



# River Bourne Community Farm

## First Aid and Medication Policy

# First Aid and Medication Policy

River Bourne Community Farm fully recognise its responsibilities for Supporting students with regards their medication needs

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, alternative provision, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

Policy agreed (date):	May 2025
Policy published (Version 1)	May 2025
Next review (date):	May 2026

This policy supersedes First Aid Policy (supporting students with medical conditions V1 November 2024)

## First Aiders (trained member of staff)

Name	email
Karen Perry	<a href="mailto:Karen.perry@theriverbourneedge.com">Karen.perry@theriverbourneedge.com</a>
Sarah-Jane Hancock	
Jade Young	
Eleanor Mount-Kingett	
Jodie Cleaver	
Gemma McMullen	

## Introduction

### Legal References

Human Medicines Regulation 2012  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
Control of substances hazardous to health (COSHH) regulations (2002)  
Health and Safety (First Aid) Regulations 2024  
DofE Supporting Pupils at School with Medical Conditions (December 2015)

Students with medical needs have the same rights of admission to River Bourne Community Farm and The River Bourne Edge as other students. Most students will at some time have short-term medical needs, while other students may require medicines on a long-term basis, such as students with severe allergies.

### Aims of this policy

- 1 To explain our procedures for managing prescribed medicines which may need to be taken during the school day.
- 2 To explain our procedures for managing emergency and first aid treatment.
- 3 To outline the roles and responsibilities of Alternative Provision (AP) staff.

**THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.**

## Expectations

### Accidents and Emergency Treatment

The person responsible for checking and stocking the first aid boxes is: Anya Browne.

RBCF ensures emergency and first aid is given when required.

Teachers at RBCF are trained paediatric first aiders. First aid certificates are renewed at least every three years.

All members of staff know the location of First Aid boxes (Office lobby, strawbale classroom, long barn classroom and River Bourne Edge). The contents of which are in line with St John's Ambulance recommendations as follows:

- Scissors
- 20 sterile wash proof plasters
- 2 sterile eye pads with bandage
- 4 triangular bandages
- 6 medium 1<sup>st</sup> aid dressings
- 2 large 1<sup>st</sup> aid dressings
- 10 Wound cleaning wipes
- Disposable gloves
- Micropore tape
- Foil blanket

- In addition, in the office lobby are:
- Cool packs
- Eye wash cups
- Sterowash (for eyes and wounds)
- Wound cleaning wipes
- Plasters
- Gloves (large and medium)
- Thermometer
- Defibrillator with adult and paediatric pads

For minor injuries and accidents, First Aid treatment is given by a qualified first aider, the event is recorded on an accident record sheet. (Sheets available in the office lobby). Parents may have a photocopy of the accident sheet on request.

## **Recording and Reporting**

In the event of a serious accident, injury or serious illness, the designated safeguarding lead records the incident using the accident report form as soon as possible.

The Education Manager is consulted before a RIDDOR report is filed.

If required, a RIDDOR form is completed. One copy is sent to the parent, one for the child's file and one for the local authority Health and Safety Officer.

[How to report under <abbr title="Reporting of Injuries, Diseases and Dangerous Occurrences Regulations">RIDDOR</abbr> - HSE](#)

The directors of RBCF are notified by the Education Manager of any serious accident or injury to or serious illness of, or the death of a child whilst in their care in order to be able to notify the school or parents of home-schooled children, and any advice will be given will be acted upon. The designated safeguarding lead will, after consultation with the directors, inform local child protection agencies of these events.

## **Unwell Children**

If a child appears unwell during the day, for example has a raised temperature, sickness, diarrhoea, and/or pains, particularly in the head or stomach then the Education Manager will inform the school and call the parents to ask them to collect the child or send a known carer to collect on their behalf.

If a child has a raised temperature, they are kept cool by removing top clothing, sponging their heads with cool water and kept away from draughts.

A child's temperature is taken and checked regularly using the thermometer (kept in the office lobby).

In an emergency, an ambulance is called and the parents are informed.

Parents are advised to seek medical advice before returning them to RBCF. RBCF can refuse admittance to children who have a raised temperature, sickness and diarrhoea or a contagious infection or disease.

Where children have been prescribed antibiotics for an infectious illness or complaint, parents are asked to keep them at home for 48 hours.

After diarrhoea or vomiting, parents are asked to keep children home for 48 hours following the last episode.

If staff suspect that a child who falls ill whilst in their care is suffering from a serious disease that may have been contracted abroad such as Ebola, immediate medical assessment is required. RBCF will liaise with schools and/or parents to arrange collection of the child and call NHS 111.

## **Disinfection procedures**

HIV virus, like other viruses such as Hepatitis (A, B and C), are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for children and adults.

Protective gloves are used when cleaning/slurping.

Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops.

Tables and other furniture or equipment affected by blood, urine, faeces or vomit are cleaned using a disinfectant

## **Prescribed Medicines**

1 Medicines should only be brought into River Bourne Community Farm and The River Bourne Edge when essential; where it would be detrimental to a student's health if it were not administered during the school day.

