



TAUNTON  
— SCHOOL —

# MEDICATION ADMINISTRATION AND FIRST AID POLICY

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**Policy Lead** – Health Centre Manager and Lead Nurse

**Committee** – Compliance Committee

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**Review Schedule** - Annually or following a change in legislation

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#### Statement of intent

Taunton School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

We have a well-appointed Health Centre at the heart of the School Campus with a Health Centre Manager overseeing the Health Centre. The School works with French Weir Medical Practice and there are regular GP clinics run out of the Health Centre for boarders.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

**For the school to carry out its duty towards pupils we contact all parents and guardians to ask for updated medical information before the start of year. This is kept on Sharepoint and we ask parents to keep this updated with any needs.**

## **1. Legal framework**

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'
- DfE (2025) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2022) 'First aid in schools, early years and further education'

This policy must be read in conjunction with the following school policies and protocols:

- Intimate Care Policy
- Safeguarding Policy
- Caring for students with Medical Conditions Policy
- Head Injury Protocol
- Managing medication in boarding houses Protocol
- Managing unwell students in the boarding house Protocol
- Human and Animal Bite Protocol
- Epilepsy Protocol
- Diabetic Protocol
- Asthma Protocol

## 2. Pupil Illness

### **Day pupil:**

If a day pupil becomes ill during the school day they can go to the health centre to be assessed. The health centre will contact parents and if appropriate they will ask for their child to be collected.

### **Boarding pupils:**

The Health Centre is open 24 hours a day, 7 days a week during term-time. If a boarder feels unwell they can access the health centre to be assessed. The school will notify parents if a pupil suffers anything more than a minor injury or accident and parents are encouraged to contact their son or daughter's House staff or the Health Centre if they have any concerns relating to their child's health.

48 Hours absence is required for infectious illness and sickness.

All new pupils and staff with a medical condition are advised where to go for health care assistance as part of their induction into the School. There are first aid notices around the School and first aid boxes.

The Health Centre is managed by the Health Centre Manager and Lead Nurse and there is a qualified nurse on duty during term time from 08.00 am to 7.00 pm Monday to Saturday. On Sundays a first aid trained matron is on duty in the Health Centre from 08.00 am until 07.00 pm with a nurse on-call who can come in if needed.

During the school holidays the Health Centre is closed and Support Staff departments have their own First Aid arrangements. There is a separate document, created annually, which explains how the health centre is operated for summer school and other similar holiday camps. Please refer to the Health Centre Manager and Lead Nurse for details.

### **3. Specific Medical Provision**

Sufficient first aiders to cover day to day operations and other activities are provided. A wheelchair is kept in the Health Centre and the Health Centre staff are supported by outside Medical Support for the Autumn Term games programme.

Minor injuries: Pupils are to be escorted to the Health Centre by a responsible individual unless they can attend safely alone. Pupils must not be carried to the Health Centre; they should walk. They may use a wheelchair if supervised by an appropriate adult.

Major injuries: Teacher in charge to obtain assistance from other members of staff. A member of staff to liaise with the Health Centre. Health Centre staff will attend if the staff member feels this is appropriate.

Specialist Paramedic cover is in place during the Autumn Term for senior rugby matches. The School nurses and first aiders/medics cover all other matches including Prep.

In the event of an injury, the member of staff in charge of the game should:

- Check with the Health Centre after the match/practice
- Fill in an Accident Form on SharePoint

When an injury requires hospital treatment, the Health Centre will make the transport arrangements unless the injury is serious enough to need an ambulance. The member of staff present at the game must make the 999 call, if they think an ambulance is required, to avoid delay. Members of staff should accompany pupils to Musgrove Park Hospital and stay with the pupil until parents/House Staff arrive. The Health Centre should be informed if an ambulance is required on site.

The following procedure applies for Injuries received at Away Matches or on School Trips:

- A First Aid kit should be taken by the member of staff in charge, available from the Health Centre. If it is not returned the cost of the first aid kit will be charged to the relevant department.
- The member of staff in charge should make themselves aware of medical facilities available
- Injuries not requiring hospitalisation, but where there is some incapacity, should be reported to the Health Centre on return to school
- The Health Centre can be called for advice.

