



# LORD LAWSON OF BEAMISH ACADEMY

## ADMINISTRATION OF FIRST AID POLICY

**Originator: Karen Maynard**

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## **Purpose of the Policy**

Lord Lawson of Beamish Academy recognises its responsibility to provide first-aid to all students, staff and visitors while on site and also the need to provide access to adequate facilities and materials at all times during the working day. The Academy will also ensure, in consultation with parents/carers, that prescribed medication is given safely. Our on-site First Aid Unit plays an important role in monitoring and dealing with any first-aid matters including the administration of medication.

## **First Aiders**

The Academy identifies the need to have trained first aiders in suitable locations to enable first aid to be administered.

## **Communication**

The official list of first aiders is available in the First Aid Unit. An authorised first aider (not a nurse or any other medical or counselling professional) is located in the First Aid Unit from 08:30 until 15:30. This member of staff is the first contact for any incident. If a first aider is required, **reception or** staff in the First Aid Unit should be informed immediately, who in turn will contact a qualified person and send them to the appropriate location.

The Principal or a member of SLT must be informed immediately if a student or member of staff requires an ambulance or hospital attention.

If a student requires hospital attention, parents will be contacted and asked to come to the Academy to accompany them in the ambulance. If this is not possible they will be asked to meet their child at the hospital. If the student needs to travel by ambulance and the parent/carer is not able to do this, they will be accompanied by a member of staff with pastoral responsibility. The member of staff will stay with the student until the parent/carer arrives.

## **First Aid Boxes**

All first aid boxes can be found in strategic places around the Academy. There is a list in the First Aid Unit of these locations (**see appendix 1**). The contents of each first aid kit are listed in the box. Back-up of supplies of first aid equipment are obtained from the First Aid Unit. If an item is used it should be replaced immediately. In addition, the First Aid Unit will ensure that each box is checked termly.

## **Travelling First Aid Boxes**

There is a first aid box in the Academy minibus and boxes are available from the First Aid Unit to take to outdoor activities/events. There is a contents list with each box. Any items used should be replaced immediately on returning from the trip. All boxes issued from the First Aid Unit will be checked when issued and returned.



### **First Aid Unit**

The unit is located on the first floor at the East end of the building. It can be contacted on extension 231 (0191 4334044). The unit is open to both staff and students for ~~various medical conditions, treatment and advice~~ **first aid, medical conditions and prescribed medication.**

### **Records**

1. **Students:** After administering first aid the First Aid Unit should ensure that the incident is recorded on the student profile on Bromcom under 'Medical Events' on the 'Health Background' tab.
2. **Staff/Visitors:** After administering first aid the First Aid Unit should ensure that the incident is recorded in the accident book held in the First Aid Unit office

### **First Aid Inspection**

A review of staffing, procedures and first aid boxes is undertaken yearly by the ~~Student Support Co-ordinator~~ **Supported Learning Manager** in consultation with the Assistant Principal.

### **Public Health 0 – 19 Services**

~~The named NHS Nurse that the First Aid Unit refers to is Lynn Oliver who can be contacted at:-~~

Gateshead Civic Centre  
Regent Street  
Gateshead  
NE8 1HH

03000 031918

### **COVID-19**

In response to the current pandemic Lord Lawson will follow the guidelines as set out in the Academy risk assessment (updated ~~June 2020~~ **Oct 2021**) the full copy of which can be found on the Academy website.



## THE ADMINISTRATION OF MEDICINES BY ACADEMY STAFF

Unless directed by terms of an employment contract no member of staff should feel compelled to be responsible for the storage and administration of medication to students.

1. If it is essential that the medication is administered in Academy then the following guidelines should be followed:

The medicine should be brought into the Academy by a responsible adult and handed in to the First Aid Unit where a consent form (**see appendix 2**) will be signed for the administration of medication to take place. Where the administration of long term medication is involved, this will lead to a care plan being completed in consultation with the First Aid Unit staff and the parent/carer. All medication will be held in a securely locked medical cupboard in the First Aid Unit office or a locked medical fridge in the First Aid Unit treatment room.

