ADMINISTRATION OF MEDICINES
POLICY

Administration of medicines
Medicines should only be taken to the academy when it is essential. The academy is under no legal duty to assist with the administration of medicines, but will attempt to do so, subject to this policy.

The Principal shall ensure a named person is responsible for medicines. The day-to-day mechanics of medicine administration may be delegated to competent staff.

Parents will be asked to complete a form to request that the academy administers medicine to their child. Any discrepancy or query should be raised with the parent before administering a medicine. If the instructions differ from those on the prescription, a parent should confirm the instruction in writing.

The academy may refuse to administer medicines if the difference is not adequately explained.

A record of medicines administered must be kept.
Pupils should be encouraged to take responsibility for their own medicines including carrying them (especially inhalers and adrenaline/epinephrine pens) as is considered appropriate by their parents and academy staff.

Medicines should be stored appropriately in a secure place.

Medicines no longer required should be returned to the pupil or parent as appropriate for disposal. In the last resort, unwanted medicines will be given to the local pharmacist for disposal as required by environmental health regulations.

Non-prescribed medicines will not be administered, except where prior permission has been given by the parents. This will be done in accordance with medical guidelines.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

References
For further, detailed general information, information on asthma, diabetes and epilepsy, on the statutory duties of schools and for further template forms, see DfES & DoH, (2005) ‘Managing medicines in schools and early years settings’.
KING SOLOMON ACADEMY FIRST-AID ROLES AND RESPONSIBILITIES

The principal is responsible for ensuring that:

• First aid is available at all times on site and at offsite trips.
• There is adequate provision of first aid provision. Appropriate levels will probably be at least the following:
  - personnel: a first-aider per 75 people\(^1\) (for whom the academy will arrange adequate training as certified by the HSE)
  - equipment: first aid boxes in the school office, medical room, near the science and technology rooms, school minibus, sports fields and playgrounds, and at least one per separate building\(^2\)
• All staff know who the first-aiders are and where their nearest first-aid box is kept.

First-aiders are responsible for ensuring that:

• First-aid boxes are adequately restocked with supplies relevant to likely use (see the HSE for further guidance)
• An ambulance or other professional medical help is summoned when appropriate
• They know the best ways to direct an ambulance crew around the school.
• Gloves are used when treating open wounds, and all materials are properly disposed of in a medical bin.
• A child who vomits or has diarrhoea in school is sent home immediately. Children with these conditions should not be accepted back into school until 24 hours after the last symptom has disappeared.
• When a pupil suffers a knock to the head, any bruising or swelling is treated with an ice-pack and their parents will be informed. The pupil’s teachers should keep an eye out for any signs of worsening health in the child over the next couple of days.

\(^1\) Based on a HSE recommendation of 1 first-aider per 50 to 100 people in a low risk environment.
\(^2\) There are no statutory minimum requirements. The guidance is based upon DfEE, date unknown, ‘Guidance on first-aid in schools’. Available at [http://www.teachernet.gov.uk/wholeschool/healthandsafety/firstaid/](http://www.teachernet.gov.uk/wholeschool/healthandsafety/firstaid/).
KING SOLOMON ACADEMY CRITICAL INCIDENTS POLICY

Definition
A critical incident is a physical incident or psychological trauma that has a severe immediate impact and likely long term effect on pupils, staff or parents.

Examples include:
• a death or serious injury on-site
• a death or serious injury off-site
• a serious threat to the premises
• an immediate threat to persons on site

Responsibilities
• The headteacher is responsible for organising the response to a critical incident. All staff should be aware of the person responsible if the principal is absent
• The headteacher will ensure that an emergency plan is in place (see health and safety)
• In the event of a critical incident, the headteacher will ensure that two telephone points are available: the school phone for incoming calls and a mobile phone or dedicated line for outgoing calls

Communication with pupils and parents
• In the event of a critical incident, staff will be given guidance on what pupils should be told and how.
• Families will be informed of information shared with pupils.

Communication with the media
In the event of a critical incident, the headteacher, LGB chair or ARK communications adviser will act as press officer; no one else should talk to the media.

Once an incident is reported to ARK, ARK will be available to help the school prepare a public statement.

Support
Support will be available for staff, pupils and parents. ARK will provide assistance to the school as required.

Further guidance:  http://www.londonprepared.gov.uk
http://www.cpni.gov.uk/securityplanning.aspx (includes guidance on handling bomb threats, evacuation planning etc)
KING SOLOMON ACADEMY: REPORTING INCIDENTS

The headteacher is responsible for keeping a record of any reportable injury, work-related disease or dangerous occurrence, concerning staff or pupils, including:

- The date, time and place of the event
- Personal details of those involved
- A brief description of the nature of the event or disease
- Details of first aid (what was given, what happened after), and
- Details of how and when it was reported to the HSE (if it was reported).

All staff are responsible for recording incidents. Records must be kept for a minimum of three years.

Reporting to ARK
The academy must report any major incident to ARK.

Reporting to HSE under RIDDOR legislation
The academy must report the following events to the HSE immediately:

- Incidents involving employees:
  - Accidents resulting in death or major injury
  - Accidents which prevent the injured person from doing their normal work for more than three days
  - Dangerous occurrences (or near-misses)
  - Some work-related illnesses

- Accidents involving pupils or visitors:
  - Accidents resulting in death
  - Accidents from which a pupil or visitor is taken from the site of the accident to hospital, if it relates to any of the following:

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3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
4 Preferably by phone on 0845 300 99 23
5 For definitions of major injury, disease, dangerous occurrences and further guidance see www.hse.gov.uk/riddor/guidance.htm
- A school activity, on or off the premises
- The way a school activity has been organised and managed (e.g. the supervision of a field trip)
- Equipment, machinery or substances
- The design or condition of the premises

**Equality Impact Statement**

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of race quality, equality for disabled persons, gender equality and community cohesion using an appropriate Equality Impact Assessment. The policy may be amended as a result of this assessment.