reasonably practicable, extends these arrangements to those who may be affected by its activities, including students, parents and other members of the public.

RESPONSIBILITIES

The Headmaster, Governors, Senior Management Team and other responsible persons will ensure that:

- This policy is implemented and adhered to;
- Adequate numbers of appropriately trained First-Aiders are provided.
- Refresher training is undertaken as appropriate - normally every 3 years (minimum) under St John's Ambulance (training) regulations;
- Suitable equipment and facilities are provided for first aid treatment;
- Suitable first aid notices are displayed in prominent places detailing names of First-Aiders and contact information.
- all first aid treatments/accidents for students are recorded in the electronic Daybook on the Staff Portal.
- Employee accidents are recorded and logged in the electronic staff database and a paper copy retained in the relevant staff file.

AIMS AND OBJECTIVES

First aid is the initial management of any injury or illness suffered at work or during the education of students, employees, parents, or to other classes of persons. It does not include giving tablets or medicines to treat illness. (see 'Provision of medication')

First aid policy requirements are achieved by:

- Ensuring that there is at least one qualified member of staff on site when pupils are present.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.
- Including first aid Information in new employee induction. Existing employees must be informed of any changes that are made.

- Ensuring that all staff, including temporary staff, are aware of the first aid arrangements.
- Ensuring that at least one member of staff trained in paediatric first aid is in attendance on any EYFS trip or visit

FIRST AID PERSONNEL

Matron or her Designate

Matron or her designate/s should take charge of first aid arrangements including looking after equipment and calling emergency services. Matron or her designate should be available at all times which may involve appointing more than one person.

Emergency First-Aiders

Some staff at St Michael's are 'Emergency First-Aid' qualified and hold a valid certificate of competence showing that they have completed an HSE approved 1-day emergency first aid (EFAW) course (usually with St John's Ambulance), and that they have attended refresher courses as required.

Qualified 'First-Aid at Work' Staff

The majority of St Michael's first aiders (working in administration and with Years 3 and above) are qualified to 'First Aid at Work' standards, and hold a valid certificate of competence showing that they have completed an HSE approved 3-day First Aid at Work (FAW) course (usually with St John's Ambulance), and that they have attended refresher courses as required.

Paediatric First Aid Trained Staff

Standard first aid at work training courses do not include paediatric first aid training, including resuscitation procedures for children under 5 years of age. At St Michael's most staff who work in the EYFS department are qualified paediatric first aiders.

The Statutory Framework for the Early Years Foundation Stage (EYFS) states that at least one person who has a current paediatric first aid certificate must be on the premises at all times when early years children are present, and must accompany children on outings and this is the case at St Michael's.

A register of appointed First-Aiders is held in Matron's Room and the school office.

FACILITIES AND EQUIPMENT

First Aid Notices

These must state Name, Location, contact number of the First Aider

First Aid Room - Matron's Room

Matron's Room is the designated first aid room and is appropriately stocked for providing first aid to both students and staff.

First Aid Boxes

These are marked with a white cross on a green background and is appropriately stocked by matron and in any case will be stocked in accordance with the minimum quantities listed

below. The contents of the boxes are checked at regular intervals by Matron and items replaced after use. First Aid boxes are placed in a clearly identified and readily accessible locations around the school, including the following:

Matron's Room
School Office
Domestic Services Office
Maintenance Office

DEFIBRILLATOR

There is a defibrillator appliance located in the School Office. Matron and the Office Manager are qualified operators.

FIRST AID PROCEDURES

GENERAL

Recording of first aid / accidents : Records of accidents and first aid given to pupils is recorded electronically in the Staff Portal Daybook.

A number of St Michael's staff are trained in first aid, either 1st Aid at Work, Paediatric 1st Aid or Emergency 1st Aid, mainly through St John's Ambulance training schemes.

Procedures for dealing with sick or injured children.

- All children who visit Matron's room, except in an emergency, must have been sent by a member of staff. Matron should ascertain which member of staff.
- Children sent in from the playground, likewise, must go to the member of staff on duty to request a visit to Matron. The member of staff concerned will then decide whether or not the visit is necessary.
- Many children visit Matron's room with a friend. This should be discouraged.
- In the case of an accident, Matron should ensure that the member of staff on duty was aware of the incident and that any other children involved have been spoken to.