The medication should be brought in the pharmacist's original packaging with the pharmacist's name clearly visible. It should also show the student's name, the name and dosage of the drug and the date of issue and expiry. The Academy follows the guidance as set out in the 'Supporting Pupils at School with Medical Conditions December 2015'.

2. Students who are responsible for their own prescribed medication at home may, with the prior approval of First Aid Unit staff, bring it into the Academy but the amount should be sufficient only for the dosage that day. This permission must be recorded in the First Aid Unit and a consent form completed (**see appendix 2**)
3. Staff must be aware of any students in their teaching groups with anaphylaxis or diabetes. All first aiders will be given this information and it is also available on the student's profile on Bromcom. This will be updated on a **termly regular** basis.
4. Epi-pens and Inhalers – The following are recommendations:
  - The student should carry their epi-pen and/or inhaler and if appropriate should be able to self-administer.
  - Other students in the class/group should be made aware of their condition
  - First Aiders should be trained in the administration of the emergency treatment required by a student suffering an anaphylaxis reaction or an asthma attack. **by a qualified doctor/nurse**



- Ideally a spare epi-pen and/or inhaler should be held in the First Aid Unit

Staff must not give permission for students to carry their own medication or take medication to the First Aid Unit without prior consultation with First Aid Unit staff and a consent form signed.

## **EMERGENCY AND NON EMERGENCY PROCEDURES**

### **Emergency Procedures for Calling an Ambulance**

- Any 1st Aid calls that are thought to be of a serious nature will be called as a 'Code Red' highlighting it as serious and needing an immediate response.
- If a 1st Aider goes to a call and they assess that an ambulance is needed they will request another 1st Aider to assist. If the incident/casualty is not in a classroom (i.e. outside on the field or in a corridor etc.) then this 1st Aider goes via reception or the First Aid Unit to collect an Academy mobile phone.
- On reaching the casualty one 1st Aider will contact the emergency services to request an ambulance (being near the casualty to give the relevant information) while the other deals with the casualty.
- Whoever makes the call to the ambulance then liaises with the First Aid Unit (or, if there are no staff in the First Aid Unit, Reception) asking them to contact parents etc. and Reception to make them aware that an ambulance will be arriving on-site and ask them to arrange for the paramedics to be brought to the casualty when they arrive.

### **Procedure for First Aid Unit/Reception:**

- Contact the appropriate parent/carer and give details regarding the incident. If the student is to be taken to hospital the parent/carer will be asked to meet their child at the hospital if they cannot get to the Academy in time to accompany them in the ambulance.
- Contact a member of duty staff to direct the Emergency Services into the Academy.
- If required - identify and alert a member of pastoral staff able to go with the Emergency Services to hospital. The member of staff will stay with the student until the parent/carer arrives at the hospital.
- Inform the Principal or member of SLT that a student or member of staff requires an ambulance or hospital attention.
- Inform the relevant **House block** **Year Base**.

All reportable accidents to both students and staff are recorded by law on an accident report form (HS20) and reported to SLT and the Health and Safety Officer.



## **Defibrillator**

The Academy has an Automated External Defibrillator (AED) on site, located behind the reception desk in the main entrance, which is available for use by all staff. All that is required to use an AED is to recognise that someone who has collapsed may have a sudden cardiac arrest (SCA) and to attach the two adhesive pads (electrodes) that are used to connect the AED to the patient's bare chest. Through these pads the AED can monitor the heart's electrical rhythm and deliver a shock when it's needed. The AED provides audible instructions for staff to follow. Although no formal training is required to use the AED all first-aiders have undertaken a short familiarisation programme covering all aspects of its use. The AED is tested each term by the Site Manager to ensure it is in full working order.