### **4. First Aid Provision**

The School Nurses are First Aid qualified and are overseen by the Health Centre Manager and Lead Nurse.

## **5. First Aid Training and Record Keeping**

A register of first aid training is held by the Health and Safety Advisor, supported by HR. A list of paediatric trained first aiders is held in the nursery. Taunton School delivers First Aid training through Apex and as such first aid training is provided by school staff. For a full list of qualified staff, please email [HR@tauntonschool.co.uk](mailto:HR@tauntonschool.co.uk).

## **6. Defibrillators**

There are four defibrillators which can be found in the following locations:

- (1) Health Centre by the Physio room
- (2) TPS Sports Foyer by the fire panel
- (3) Main Foyer of TS Sports Hall
- (4) The Foxcombe pavilion on Lovers.

No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.

Emergency services should always be called if a Defibrillator has been used on a person.

Defibrillators are checked weekly by the Health Centre.

## **7. First Aid Kits**

First aid kits are available across the school, the exact locations are listed in Appendix 5. These kits are numbered and will be checked termly by Health Centre staff with appropriate records of this kept in the Health Centre. Please e-mail the health centre if they have been used so it can be recorded on iSAMS. If the kit contents are running low then staff are reminded to contact the Health Centre by e-mail ([healthcentre@tauntonschool.co.uk](mailto:healthcentre@tauntonschool.co.uk)) who will re-stock. All school vehicles will carry a First Aid Kit. The First Aid kit will be checked by school bus drivers on a weekly basis and faults should be reported to the AFM and on to the Health Centre.

## **8. Accident Reporting**

- Accident Forms must be completed on SharePoint for significant or unexpected injuries by the member of staff who witnesses the accident. The weekly 'Safety Cluster' (H&S advisor and the Sister in Charge of the Health Centre) will review all accidents and make recommendations accordingly.
- A termly summary of accidents is submitted to the Health and Safety Committee to allow us identify any patterns or trends.
- The HSE will be informed by the Health and Safety Advisor of notifiable accidents via RIDDOR where appropriate.
- If an accident happens at an away match, the accident should be reported to a member of Taunton School Health Centre staff.

## **9. Disposal of blood/body fluid/contaminated cleaning materials, needles/sharps**

The Health Centre disposes of all contaminated materials using yellow bags as required by TDBC. Elsewhere in School, for smaller amounts of contaminated materials, staff should double bag any items and dispose of in the general rubbish. The nursery and TPPS use clinical waste facilities as well. Cleaning materials are available from Site Services or from the HC to deal with any spillages of body fluids. Needles and sharps used by Health Centre staff and pupils with medical conditions should be returned to the Health Centre in the appropriate yellow boxes for disposal as required by TDBC.

## **10. Medication and First Aid on Offsite Activities/Away Sports Fixtures**

First Aid and medical requirements for school trips are determined on a case by case basis and are determined as part of the trip risk assessment. Pupils with specific medical needs will be noted during the risk assessment for a trip and the member of staff in charge will obtain any extra medication as required and advised by the Health Centre. Any extra training for staff taking a pupil on a trip, can be organised through the HC. First Aid kits are the responsibility of the members of staff in charge of games and should be taken to pitches.

In case of serious injury:

- Accompany individual to hospital. If there is only one member of staff for the TS team, liaise with other teams' staff and request a member of their staff either looks after your pupils, or accompanies the pupil to hospital
- Inform TS Health Centre as soon as possible so that parents/House Staff can be informed. (In the case of serious injury, sports staff may need to inform parents from hospital)
- Give a contact phone number to TS Health Centre and colleagues
- If a pupil requires emergency treatment while out on a trip, and there is more than one member of staff, the pupil should be accompanied to hospital in an ambulance. Inform the school of the incident. Another member of staff should accompany the remaining pupils back to school.
- If you are on your own when the incident occurs, call an ambulance, inform School and then continue to hospital with the pupil and wait to be met by member of staff from School
- Refer to Emergency Plan if appropriate.