Years 5 to 8

- If children arrive at the end of break or between lessons, they must report to the member of staff to whom they should be going, and then come back to Matron. This will ensure that the whereabouts of all children is known at all times.
- If the child appears too ill to go unaccompanied then Matron will let the member of staff know as soon as possible.
- If the problem is a playground incident, Matron will check that the duty member of staff was aware of the incident and, if not, inform him/her.
- Children being sent home must be marked as having left school with the time of departure on the electronic register (in the Staff Portal).
- If Matron decides that a child is unfit for games during the course of the day she will endeavour to inform the relevant games teacher and, if appropriate, the Form Teacher.

- Children should be encouraged to continue at school whenever reasonably possible. **They should be sent home only as a last resort.**

Pre-Prep, Years 3 and 4

- Children in Reception to Year 4 must have been sent by their Form Teacher to Matron.
- Whilst Matron will always assess the children according to symptoms she should also communicate with the Form Teacher either on the telephone or by a visit to the classroom. The class teacher may have seen the parent in the morning or have other information relevant to the health or emotional well being of the child that may have a bearing on the child's behaviour.
- If children arrive at odd times they must be questioned as to why and how they came to be there and whether their teacher is aware of the fact that they are visiting Matron. **Some children who are experiencing difficulties at school may use Matron as a means to avoid specific lessons or situations within the school day by developing a 'tummy ache' at the appropriate moment; communication between staff can greatly help reduce the risk of this occurring.** Removal of a child from a situation that is worrying him/her does not always help their cause; often the reverse is true and what they are seeking is reassurance to help them overcome the difficulty. A united front by supporting adults will help them achieve this.
- Interruptions in the classroom are not welcomed by teaching staff with a busy schedule of work to get through. Communication should where possible take place during lesson breaks.

Information on health related matters can always be obtained from Matron or the school nurses at Le Bas Centre.

Bruises, strains and suspected breaks

- In urgent cases eg suspected fractures or haemorrhage, Matron will arrange for the child to be transferred to Accident and Emergency and for parents to meet their child at the hospital.
- In less urgent cases Matron will telephone parents and arrange for them to collect the casualty from school and take him/her to Accident and Emergency. In the event that this is not possible then Matron will transport the child.

Cuts and Grazes

- These should be washed with water until clean, dried around and then covered with an appropriate dressing.
- It is the duty of the first aider in question to protect him/herself from body fluids by the wearing of protective gloves.

Head Injuries

- No matter how minor, **head injuries must always be taken very seriously and parents informed.**

- If in any doubt arrange for the child to go to Accident and Emergency at the General Hospital for a check up.
- In the case of children in the Pre-Prep, those who experience minor bumps may be given a label with their name, time and date of the accident and told to make sure that the teacher sees it. The teacher must then inform parents at the end of the school day and send the child to Matron if they observe abnormal behaviour or if the child reports a headache or vomits.
- Children in Years 3 and 4 may be asked to tell their teacher themselves. A further check on these children is advisable.

Head Lice

- St Michael's does not have a regular screening programme. Children are checked at the request of a teacher or parent. Information is regularly distributed to parents about the detection and treatment of head lice. (further information available on the Parent Portal - policies).
- If head lice are discovered the parent of the child concerned will be contacted by Matron and informed that their child needs to be treated.

Puncture Wounds Caused by a Bite [to a member of staff or another child]

- Encourage the wound to bleed freely.
- Wash thoroughly with water and then cover with a clean dressing.
- Keep confidential the identity of the child responsible for the bite.
- Contact the parents of the injured child to arrange a visit to their GP or Accident and Emergency.
- Contact the parents of the child responsible for the bite and ask if School can pass on their telephone number to the parents of the victim should they request it.

Sickness

Children suffering from ailments such as toothache, tummy ache or headache should be sent from class to Matron for assessment and appropriate treatment. The decision whether to keep at school or send home will be at the discretion of Matron or the First Aider and how s/he views the problem.