2 Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

3 Medicines MUST be in the original container as dispensed by a pharmacist with the prescription label, including the student's name and the prescriber's instructions for administration.

4 Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime so do not need to be administered in school.

5 Medicines that need to be taken four times a day can be administered once during the school day and must be spaced as evenly as possible over a 24 hour period.

6 Medication such as paracetamol cannot be administered by staff unless prescribed.

## **Students with Asthma**

1 Students who have inhalers should have them available where necessary.

2 Inhalers are kept in a safe, accessible place, usually within the office if not with the student.

3 If necessary, they should be taken to all physical activities.

4 Inhalers must be labelled with the student's name and guidelines of administration.

5 It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out. No other inhaler other than the blue Ventolin inhaler is to be administered at River Bourne Community Farm and The River Bourne Edge AP.

## **Allergies and Food Intolerance**

Students who have severe allergies and need adrenaline pen medication, such as a nut allergy, will have their medication close to hand at all times.

- 1 The adrenaline pens will be the responsibility of the teacher/teaching assistant within their classroom.
- 2 All staff will be made aware of the identity of students who suffer from anaphylaxis.
- 3 Allergies and food intolerances are recorded on the child's registration forms. It is the responsibility of schools or referring adults to inform RBCF.
- 4 In most cases, children attending RBCF provide their own food and drink.
- 5 RBCF will prevent contact with allergenic substances that have been highlighted (e.g. no nut policy if a child has a nut allergy).

### **Non-prescribed medicines**

**We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.**

### **Storage of prescribed medicines**

- 1 All medicines should be delivered to a member of staff by the parent/carer. If medication is needed by the student, all members of staff should be aware of this and check on arrival the student has this with them.
- 2 The parent/carer must fill in an administering medicines form giving staff written permission to give the correct dose.
- 3 All medicines must be stored according to dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked.
- 4 Students should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away.
- 5 Students may carry their own inhalers where appropriate.

### **Disposal of medicines**

- 1 Staff should not dispose of medicines.
- 2 Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
- 3 Parents should collect medicines at the end of the agreed administration time period.
- 4 Sharps boxes should always be used for the disposal of needles and other sharps. Sharps boxes are provided by the nurse managing the child's condition.

### **Controlled Drugs**

- 1 A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence.
- 2 Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access.
- 3 Controlled drugs should be easily accessible in an emergency.
- 4 A record should be kept of any doses used and the amount of the controlled drug held.

5 River Bourne Community Farm and The River Bourne Edge staff may administer a controlled drug to a student for whom it has been prescribed.

6 Staff administering medicines should do so in accordance with the prescriber's instructions.

Schools should keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom.

Any side effects of the medication to be administered at school should be noted in school

### **Emergency Procedures**

1 As part of general risk management processes, River Bourne Community Farm and The River Bourne Edge have arrangements in place for dealing with emergencies.

2 Where a student has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

3 Other students will know what to do in general terms, such as informing a teacher immediately if they think help is needed.

4 If a student needs to be taken to hospital, The staff at River Bourne Community Farm and The River Bourne Edge AP will stay with the student until the parent arrives, or accompany the student taken to hospital by ambulance.

### **Roles and responsibilities**

#### **Parent/carer**

1 Should give sufficient information about their child's medical needs if treatment or special care is required.

2 Must deliver all medicines to a member of staff.

3 Must complete and sign the parental agreement form.

4 Must keep staff informed of changes to prescribed medicines.

5 Keep medicines in date – particularly emergency medication such as adrenaline pens.

#### **Education Lead**

1 To ensure that River Bourne Community Farm and The River Bourne Edge policy on administering medicines is implemented.

2 To ensure there are members of staff in River Bourne Community Farm and The River Bourne Edge willing to volunteer to administer medicines to specific students as required.

3 To ensure staff receive support and appropriate training as necessary.

4 To share information, as appropriate, about a student's medical needs.

5 To ensure that parents are aware of the school's medicine administration policy.

6 To ensure that medicines are stored correctly.

7 To ensure that where appropriate individual health plans are in place.

## **Staff**

- 1 To check details are accurate and clear on prescription labels.
- 2 To ensure that the parent/carer completes a consent form for the administration of medicines.
- 3 To complete the 'administration of medicines' record sheet each time medicine is given.
- 4 To ensure medicines are returned to parent/carer for disposal.
- 5 To ensure they have read any up to date information and individual health plans

**If a student refuses to take medicines staff will not force them to do so but will note this in the records and inform parents/carers as soon as is reasonably possible.**

## **Record keeping**

- 1 Medicine should be provided in the original container.
- 2 Staff should check that written details include.

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time and frequency of administration
- Any side effects
- Expiry date

A parental agreement form should be completed and signed by parent/carer before medicines can be administered.

## **Long term medical**

- 1 It is important that River Bourne Community Farm and The River Bourne Edge AP have adequate information about long term medical conditions.
- 2 An Individual health care plan may be drawn up, involving parents and other healthcare professionals.

## **Confidentially.**

The Education Lead should agree with the parent/carer who else should have access to records and other information about a student.

## **Staff training**

Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly.

All staff should read up to date medical information on the students in their care.