



Hunnyhill Primary School

Date of Review	15 th March 2016 Amended 11 th October 2016
Next Review Due	March 2018
Staff Responsibility	First Aid Lead
Responsibility FGB/Committee	FGB
Signed by Chair of Governors	

Administration of Medicines in School

A few children, whilst fit to attend school, may require **medicines prescribed by their doctor** during school hours. In addition, it may be necessary for children with long term complaints or chronic illness such as asthma, diabetes or certain allergies to receive medicine which may not be prescription based. Each application will be taken on an individual basis. No teacher can be required to administer medicines.

1. Parents'/Carer's Responsibility

Medicines will not be accepted onto school premises unless the parent/carer has completed the consent form. A clear written statement of their responsibility should be given to all parents/carers.

2. School's Responsibility

The Headteacher is responsible for all medicines in the school together with the Deputy Headteacher when the Headteacher is not available. Day-to-day administration is delegated to competent, trained colleagues. **Non-prescription drugs and medicines should not be brought into school.** (Except as in the first paragraph above) Individual cases may be discussed with the Headteacher, especially with respect to Foundation stage children, but drugs will only be accepted into school when the request form for medicine to be taken or administered in school has been completed by the parent/carer.

3. Storage of Medicines

Medicines, when not in use, should be kept in a safe and secure place in line with the pharmacist's instructions. Medicines required in an emergency should be readily accessible at all times.

Where appropriate, with parental and school agreement, pupils should be responsible for their own inhalers. Spare inhalers are stored clearly marked with the pupil's name.

4. Administration/Records

The label on the medicine container should be checked against the school medicine record (completed by parent/carer). Any discrepancy should be queried with the parent before administering. Preferably medicines should be self-administered

5. Disposal of Medicines

Medicines that are no longer required should not be allowed to accumulate, they should be returned in person to the parent/carer for disposal. Where it is not possible to return medicines to the parent medicines should be disposed of safely.

6. Training of Staff

Persons who administer medicines should volunteer themselves for such duties and should be adequately trained. Ideally they should have received first aid training.

7. Procedures for Off Site Visits

Arrangements should be made to ensure that children who may require medication when on school visits have access to that medicine and, where necessary, are accompanied by staff who have received training in the administration of that medicine. Arrangements for children with medical needs will be on a case by case basis.

8. Liability of School Staff

Staff who administer medicines to pupils will be covered by the Council in the event of a liability/negligence claim being made against them as long as they have taken reasonable steps to follow the procedures contained in these guidelines.

9. Emergency Procedures

In an emergency the school will always call for urgent medical assistance before contacting parents/carers. In the event that parents cannot be contacted or cannot arrive at school to accompany their child to hospital should the need arise, a member of staff will accompany the child.

10. Disposal of 'sharps'

Hunnyhill Primary School is committed to the health and safety of our staff, students and visitors. Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school.

According to the Management of Health and Safety at Work Regulations 1999, employers are required to undertake suitable and sufficient assessment of risks to staff at work. The Health and Safety at Work Act 1974 is the basis of all health and safety legislation and sets out the legal duties which employers are required to comply with.

The law also applies to risks from sharps injuries. The purpose of this section is to deal with the disposal of sharps and to prevent infection from blood borne diseases.

This section contains details of the process for the safe handling and disposal of sharps, and what procedure to follow in case of a sharps injury. This section should be followed in line with Hunnyhill's Health and Safety Policy.

1. Aims

Hunnyhill Primary adopts practices that minimise the risk to staff, pupils and others coming into contact with sharps. This section aims to:

- Protect all pupils and members of staff from the danger of exposure to sharps.
- Establish a procedure around the safe handling and disposal of sharps.
- Ensure all members of staff are aware of how and where to dispose of sharps correctly.
- Make members of staff aware of sharps injury and the procedure to follow in the event of an injury.

2. Procedure for handling and disposing of a sharp

Where a sharp is found and must be disposed of, it is good practice for all children to be moved away from the area in order to prevent accidental injuries. If a needle/syringe is found by an individual, they are required to:

- Guard it and get help from the school office via their Walkie-talkie or by sending a staff member/pupil to request for the sharps retrieval kit. A pupil must not bring the retrieval kit to the scene.
- Check the surrounding area carefully to ensure that no other syringes/needles are in the vicinity.
- Ensure that there is adequate space to observe the sharp.