Children:

- with a temperature should not remain in school
- recovering from diarrhoea and sickness should be kept at home until 48 hours after the last episode of illness.
- suffering from infectious diseases should stay at home (refer to '*Prevention and Control of Infection Guidelines for Early Years and School Settings*', published by Health and Social Services, Jersey). (See also '*Guidance on Infection Control*' below)

Verrucae

- St Michael's does not have a regular screening programme. Children are checked at the request of a teacher or parent.

- If a verruca is discovered the parent of the child concerned will be contacted by Matron and informed that their child needs to be treated. It is recommended that children with verrucae have them covered with a waterproof dressing.

PROVISION OF MEDICATION

The Medicines (Jersey) Law 1995 places restrictions on dealings with medicinal products, including their administration. In the case of prescription-only medicines, anyone administering such a medicinal product by injection must be an appropriate practitioner (e.g. a doctor) or else must act in accordance with the practitioner's directions.

There are exceptions for the administration of certain prescription-only medicines by injection in emergencies (in order to save life).

With the exception of Matron, there is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role. Other staff may have specific duties to provide medical assistance as part of their contract. However, swift action would need to be taken by a member of staff to assist any pupil in an emergency.

The school's insurance policy provides appropriate cover for staff willing to support pupils with medical needs.

St Michael's staff in charge of pupils have a 'common law' duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises and this extends to taking action in an emergency. Matron or her designate would generally be in charge of administering medicine.

School Trips /Visits and provision of Medication

This 'common law' duty of care also extends to teachers leading activities taking place off the school site, such as educational visits, school outings or field trips. The Education (Jersey) Law 1999 provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting children's welfare. This can give protection to teachers acting reasonably in emergency situations such as on a school trip.

The Education (Jersey) Law 1999 states that every school should have accommodation for medical or dental examination and treatment, and for the care of pupils during school hours. **At St Michael's we have a dedicated medical room.**

School Policies and Procedures for Supporting Pupils with Medical Needs

A clear policy understood and accepted by staff, parents and pupils provides a sound basis for ensuring that pupils with medical needs receive proper care and support at school.

Formal systems and procedures, drawn up in partnership with parents and staff, should back up the policy.

The School's policy on supporting pupils who have medical needs or require medication in school is available to view in the Parent Portal (Parent Policies) and also to school staff.

Parents are responsible for their child's medication. Matron (in conjunction with the Headmaster) is normally responsible for deciding whether School can assist a pupil who needs medication. Such decisions should, as far as practicable, encourage regular attendance and full participation in school life.

Children with medical needs have the same rights of admission to school as other children, and cannot generally be excluded from school for medical reasons.

St Michael's staff should not, as a general rule, administer medication without first receiving appropriate information and/or training.

Drawing up an Individual Health Care Plan

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most pupils with medical needs are able to attend school regularly and, with some support from school, can take part in most normal school activities.

However, St Michael's staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. In some cases, it may be helpful to draw up, individual procedures, in the form of a health care plan, to ensure the safety of such pupils.

Not all pupils who have medical needs will require a health care plan. The purpose of such plans is to ensure that school staff have sufficient information to understand and support a pupil with long-term medical needs.

They should be drawn up in conjunction with the parents and, where appropriate, the child and the child's medical carers and should set out in detail the measures needed to support a pupil in school, including preparing for an emergency situation.

The information contained within the plans will be treated in confidence and will not be used for any other purpose than for the school to set up a good support system.

Dealing with Medicines Safely

The safety of staff and pupils must be considered at all times. Particular attention must be paid to the safe storage, handling, and disposal of medicines. Training for staff includes guidance in safety procedures. Some medication eg inhalers, are readily available (Matron's Room) in case of an emergency and are not locked away.

Staff Indemnity

St Michael's fully indemnifies its staff against claims for alleged negligence, providing they are acting within the scope of their employment, have received adequate training, and are following approved guidelines. For the purposes of indemnity, the administration of medicines

falls within this definition and hence staff can be reassured about the protection their employer - St Michael's School provides.

The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given or where the administration is overlooked. In practice, indemnity means St Michael's and not the employee will meet the cost of damages should a claim for alleged negligence be successful. It is very rare for school staff to be sued for negligence and instead the action will usually be between the parent and employer.