A named member of staff has responsibility for the management of medication whilst offsite. This person will be given all the relevant information from the Nurse.

Pupils should carry their own inhalers with consent from parents and the Health Centre.

For residential visits, parents will be asked to give written consent for the use of certain OTC medication via a consent form.

Any medication that a pupil is required to take must be handed in to the named member of staff with clear written instructions when and how much is to be given. It must also be named and in its original container.

## 11. Physical Health Care plans and specific guidance

Individual Health Plans (IHP) are held for individual pupils by the Health Centre. Contact the Health Centre directly for further information.

The health centre has protocols on the following areas (please note, this is not an exhaustive list):

1. Head, Neck and Dental Injuries
2. Concussion
3. Infection
4. Asthma
5. Diabetes
6. Anaphylaxis
7. Human and animal bites

Teachers are trained to support the health centre in these areas and there are specific protocols which the health centre follows to ensure that pupil welfare is maximised. Parents can ask about these protocols by contacting the Health Centre.

The school will hold emergency inhalers, EpiPens and glucagon. These are kept in the Health Centre. Records will be kept of all medicines administered to individual pupils, stating what, how and how much medicine was administered, when, and by whom. A record of side effects presented will also be held

## 12. Allergies and Auto Adrenaline Injectors (AAI/ Epi Pens)

At Taunton School, the health and safety of all students are our top priority. To ensure the well-being of students with severe allergies, particularly those at risk of anaphylaxis, we have established the following allergy policy.

### Nut-Free School

To protect students with severe nut allergies, our school aims to be a nut-free environment. This policy applies to all day and boarding students, and extends to any food brought onto the premises, including packed lunches, snacks, and any food for school events. Although we strive to be nut free, we cannot guarantee there are no nuts on site.

We kindly ask for your cooperation in:

- Ensuring no nut-containing products (e.g., peanut butter, nut-based snacks, or foods processed with nuts) are brought into school.
- Reminding your child not to share food with others.

### EpiPen Requirement

Students with known severe allergies **must carry two, in date EpiPens** with them always. Medical advice recommends that two doses be immediately available in case one is insufficient, or an additional dose is required. In the Prep school, one EpiPen will be with the office staff and one with the pupil. All pupils must have 2 EpiPens with them while they travel to and from school. Students with known severe allergies must have 2 EpiPens on them for all school trips, they will not be allowed to attend if they do not have them on the day.

It is the parents' responsibility to ensure EpiPens are in-date and replaced when necessary. The school provides training for staff on how to administer an EpiPen in the event of an emergency.

### Parent Responsibility: Allergy Care Plan and Consent

For any student with allergies, parents must complete an Allergy Care Plan and inform the school Health Centre of any updates or changes. This care plan should detail the nature of the student's allergies, symptoms to watch for, and necessary treatment steps.

In addition, parents must provide written consent for the school to administer emergency adrenaline (EpiPen) if necessary. This ensures that we can act swiftly and appropriately in the event of an allergic reaction. Both forms will be available through the school's health centre.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

Staff members receive appropriate training and support relevant to their level of responsibility, to assist pupils with managing their allergies.

Our kitchen staff are trained to handle dietary restrictions, and allergen information is readily available for all meals.

#### **Emergency EpiPen locations-**

Health Centre.

Dining Hall

TSl in main foyer

TPPS office

By following this policy, we aim to create a safe and supportive environment for all students. If you have any questions or need assistance completing the Allergy Care Plan or consent forms, please feel free to contact the school nurse.

The school will keep a spare AAI for use in the event of an emergency, which will be checked monthly to ensure that it remains in date and will be replaced before the expiry date. A spare AAI will be stored in the Health Centre. The spare AAI will only be administered to pupils at risk of anaphylaxis and where written parental consent has been gained. Where a pupil's prescribed AAI cannot be administered correctly and without delay, the spare will be used. Where a pupil who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI is appropriate.

