



FARNEY CLOSE SCHOOL

Medical Response Policy

Date Published	May 2018
Reviewed	November 2020, 2021, 2022
Next Review	November 2024
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Approval Level	<input checked="" type="checkbox"/> Governing Body <input type="checkbox"/> Principal to determine
Signed	
Role	
Date Approved	

Accident and Emergency Procedure

What happens if a young person has a minor injury?

The school nurse, or a member of staff who has a valid "Full First Aid at Work" Certificate, must be called to assess the young person to decide if they require a visit to the local A & E Department.

The member of staff with the young person at the time of the injury occurring must complete the appropriate accident form and give this form to the School Nurse who also oversees accident reporting. If there is a Health and Safety concern they must also inform the Site Manager.

The School Designated Safeguarding Lead, or Head of Care in her absence, must be immediately informed of the accident/emergency depending upon the level of concern judged by the school nurse or First Aiders at work in her absence.

Who are the Full 1st Aiders at Work?

Chris Underwood, Austin Bye, Clare Speed and Steve de Souza.

What will this Full 1st Aiders at Work do when called to check a minor injury?

The member of staff who assesses the situation will air on the side of caution and authorize their departure to A & E if they are at all concerned about the young person's condition.

If the decision is made to take the young person to A & E, transport and a member of staff will be allocated to take them. If the young person is in distress, wherever possible, it should be a member of staff who knows them well that accompanies them.

Any necessary medical information should be taken with the young person to A&E along with basic information such as date of birth, address, details of GP and parental contact information. The file containing this information and a record of current medications is held in The Well Being Centre.

Who will let the parents/carers know?

The Duty Manager or Day Coordinator will contact the relevant parents/carers, or delegate someone to do this, prior to departure to A&E, where possible. If they are not able to be contacted the young person should be escorted by the member of staff. Further attempts to contact parents should continue until successful.

On some occasions and for some injuries, parents may wish to collect their child and take them to A&E themselves

Parents should be informed of the type of accident, description of injury and decision to take him/her to hospital. They should also be provided with the name and location of the hospital that the young person is being taken to.

What must the member of staff who takes the young person to the hospital do?

The adult who attends hospital must stay with the young person at all times. They must also keep the Duty Manager informed of what is happening with the young person in at least hourly intervals.

Likewise, the Duty Manager will ensure that the parents/carers are kept informed either by themselves or by another member of staff that they delegate the task to.

Once the young person has returned to site the staff member who took them to the Hospital must inform the duty manager and house staff of the outcome and any ongoing care requirements. The treatment must be recorded on Cpoms and the school nurse must be alerted if she was not present at the time.

Procedure for Primary Care Appointments
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Who makes the Dental appointments?

All Emergency Dental appointments are made by the School Nurse or Senior Residential Social Care Worker responsible for the young person after liaison with the Head of Care. Routine dentist appointments are made by parents at home, preferably during the holidays.

Who makes Optician's appointments?

Emergency appointments are booked the school nurse; or if necessary the above applies for trips to The Eye Hospital, or the Children's Hospital in Brighton. Routine Opticians appointments are made by parents at home, preferably during the holidays.

Who makes Doctor's appointments?

Doctor's appointments cannot be made without liaising with the school nurse or head of Care.

What happens once an appointment is made?

If an appointment is made after consulting with parents/carers a decision needs to be made regarding who will accompany the young person. It is the duty of this person, if it is not the school nurse, to inform the nurse and other relevant staff of the outcome of the appointment and any ongoing necessary care. The appointment details and outcome must be recorded on Cpoms and parents/carers should be informed.

Procedure for the Administration of Prescribed Medication and Controlled Drugs

The procedure is as follows and must be adhered to at all times:

How is prescribed medication stored?

All Controlled medication and additional stocks are kept in the Well Being Centre in locked medical cabinets. Only the School nurse and Senior Management can access these medications.

In addition to the medication stored in the Well Being Centre each house has a supply of over-the-counter medications to treat minor ailments and young people's own prescribed medication which is required between the hours of 1600-0830.

These medications can only be administered by appropriately trained staff; the schools training database identifies who has had Safe handling and administration of medication training.

Who administers Prescribed medication and Controlled drugs?

The School Nurse or members of the Senior management team and their deputies administer the controlled drugs.