St Michael's School Indemnity

St Michael's employees will be indemnified against the whole or part of any damages, costs or legal expenses which any such officers may have been ordered to pay or may have incurred, if the 1st Aider acted in good faith and honestly believed that the act complained of was within his/her power and that her/his duty as a 1st Aider required or entitled her/him to do it.

Such indemnity shall extend to responsibilities arising from duties performed by any employee by virtue of her/his employment with St Michael's School on behalf of other bodies.

Exceptions: The indemnity will not extend to loss or damage directly or indirectly caused by or arising from:

- Fraud, dishonesty or a criminal offence on the part of the employee
- Any neglect, error or omission by the employee otherwise than in the course of her/his duties.
- The indemnity will not apply if an employee, without written authority of St Michael's, admits liability or negotiates or attempts to negotiate a settlement of any claim falling within the scope of this resolution.

GUIDANCE AND RESPONSIBILITIES

AIMS

The aims of the guidance notes are:

- General information about the administration of medicines to children in school.
- To develop, policies and procedures that not only provide appropriate care for children but are practicable from the schools' point of view and give protection and reassurance to all staff carrying them out.

NOTES

Management of Oral or Inhaled Medicines

- Matron or her designate will administer medicines. Such administration is undertaken on a voluntary basis.
- It should be the exception rather than the rule for medicines to be brought into school.
- Each request for medicine to be administered to a pupil in school should be considered on an individual basis. It is normally expected that parents administer medicine to their

children. Parents should be advised to request that GPs be asked to prescribe in a way which avoids the need for medicines to be taken onto school premises.

- School seeks to have the best interests of the pupil at heart and considers the implications for School and staff. Where Matron considers it appropriate for medicines to be administered at school she will ensure that the guidelines are followed carefully (see below).
- All members of staff are made aware of (St Michael's) guidelines and the school policies with respect to administering medicines and first aid treatment, particularly where there are pupils with known medical problems.
- Whether agreeing or refusing to administer medicines in school, Matron's decision (in conjunction with the Headmaster) will be defensible if it is clear that she has acted reasonably. The Headmaster has an unquestioned duty to all the children in his care, but before accepting responsibility for administering drugs to a pupil they (*Matron/Headmaster*) will first consider all the circumstances of the case.

Responsibilities

The following responsibilities should be understood and agreed in any case where the Headmaster /Matron accepts the need for administering oral medicines to children:

- Matron / Headmaster will ensure that procedures are understood and adhered to.
- Day-to-day mechanics of supervising the management of medicine administration may be delegated to members of staff.
- The term "parents" in these guidelines includes guardian.
- All parents should be given a clear written statement detailing:
- How to make a request for medicines to be given at school (i.e. in writing in person to Matron or her designate and not brought in by the child) (See Appendix 1).
- How medicine should be provided to the school, i.e. in original container from pharmacy and clearly labelled with:

Child's name
Name of medicine
How much to give (ie dose)
When to be given
Any other instructions

- The need to complete a form (see Appendix 1) to be kept by Matron or her designate administering the medicine.
- The need for them to notify the school in writing of any changes of medicines.
- The need for them, in person, to replenish the supply of medicines if necessary.
- The need wherever possible to ensure only a single dose comes with the child to school.
- The need for them to give written permission for information concerning any medical condition or allergy their child may have, subject to confidentiality, to be passed on to Matron.
- The need for them to give ALL medicines to Matron or her designate for safe keeping and administration.

Storage of Medicines

Medicines, when not in use, are kept in a safe and secure place. Individual procedures for gaining quick access in an emergency should be known and understood by all staff.

Inhalers

Where appropriate, with parental and school agreement, pupils should be responsible for their own inhalers, which should be clearly marked with the child's name. School has an emergency procedure for dealing with asthma sufferers.

At St Michael's we consider it appropriate for a spare inhaler to be provided for the child, to be kept at school (Matron's Room).

Inhalers must always be taken on school trips.

"If a child who does not have asthma experiments with another child's asthma medication this will not be harmful. Relievers act simply to dilate or open the airways and will not have an adverse effect on a child who does not have asthma". (National Asthma Campaign – Asthma Policy for Schools).