Where a pupil is, or appears to be, having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.

In the event that an AAI is used, the pupil's parents will be notified that an AAI has been administered and informed whether this was the pupil's or the school's device. Where any AAIs are used, the following information will be recorded on the Adrenaline Auto-Injector (AAI) Record:

- Where and when the reaction took place
- How much medication was given and by whom

### **13. Storage of medication**

### **Non prescription medications**

- They will be kept securely in a locked cupboard, in a locked room in the medical centre during term time.
- A list is kept of medications stocked with indications for use, contra-indications, dosages, side-effects and the duration of treatment before nursing or medical advice must be sought. They will be issued to pupils under a “Non Prescribed (Over the Counter) Medication Protocol” in the Health Centre. A full list is in Appendix H

### **Prescribed medications**

- Will only be issued to the pupil for whom they have been prescribed
- Must stay in their original container that should be childproof
- The original dispensing label must not be altered
- They will be kept securely in a locked cupboard or fridge, in the Health Centre or TPPS office (during school holidays).

All medications that require refrigeration are kept in a locked medicine fridge, the temperature of which is regularly recorded in a log book

Parents of Prep school students will be informed any time medication is administered that is not agreed in an IHP.

The school will only accept medicines that are in-date, labelled, in their original container, and contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.

All medicines will be stored safely. Pupils will be informed where their emergency medicines are at all times and will be able to access them immediately, whether in school or attending a school trip or residential visit. Where relevant, pupils will be informed of who holds the key to the relevant storage facility. When medicines are no longer required, they will be returned to parents for safe disposal.

Sharps boxes will be used for the disposal of needles and other sharps

## **14. Controlled drugs**

Controlled drugs (CD's) are stored in the Health Centre in a double locked, controlled drugs cabinet. If required they are stored in the boarding houses in a double locked medicines cabinet that only a limited number of staff have access to.

The medication should be supplied from the prescribing Doctor and brought to school by parents of all pupils. There should always be medication information from the doctor who prescribed the drug, including why the drug is being prescribed, dose to be given and when the medication is to be taken. It should also include details of when the prescription will be reviewed.

Whilst it is not always practical for two staff members to be present when the CD is administered this should always be attempted. The person administering the drug should always watch the medication being taken.

A record of the amount given, and the balance remaining is kept in the CD log book. This has numbered pages and is specific to each house or area. There is a separate page for each pupil.

CD's are disposed of by returning them to the Health Centre, who will return them to the pharmacy. This will all be recorded in the CD log book.

### **15. Non-prescription medication**

Pupils cannot self-medicate unless it has been deemed acceptable by the health centre (see point 22), and they are informed of this during their induction. For the avoidance of doubt, medications include homeopathic remedies, vitamins and any other dietary supplements (for example, protein shakes).

Day Pupils:

There are non-prescription medications available to day pupils in the Health Centre.

Day pupils should bring any medication to the health centre so that it can be safely administered.

Boarding Pupils:

There are non-prescription medications available to boarding pupils in the Health Centre and in the boarding houses. The boarding staff have access to and are trained to give these medications or they call the health centre prior to administration of these medicines. Training is undertaken by the Health Centre Manager and records are kept.

Before administering any medications, the boarding staff must check to ensure that the pupil is able to take the medication, that they do not have any allergies or underlying medical conditions, and that the pupil has not had any medication from the school Health Centre. (Appendix 1)

Once medication has been given by boarding staff, it must be recorded electronically. This ensures that the Health Centre can also see a record of medication being taken.

There is information in the Boarding Health Handbook, and boarding staff are trained by the school nurses as required. The nurses administer over the counter medications under consent from the parents given on admission to the school, and under the advice of the schools Medical Officers. If parents do not give consent this is recorded in the pupil's medical notes and shared with house staff. Likewise, the Health Centre staff must check to make sure that no medication has been given by boarding staff. It is also recorded electronically.