- Place a cone or box on top of it to prevent anybody else (especially children and young people) from finding it.
- Ensure that it is handled safely by using protective gloves, never bare hands.
- Make sure that they are not barefoot or wearing sandals/open shoes, as injury may occur if the needle is dropped on feet.
- Handle only one item at a time. Where there are multiple sharps, they should be carefully separated using a stick or implement. They should not be flicked or picked up casually with a grabber.
- Handle the needle/syringe using a pincer tool and place it into the sharps box.
- Inform the appropriate staff, particularly the headteacher, school office, site manager and cleaners.
- Log the incident with details of when and where the sharp was found.
- (Where the individual is a pupil), inform the nearest staff member and never touch the object.

2.1 Safe disposal of sharps

- Ensure that any sharps are disposed of quickly and safely. An item must not be discarded in a manner so as to cause injury to others.
- The user of the sharp object is responsible for disposal of it themselves and must not hand it to anybody else for disposal. It should not be passed from hand to hand.
- The individual should wear gloves while picking up discarded needles.
- Sharps are to be held in the centre of shaft to prevent injury.
- The sharps box should be taken to the needle and not vice-versa.
- Used syringes/needles must not be re-sheathed by hand before disposal.
- All sharps must go directly into a sharps bin. Wherever appropriate, a sharps bin must be provided.
- Report any needlestick injury as soon as possible and seek medical attention.

2.2 Sharp boxes

- Sharps should be discarded straight into a sharps box which complies with British Standard 7230.
- The boxes should be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'.
- They must be kept off the floor and out of the reach of children.
- At Hunnyhill the sharps disposal box is located in the first aid area in a locked first aid safe.
- The first aid lead, Mrs Searle, is in charge of the locked safe. In her absence contact Mrs Hearne.
- Sharps boxes must not be filled above the designated fill line on the outside of the box.
- Once filled, boxes must be sealed immediately and removed by a clinical waste contractor or a specialist collection service. Sharps boxes used for ongoing medical conditions in individual children will be sealed and collected for disposal by the parent(s).

2.3 Sharps retrieval kit

This should include:

- Non-powdered vinyl or latex-free CE marked disposable gloves.
- Retrieval tools to avoid handling the needle such as tongs/ dustpan and brush, etc.
- The sharps retrieval kit is stored in the locked cupboard by the Year 1 toilets

3. Sharps injury – process and procedure

'Sharps' includes objects or instruments which could potentially cut, prick or cause injury. This includes needles, blades or other medical instruments.

3.1 Risks of sharps injury

According to the Health and Safety Executive (HSE), a sharps injury can potentially cause infections such as blood borne viruses (BBV) including Hepatitis B (HBV), Hepatitis C (HCV) and the human immunodeficiency virus (HIV).

An injury can occur when an individual is in contact with a contaminated sharp which is infected with blood or bodily fluid. It may also occur when sharps are not stored or disposed of properly.

3.2 Sharps injury

The (HSE) provides the following advice in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water.
- Wash the wound using water and soap.
- Do not scrub the wound while washing.
- Do not suck the wound.
- Dry the wound and cover it with a waterproof dressing.
- Seek medical advice as effective prophylaxis medication is available.

3.3 Measures to prevent sharp injuries

- The Site Manager will inspect school grounds regularly to ensure that discarded sharps are detected and disposed of as quickly as possible.
- Use tongs/rubbish grabbers to pick up or move rubbish.
- Do not manually compress rubbish bags as they may contain syringes/needles.

4. Training

The appropriate staff must be trained in:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are in compliance with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

5. Reporting

- Any accidents, injuries, or near misses of any sort **MUST** be reported to the first aid lead, **Mrs Searle**. In her absence accidents must be reported to administrator **Mrs Hearne**.
- It is the responsibility of the injured person to report their injury unless they are incapable of doing so.
- If in doubt always obtain medical advice

Please also see [Supporting Pupils with Medical Conditions, Child Protection and Safeguarding Policy, and Health & Safety Policy](#)