Administration / Record

- The label on the medicine container should be checked against the school medicine record (See Appendix 1 – completed by parent).
- Any discrepancy should be queried with the parent before administering a medicine.
- A parent should confirm their intentions in writing if their instructions differ from those on the medicine container.
- The **RIGHT** medicine in the **RIGHT** dose should be given at the **RIGHT** time to the **RIGHT** pupil.
- A record of doses given to a child is recorded in the 'Daybook' (under the child's profile) on the School electronic Portal.

Disposal

In circumstances where it has not been possible to restrict the medicine coming into school to a single dose, medicines no longer required should not be allowed to accumulate.

Guidance on Infection Control:

Hygiene and Infection Control: Common sense infection control measures (such as hand washing and the use of disposable gloves when dealing with blood or bodily fluids) must be followed by **all staff**

- **Single use disposable gloves are to be found in First Aid kits and must be used at all times when providing treatment involving blood or body fluids.**
- **Cleaning of body fluid spillages** - spillage kits are available from Matron's Room and at various locations around the school (usually alongside first aid kits), should one not be available or the spillage is large, please contact the school office who will arrange for the Maintenance Team to attend to the spillage.

- Any **items contaminated** must be disposed of in a '**Clinical Waste**' bag (from the Spillage kit), and disposed of in the 'Clinical Waste' bin located in Matron's Room.

Spillage Kit for dealing with bodily fluids

Spillage Kits for dealing with bodily fluid are located in Matron's Room and can also be found alongside most First Aid kits around School. Spillage Kits usually contain the following items:

- Disposable apron
- Disposable glove
- Yellow plastic disposal bag for clinical waste
- Body fluid spillage granules
- Scraper & scoop
- Disinfectant / Sanitizer spray
- Antiseptic hand wipes

For larger spillages, relevant cleaning equipment is available to/from the Maintenance Department Team.

Further guidance on infection control, including dealing with body fluid spillages can be found on the Public Health England website <https://www.gov.uk/government/organisations/public-health-england> by searching 'infection control in schools'

FIRST AID

The Health and Safety (Jersey) Law 1989 and the Health and Safety (First Aid) Regulations 1981 (SI 1981 No 917) used as best practice, places "*a general duty on employers to make, or ensure that there is made, adequate first aid provision for their employees if they are injured or become ill at work. Employers must also inform their employees of the first aid provision made for them*".

The 1981 Regulations place requirements on an employer to provide first aid for employees whilst they are at work.

St Michael's School also provides 1st Aid provision to all pupils in the form of Matron (who is a qualified nurse and also has 1st Aid certification), or other staff member who holds a valid 1st Aid certificate.

Children's needs are no less than those of employees and St Michael's School has a number of staff competent in first aid and who hold up-to-date certification.

EYFS (Nursery and Reception) - First Aid

Parents of a child in the EYFS department must always be informed of any accident or injury and treatments given on the same day or as soon as possible.

Procedure to Prevent Risk of Transmission of HIV

St Michael's gives regard to Public Health England's Guidance with regard to the control of Communicable Diseases with special regard to controlling the risk of infection via 'Body Spillages' when writing procedures. Search 'Infection control in schools' at: <https://www.gov.uk/government/organisations/public-health-england>

The school must ensure that all staff have read/understood and follow these procedures and that the necessary resources (e.g. appropriate protective gloves) are available and easily accessible.

Conditions Requiring Emergency Action

As a matter of routine, St Michael's has clear procedures for summoning an ambulance in an emergency. However, some life-threatening conditions may require immediate treatment.

Some staff may volunteer to stand by to administer the medicine prescribed and if they do so they must (shall) receive appropriate training and guidance. Medicines for these purposes should only be held where an individual protocol for the child concerned has been written up for School by a doctor. The full indemnity provisions referred to earlier apply in these emergency situations.

If the normal routine for administering treatment of an unusual nature breaks down e.g. the trained member of staff is absent, immediate contact with the parent, needs to be made to agree alternative arrangements such as the parent attending school to administer the treatment. If appropriate or contact is delayed the emergency services shall be contacted.

Acute Allergy to Bee Stings and Nuts etc.