### **16. Prescribed medication**

Pupils cannot self-medicate unless it has been deemed acceptable by the health centre (see point 22). Medication that has been prescribed by a doctor should be administered according to the instructions on the packet and only given to the pupil for whom it has been prescribed. The medication must be kept in its original packaging, and the label must be legible. The protocol is as for the non-prescription medication.

Day Pupil:

Day pupils should bring the medication to the health centre in the morning. The parent will be asked to sign a consent form for administration of the medication (Appendix 2).

The health centre staff will ensure that parents of TPS and TPPS day children are informed in writing about what has been administered to their child during the day (Appendix 3). This can also be used at the discretion of Health Centre staff for children at TS.

Boarding Pupil:

Medications are prescribed through the school GP. The medications are delivered to the health centre and health centre staff assess the pupil's competency to self-medicate. (see self-administration of medicines policy).

Records are kept in the Health Centre and house staff will be informed of those pupils who can self-medicate prescribed medication .

### **17. Medications for use in urgent situations**

Medications, antibiotics or emergency oral contraception, for example, must be prescribed individually for each pupil as and when required.

Generally stocks of prescription medications will not be held. However, some prescription only medications may be held as stock for use in an emergency situation when the local primary care organisation (PCO) has agreed to the school using a patient group directive (PGD) for that particular medication. The PGD is drawn up by the PCO and allows named, registered nurses in the school to apply the directive.

### **18. Adverse reactions**

Drugs can cause adverse reactions in some people. If a pupil experiences an adverse reaction, do not give them any more until they have been seen by Health Centre staff, who will refer on to the schools Medical Officers.

A medical incident form should be completed (Appendix 4). A near miss form may need to be completed also.

**If a serious reaction occurs, medical attention needs to be sought immediately.**

### **19. Medications given in error**

If an error is made with any medication, advice must be sought immediately. During the day contact the Health Centre (01823 703161), the schools Medical Officer (01823 331381) based at French Weir Health Centre, or Staplegrove Pharmacy (01823 274049). At night, contact NHS Direct (111) and inform the nurse on duty.

A medical incident form (Appendix 4) will need to be completed as well as a near miss or accident form.

### **20. Medications needing to be restocked in boarding houses**

A record is kept in the Health Centre of medications supplied to the boarding houses and it is recorded in the House medication log book by House Staff who have been trained. The detail will include the amount issued, time and date of administration.

It is the responsibility of the house boarding staff to inform the Health Centre when they need to restock medication.

## **21. Medication brought into school by pupils**

It is the schools policy that pupils do not have their own medication in school unless it has been authorised by the Health Centre staff and at times the schools Medical Officer. Non-prescription medications are readily available to all pupils from the school's Health Centre.

Non-prescription medication should never be given to a pupil who has taken their own medication, unless checked by medical or nursing staff.

## **22. Self-Administration of medications**

**Pupils cannot self-medicate unless it has been deemed acceptable by the health centre.**

If a pupil has medicine (both prescribed and non-prescribed) and wishes to self-medicate they can only do so if they have been assessed as competent to do so by a nurse in the school health centre. Whilst pupils will, periodically, be reminded (and checks will take place, especially after weekends, half terms etc) it is their responsibility to declare any prescribed / non-prescribed medication in the health centre. Furthermore, the sister in charge goes round to all boarding houses at the beginning of each term in the senior school and TSI to remind all students.

In Thone (TPS) this is done by the matrons, supported by Health Centre staff.

If boarders are deemed to be competent, they are allowed to keep their own prescription medications in a locked area (in their personal safe) in the boarding house.

The assessment is as follows;

- What medication are you expecting the Doctor to have prescribed for you?
- Please tell me what the medication is for.
- How do you take the medication?
- How long do you need to take the medication for?
- How many times a day do you take the medication?
- Do you understand what the side effects of the medication could be?
- What would you do if you experienced any of the side effects?
- What would you do if you took too much of the medication, or if you accidentally missed a dose?

If nursing staff are happy that the pupil has satisfactorily answered the questions above (they have been assessed as competent), then the pupil and the nurse should sign the medications record book in the Health Centre.