Prescribed Medication is administered by the School Nurse, Senior Managers and any Residential Social Care Workers who have successfully studied for a "Certificate in Safe Handling of Medicines" or an equivalent award.

What steps are taken to prepare prescribed medication before it is administered?

All medications are audited daily by means of a "tally " both on each young persons MAR sheet and for school stock items administration records within the house medication folder for over the counter medications. Administration of Controlled drugs is recorded on the MAR sheet and is recorded in the controlled drugs log.

Both parties (adult and young person) involved in the process will check the medication as it is placed into the dispenser and sign the MAR sheet or controlled drugs record book.

How is the prescribed medication administered?

The school nurse is responsible for overseeing the administration of medications. Before administering prescribed medication, staff must ensure that they have parental permission to administer it to the person for whom it is prescribed.

- The consent forms signed by parents/carers.
- Information regarding doctors, dentist, orthodontist, opticians, appointments attended whilst at Farney Close.
- Record of Heights and Weights.
- Record of therapeutic input attended whilst at Farney Close.
- Any external appointments with consultants arranged either by Farney Close or the parents/carers.
- Any other information regarding the health of the individual.

The member of staff administering the medication will check the prescribed medication boxes and the medication sheet and ensure that the drugs they are dispensing are correct. They will then show the drugs to the young person for them to confirm that they have the correct medication before handing it to them.

The only medications which are never locked away are emergency use reliever inhalers belonging to young people and the emergency supplies held in school.

How is the administration of prescribed medication recorded?

Young people whose medication it is and the adult administering the medication will both sign to confirm that the medication has been taken. Wherever possible a further adult should be present to witness this process.

How is medication brought into school and sent home?

Medication records of those both arriving into school and being returned home are kept by the school nurse.

Where possible medication is delivered into school and is kept not sent home on a weekly basis; the school nurse liaises with parents/carers to ensure there are adequate supplies of medication in school at all times.

There are codes to record incidents where, for example, parents have failed to supply medications, on each young persons MAR sheet.

No young person carries medication to or from school systems are in place with taxi drivers and escorts for the transportation of medications.

What happens to out of date or no longer used medication?

It is the preferred option to return these medications to parents for safe disposal. When necessary the school nurse will return these items to the local pharmacy. Any controlled substances are returned to the local pharmacy and this is recorded in the controlled drug register.

What happens regarding young people taking the Contraceptive Pill?

The school recognizes that Doctors issue this drug sometimes without parental consent. Within school it is treated the same as all other prescribed medications.

What happens if a young person has an asthma attack during the day?

Emergency Asthma Kits are placed around the school for any young person or member of staff who require asthmatic attention during the day. Where identified as low risk to do so young people can carry their own inhalers with them.

Procedure for the Administration of Non-Prescribed Medication and Basic First Aid.

The following procedure must be adhered to at all times:

Who can administer non-prescribed medication?

In the first instance during the school day this would fall to the responsibility of the school nurse.

Any RSCW, or Education staff.

Who can administer Basic First Aid?

Anyone that has a Full First Aid at Work Certificate or who holds an Emergency First Aid Certificate.

What is the first action to be taken?

It is a duty of care to administer basic first aid regardless of parental consent.

Staff must inform parents/carers of any first aid received by their young person.

A member of the team must ensure that they check the time intervals between administration of non-prescribed medication e.g. painkillers, cough medicine, gargles etc. for all young people requesting them. This is to ensure that they are not over medicated.

Having checked that they will not be over medicating the child the medication should be administered and recorded on the young persons MAR sheet. This adult should also ensure that they inform the young person's Link Worker or House Staff that they have required medication.

When checking records of administration, staff should take care to identify any patterns of self-referral by young people or repeated requests.

Care of Young People who feel unwell during the school day

What happens when a young person feels unwell during the school day?

If the young person feels unwell in class the school nurse should be contacted and the young person should be taken to the Well Being Centre for assessment or seen by the school nurse insitu if it is called for – for example during an Asthma attack or fit.

What will happen next?

If the young person is not ill enough to stay in the Well Being Centre they will be monitored at various points during the day and their situation re-evaluated.

If necessary, they will remain in the Well Being Centre under the supervision of the School Nurse until they are taken home to recover from their illness.

The Teachers need to be notified if the young person is not to return to class so they know why he/she is missing from lessons.