A very small number of people are particularly sensitive to bee stings or nuts and require an immediate injection of adrenalin to save life.

The majority of staff at St Michael's have received training (via Matron) in the use of epipens, and refreshers are offered at every inset.

Major Fits

It is important to distinguish a fit from a fainting spell (syncope). Some children who faint may make twitching movements just prior to losing consciousness. This is normal. However, if the child continues to make rhythmical movements of the arms and legs lasting more than a minute, this is a fit and will need treatment should it continue.

Some children require Stesolid (rectal valium) if a fit does not stop spontaneously. This is becoming obsolete. The new method for treatment of fits is buccal or intranasal midazolam, and this is administered if the fit does not cease after 5 minutes and the emergency services have not arrived. It is less invasive, easier to deliver and more effective. Instruction on the use of midazolam will be provided in due course to Matron (and those staff who have authority to administer medication) and, in the meantime, advice should be sought in the event of an incident from the Accident and Emergency section at the General Hospital.

If it is necessary to administer rectal valium, then the member of staff administering the medication must be of the same gender as the child. A second member of staff should be

present during such administrations and whenever possible should be of the same gender as the child.

Staff should not undertake this responsibility unless they have received suitable training from a qualified nurse or medical practitioner; and where the written consent of the patient's general practitioner has been obtained; and the parents/guardians of the pupil concerned have been consulted and had given their written consent to the named member of staff (usually Matron) administering the drug.

Hypoglycaemia

Blood sugar level in diabetics may drop to a very low level causing confusion and even unconsciousness. If the child does not respond to biscuits or other food/drink containing sugar, then the drink 'GlucoGel' is required, or alternatively 50-100 mls of non-diet Lucozade or Coca-Cola would be an adequate substitute. An injection of Glucagon (GlucaGen Hypokit) may also be required.

Medi-Alerts

Some children wear bracelets or necklaces, which alert others to their medical condition in an emergency. As with jewellery, these items are a potential source of injury in games or certain practical activities. In appropriate circumstances they should be covered with sweatbands or removed temporarily.

Impaired Mobility

Providing the approval of the GP or Consultant has been given there is no reason why children wearing plaster casts or using crutches should not attend school.

Restrictions will be necessary on games or practical work to protect the child or others.

Similarly, some relaxation of normal routine in relation to times of attendance or movement around School may be made in the interests of safety.

Administration of Analgesics to Pupils

Analgesics (painkillers) if prescribed, can be administered under the same procedures as any other oral medication.

Occasionally School may provide paracetamol/Ibuprofen to pupils where necessary, with the exception of EYFS where written parental consent is required. In all cases a record is kept in the individual pupil's Daybook (on the electronic Staff Portal), of dosage and at what time this was administered.

Matron, or her designate, will, from time to time, administer medication to children that, in her/their opinion, is necessary, for example, Calpol, for headache or Strepsils for a sore throat.

If parents do not wish this 'ad hoc' medication to be administered they have the right to decline such treatment.

All medicines are kept locked in a secure cupboard in Matron's Room.

EYFS (Nursery and Reception)

- Usually only prescription medication can be given to children in the EYFS Department.
- Written permission must always be provided by the child's parents, guardian or carer.

- Where medication is administered parents, guardians or carers are always informed the same day or as soon as possible.

Parental Consent for Treatment - trips and visits

Children (under 16) requiring medical treatment (surgical, medical or dental) normally need parental consent. St Michael's ask parents to complete a 'medical consent' form before their child goes on trips lasting longer than one day.

Appendix 1

RE: PERMISSION FOR ADMINISTERING (PUPIL) MEDICINE IN SCHOOL

<p>Permission to administer specified medication in School Please complete this form with Matron or send it in with the medication</p>
<p><u>Name of pupil:</u></p>
<p><u>D.O.B.:</u></p>
<p><u>Form:</u></p>
<p><u>Name of medication:</u></p> <ul style="list-style-type: none"> • Prescription • Non prescription
<p><u>Dosage and frequency:</u></p>
<p><u>Reason for medication and any additional information or instructions:</u></p>

I give permission for Matron or her Designate to administer medication to my son/daughter:

Signed: _____

Name (print): _____

Date: _____

Contact number if different from Portal records: _____

SCHOOL GUIDANCE FOR A PUPIL AT RISK OF ANAPHYLAXIS

Introduction

Anaphylaxis is a harmful response by the body to a substance. It is characterised by swelling.