## **23. Disposal of medications**

Any unused prescribed medications and any out of date medications should be returned to the Health Centre. A record will be kept of the date of return, the name of the pupil and the name, strength and quantity of the medication. The name and signature of the member of staff returning the medication will also be recorded. This will be checked at the end of every term.

## 24. Recording medical information

All medications are recorded to provide a complete audit trail. Staff must always sign (in hard copy or electronically) when they have administered medications. The records are regularly checked by the school nurses.

## 25. Administration of Medicines Policy – including EYFS and Pre-Prep (please note red text relates to EYFS policy)

Taunton School recognises that many pupils will at some time need to take medication at school. Whilst parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and we will do all that is reasonably practicable to safeguard and promote children's welfare.

All staff in the school have a duty to act as any prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency. At Taunton School we have a qualified nurse and health centre on the premises.

### Responsibilities:

In Pre-Prep the School Nurse takes responsibility for the administration of medicines during school hours having taken due consideration of Government and Local Education Authority policies and guidelines.

Where necessary, the Nurse will ensure that procedures are understood and adhered to, that training is provided and that there is effective communication and consultation with Parents, Children and Health Professionals concerning pupils' medical needs.

Throughout Taunton School there are named First Aiders who hold a current First Aid certificate and appropriately Paediatric trained First Aiders in the Early Years. Selected staff undergo Pediatric First Aid training every three years.

All Staff will receive or have available to them:

- Advice and information on common childhood illnesses and conditions - a poster is displayed in the Nursery office/bathroom
- Basic First Aid advice to ensure that they feel confident to deal with minor everyday injuries
- Specific training relevant to certain pupils e.g. Anaphylaxis training
- Specific information and details regarding particular conditions that may apply to a member of the class for which they have charge
- Some specified staff (e.g. Designated First Aiders, PE and Games staff, Staff taking educational visits) who volunteer their services, will be given further training to administer first aid and/or medication where necessary.

**If any EYFS staff are taking medication which may affect their ability to care for children those practitioners should mention it in a supervision session, seek medical advice and alternatively have an opportunity to discuss with HR.**

### EYFS Medical Records

On admission to the school, all parents of EYFS pupils will be required to provide information giving full details of:

- medical conditions

- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants
- special requirements (e.g. dietary)
- legal Guardian
- main carer

At the beginning of each academic year all parents will be required to update the medical form. This process is administered from the Prep School Office and involves 3 Sys and Childcare Connect (System Information).

A list of special diets and medical conditions is available to all staff via 3 Sys and the Nurse provides all class teachers with hard copies of information needed.

#### **At Taunton School we will:**

- Only administer non-prescription medication if signed consent has been given by a parent e.g. Calpol, Piriton etc. following the home remedy protocol (this allows the supply and use of over the counter medication (OTC) within the independent sector, where health care professionals are required to facilitate this process).
- Not administer Calpol unless deemed safe to do so by the duty nurse.
- Only administer emergency medication in a life threatening emergency. These medications may be administered under article 7 of the Prescription Only Medication Order for administration by anyone for the purpose of saving life. (as above)
- Administer prescribed medicines during the school day if necessary (as long as we have written parental permission to do so).
- Require parents to inform the Nurse of dose and times and ensure medicines are supplied in the original container they were dispensed in.
- In conjunction with Nurse and parents, devise individual Health Care Plans for managing long-term medical needs.
- Train all key staff for the administration of medication that require specialist training (e.g. EpiPen). Asthma training.
- When administering medicines, ensure staff have clean hands, drink is available if appropriate and check the medication label for name of child, dose, route of administration and expiry date.
- Class support staff and teachers are able to administer Piriton syrup, Calpol and inhaler with written permissions from the parents.
- Ensure that asthma inhalers are always accessible to children. Emergency inhalers and epi-pens are kept in the health centre.
- Store prescribed medication safely and in the appropriate conditions, for example, in a fridge if medication is to be kept cool.
- Document administration of any medication and inform parents by diary or note or telephone call. This may be done by the nurse or practitioners and teachers.

- Dispose of dropped tablets or unused tablets/medication by returning them to the parent or the pharmacist for disposal.
- Ensure that any drug errors or adverse drug reactions are reported to the parents and also documented in the pupils medical records.
- Provide workshops for staff and parents.
- Provide a comprehensive training and support package.
- Liaise with our designated partnership specialists.
- Ensure staff medication is securely stored, and out of the reach of children, at all times.

## 26. Recording Accidents, near misses and minor bumps

**Accidents and near misses** are recorded on a template on SharePoint -- the intranet site and filled in by the member of staff that witnessed the accident or by the Head of Nursery and TPPS with input from the team member. The Health Centre keeps a visit log with actions and will ring parents immediately if a visit to A&E is required.

**Minor Bumps and Grazes** are recorded in a log and actions book situated at the First Aid station in the Pre-Prep hall.

**All accidents are recorded, and the accident book has a tear off slip that is placed in book bags or on the signing out sheets which teachers sign to say parents have taken them.**

## 27. Reporting to Ofsted

Any serious accident or injury to, or death of, any child whilst in our care, plus the action taken will be notified to Ofsted as soon as reasonably practicable. In any event this will be reported within 14 days of the incident occurring. We acknowledge that if we fail without reasonable excuse to comply with this requirement, we commit an offence.

Registered providers must notify Ofsted of any food poisoning effecting two or more children cared for on the premises. Again, notification must be made as soon as reasonably practicable but in any event within 14 days of the incident. A registered provider without reasonable excuse fails to comply with this requirement commits an offence.

## 28. Emergency Contact Numbers

Health Centre: 01823 703161

School Duty Nurse mobile 01823 703161

Head of Pre-Prep and Nursery Office: 01823 703339/3300

Head of Pre-Prep and Nursery mobile: 07527 661361

**If in any doubt seek advice or look at the training materials and charts in the Nursery Office or visit the Health Centre.**

### Appendix A

#### Procedure for issuing medication in the boarding house

The following procedure should be followed when administering medication:

- Establish the reason for giving the medication
- The contraindications of giving the medication should be known or checked (can be checked in this pack)
- Whether the pupil has taken any medication recently, if so what? (can be checked on the system)
- Whether the student has taken the medication before, if not, are they allergic to any medication? (can be checked in Boarding Health Handbook)
- The medication must be in date
- The pupil must be seen to take the medication
- The pupils' name, the reason for the medication, the medication given, the dosage and the date and time should be recorded via iSAMS. House parents can send a Teams message to Health Centre staff for this to be recorded.

**Appendix B**

**Pre-Prep and Prep school- Permission to give medicines**

Name of Child..... Date .....

Medicine/Dosage/Instructions.....  
 .....  
 .....

Reason ..... for ..... giving  
 medication.....

Parent/Guardian Signature.....

**Appendix C**

**Notice of administering medication**

**Taunton School Health Centre - 01823 703161**

To parent/guardian

.....was

administered.....@.....

For.....

Signed..... Duty Nurse.

**Appendix D**

**Medical Incident Form**

This form is to be used when a medication has been given in error or when a pupil has an adverse reaction to a medication.

**Pupils name:**

**Date:**

**Time:**

**Medication given:**

**Explain the incident:**

**Action taken:**

**Outcome:**

**Follow up (including was a near miss form or an accident form completed?)**

**Appendix E**

**Taunton School - First Aid Kit Locations**

TS Main School
Location
Kitchen
Pot Wash
Main Corridor
Reception
Bar Foyer
Fish Tank Area
Evac Chair Loc upstairs
Outside Finance Office
Opp Marketing Suite
Upstairs Kitchen
Opp MIS Office
Bevan
Evans
Goodland
Marshall
Besley
Jenkins
CCF
Shooting Range
Music Dept
Red Cottage
TS Sports
Loveday downstairs
The Cube
Laundry
Cricket Pavilion
Science downstairs
Science upstairs