SIGNS & SYMPTOMS

Skin - itchy, flushed, rash 'wheals'

Face - swelling of mouth, lips and tongue

Throat - swelling of vocal cords, hoarse voice

Airways - swelling resulting in a wheeze or an asthma attack

Digestive System - abdominal pain, nausea, vomiting, diarrhoea

Drop in blood pressure - causing collapse

TRIGGERS

Insect bites/stings

Tablets or medications

Food eg nuts, peanuts, eggs, fish, dairy products

Avoidance of the trigger, along with access to the child's emergency medication, is all that is necessary to enable the child to be safe at school. In all other respects the child's education should be normal.

Avoiding The Trigger Food

St Michael's will take all reasonably practicable steps to ensure that the child does not eat any (trigger) food items unless they have been prepared/approved by his/her parents.

Strict adherence to this will avoid the need for urgent treatment.

The parents will remind him/her regularly of the need to refuse any food items that might be offered to him/her by other pupils.

In particular the parents may provide for him/her

- A suitable mid-morning snack
- A suitable packed lunch

- Suitable items as treats

Any plans such as school trips, which involve the child leaving the school site, require prior discussion between the parents and the school to agree appropriate provision and safe handling of his/her medication.

When the lesson involves cookery or experimentation with food items, prior discussion will be held between the parents and the school to agree suitable alternatives.

An Anaphylactic Reaction

St Michael's will hold under secure but accessible conditions, appropriate medication, clearly labelled for use by designated school staff or qualified personnel and showing the correct dose and expiry date. (In Matron's Room)

The parents should accept responsibility for ensuring appropriate medication is given to school and replaced as necessary.

If the child shows any physical problem for which there is no obvious alternative explanation, his condition will be reported immediately to Matron or her designate. If Matron or her designate agrees that the child's condition is a cause for concern, they will instruct a staff member to contact in order of priority:

AMBULANCE 999 stating child's name, that he/she is having an anaphylactic reaction and his precise location.

PARENTS in an order agreed in advance

While waiting for medical assistance Matron / her designate / first aider, will assess the child's condition and administer medication accordingly - see 'Treatment of an Anaphylactic reaction' below.

Treatment Of An Anaphylactic Reaction

The child must not be left on his own at any time

Give the labelled dose of antihistamine medicine (e.g. Piriton) if the following has occurred:

Itchy skin

Flushed skin

Blotchy skin

Hives or wheals or urticarial (all mean raised itchy rash)

Slight swelling of the mouth

Tickly throat

Bad tummyache

Give the EpiPen of Adrenaline into the fleshy part of the mid-outer thigh if the following has occurred:

Marked swelling of the lips or tongue

Difficulty swallowing

Wheeze or difficulty breathing
Change in voice or inability to speak
Drowsiness
Pallor
Blue lips
Loss of consciousness (in this situation it may be necessary to start resuscitation)

THE ADMINISTRATION OF THESE MEDICATIONS ARE SAFE FOR THE CHILD AND EVEN IF GIVEN THROUGH MISDIAGNOSIS WILL NOT DO ANY HARM. IF IN DOUBT GIVE ADRENALINE – IT COULD SAVE HIS/HER LIFE

When the emergency services arrive, Matron, her designate or the First Aider should appraise them of the medication given to the child. All medication should be handed to the emergency service staff. **Even if the child has recovered following medication, medical attention should be sought.**

After the incident a debriefing session should take place with all members of staff involved. Parents should replace the used medication.

School Staff Training

It may be necessary for volunteers from the school staff to administer the medication in the unlikely event of an anaphylactic reaction. Matron provides training sessions for all staff in the use of epipens (usually at inset). This training is offered as a refresher each academic year for existing staff and as initial training for new staff members.

Record Keeping

It is important that all the staff at St Michael's are aware of which child/ren is at risk of an anaphylactic reaction. With this in mind, the child/ren's photograph/s and emergency details are displayed in areas accessible to staff - eg dining rooms and staff room.