TPS
Location
Centenary Hall
WFT Ground floor
TPS DT
TPS Kitchen
SAT teaching
TPS Sports Foyer
TPPS
Nursery 1 & 2

Nursery 3
Nursery 4
Pre-Prep Hall
TSI
Foxcombe Hall
Main Foyer(staff room)
Rec room
TSI Girls House
TSI Boys House

## Appendix F

### List of staff who are trained in First Aid

List of first aid trained staff, the list of School Nurses who have completed the 4 day first aid at work qualification and the list of Paediatric trained first aiders is held by HR: [hr@tauntonschool.co.uk](mailto:hr@tauntonschool.co.uk)

## Appendix G

### Posters used in all houses

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#### The School operates a no self-medication policy

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#### What does this mean?

Essentially it means you are not allowed to keep any medicines (whether prescribed or not), supplements or 'pick me ups' in your room without the permission of the health centre.

You are not allowed to self-medicate and make decisions about consuming any of these without the consent of the health centre.

#### What does this include? (this is not a definitive list but gives a clear idea)

- Prescribed medicine (for example, anti-biotics, asthma drugs)
- Non-prescribed medicines such as paracetamol, ibuprofen
- Herbal medicines, vitamins, supplements
- Protein shakes, bars
- Slimming pills, caffeine pills
- Energy drinks (with caffeine, taurine etc) including brands such as 'Monster' and 'Red Bull'
- Any nut based products

#### What is allowed?

- Sugar (or low sugar equivalents) drinks
- Drinks with low levels of naturally produced caffeine i.e. products which are not sold as stimulant drinks eg Coca-Cola or a Coffee based drink are fine, Monster is not

- Sweets, biscuits

### **What counts as a medicine, supplement or 'pick me up'?**

Medicine is anything you take daily which is not food

Examples include:

- Over the counter medicine: paracetamol, ibuprofen, sinus pain relief
- Prescribed medicine: antibiotics, asthma drugs
- Herbal medicine, Vitamin supplements, Pro plus, slimming pills, 'muscle' pills, protein powder, high caffeine drinks or caffeine 'shots'

### **Does that mean I am never allowed to take these?**

'No' is the short answer but you have a key responsibility here:

- If you are a boarder and have been prescribed medicine by our doctors then we will know the dosage you are on and will support you in taking these medicines.
- If you are a day student or you have a private prescription you need to come to the health centre to let us know what you are taking and then we will tell how and where you will take the medicine.
- If you wish to take any other medicines or supplements (eg herbal remedy, paracetamol or vitamins) then **you MUST** go to the Health Centre first. They will assess your competency to self-medicate and will ensure that everyone, including other nurses and your House Staff, knows what you are taking. As a result we are not compromising our care for you.

**Some products are banned and are not allowed at school. These include protein powders, 'muscle' pills, slimming pills, high levels of caffeine (in pills or drinks), any cannabinoid based products.**

## **Appendix H**

### **List of Non prescribed (Over the Counter) Medication kept in the Health Centre**

Anbesol  
 Anthisan cream  
 Bio- Kult pro biotics  
 Bonjella gel  
 Bonjella teething gel  
 Buscopan  
 Calpol 6+  
 Calpol infant  
 Cetirizine hydrochloride  
 Chlorphenamine  
 Clotrimazole  
 Deep heat  
 Dioralyte  
 Dulcolax  
 Epimax  
 Full Marks head lice solution

Gaviscon  
Hydrocortisone cream  
Ibuprofen  
Ibuprofen gel  
Lactulose  
Loratadine  
Magnesium sulphate paste  
Multi- vitamins  
Nurofen for children  
Olbas Oil  
Olive Oil ear drops  
Optrex  
Ovex womking tablets  
Paracetamol  
Piraton children's  
Simple Linctus  
Sodium Cromogicate eye drops  
Sterimar nasal spray  
Strepsils  
Stugeron 15  
Sudafed  
Sudocrem  
VapoRub  
Vaseline  
Virasoothe