## **Non-Emergency First Aid Procedures**

1. If a member of staff feels that a student has a medical problem which cannot be dealt with in the classroom, they telephone the First Aid Unit on Ext 231 and speak to a member of First Aid staff.
2. If it is considered necessary, the student can be accompanied to the First Aid Unit by another student or a member of staff. Circumstances may require a First Aider to go to the classroom/office to give assistance.
3. A First Aider will assess the student's/adults problem and will respond accordingly. This will include one or more of the following actions: -
  - a) Make the student/adult as comfortable as possible in the medical room in the case of illness and monitor their condition regularly.
  - b) Return a student/adult to their lesson/place of work if improvement in the condition is apparent.
  - c) Inform parents if necessary and ask them to collect their child if illness persists.
  - d) Administer emergency first aid when necessary either in the First Aid Unit or at the site of an accident.
  - e) Call for external medical services when necessary.
  - f) If hospital treatment is necessary but not serious enough for Medical Emergency Services to be called and parents/carers or other emergency contacts cannot be located, a member of staff will accompany the student/adult to the hospital, via taxi, and will remain with them until parent/carer or relative arrives.
4. In some cases, when a student sustains an injury, a first aid note is sent home with the student explaining that first aid has been administered and advice given that if further symptoms become apparent or pain from the injury becomes worse, then further medical help should be sought as soon as possible.



5. Details of the student and symptoms of their injury/ailment are recorded on the student profile on Bromcom under 'Medical Events' on the 'Health Background' tab.
6. Confidentiality is maintained with the use of lettered codes. Times of student arrival and departure from the First Aid Unit along with the names of staff providing treatment are also recorded.
7. Attendance registers are completed as appropriate.
8. The medication of students with known on-going medical needs are kept in a locked cabinet located in the First Aid Unit office.
9. Details of all medical conditions relating to students can be found on their Bromcom Profile.

### **Guidance Notes for Staff**

#### **1. Asthma**

The most common condition for which medication is required in the Academy is asthma. Children are encouraged to take responsibility for their medication as early as possible. **[They must have access to their inhalers at all times.]** Inhalers for asthma are varied in prescribed content and colour bodies for different Asthma conditions. Each individual asthma case must have been consulted and prescribed by an authorised GP or Medical Body.

#### **Common signs of an asthma attack:**

- Coughing
- shortness of breath
- wheezing
- tightness in the chest
- difficulty in speaking in full sentences
- being unusually quiet
- tight in the chest as a tummy ache

#### **Action:**

- Keep calm and reassure them
- Encourage the student/adult to sit up and slightly forward
- Allow them to take two puffs of their reliever inhaler if they have it on them
- Loosen any tight clothing
- If no improvement after using the inhaler or they do not have an inhaler on them contact the First Aid Unit or Reception immediately and ask for a first aider. **Do not let a student with breathing difficulties walk to the First Aid Unit.**





### **Treat as an Emergency if:**

- The student/adult is unable to speak in sentences
- The symptoms do not improve in 5-10 minutes
- They are too breathless or exhausted to talk
- Their lips are blue.

Help the student to continue to use their inhaler as required and monitor their vital signs until the emergency services arrive.

### **After a minor attack**

- Minor attacks should not interrupt the involvement of a student in school
- When a student feels better they can return to school activities
- Parents/Carers must always be told if their child has had an asthma attack

### **Important things to remember in an asthma attack**

- Never leave a student having an asthma attack
- If necessary send another student to get a member of staff or call the First Aid Unit/Emergency Services if required
- If the student does not have their inhaler with them contact the First Aid Unit to see if they hold a spare inhaler for them and ask for it to be brought down. If they don't ask for the Emergency Salbutamol Inhaler to be brought down.
- Reliever medicine is very safe. During an asthma attack do not worry about a student overdosing.

### **Use of Emergency Salbutamol Inhalers**

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools to buy salbutamol inhalers, without a prescription, for use in emergencies. The emergency salbutamol inhaler should only be used by students, for whom, where possible, written parental consent for use of the emergency inhaler has been given (**see appendix 3**), who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the students prescribed inhaler is not available (for example, because it is broken, or empty). Use of the emergency inhaler will be recorded. This will include where and when the attack took place, how much medication was given, and by whom. The students' parents will be informed either via telephone or in writing.



## 2. Anaphylaxis awareness

An increasing number of children are being diagnosed as having an allergy to various substances such as nuts, particularly peanuts, and bee stings. For some this can develop into a life threatening allergic reaction. Those who are prone to severe reactions are provided with a syringe (Epipen) loaded with the appropriate amount of adrenaline. They must have immediate access to this at all time. [First aider's are trained in the use of the Epipen.] Some students' carry this medication with them at all times as adrenaline given by Epipen as soon as a reaction begins can be lifesaving.

### **Symptoms of an allergic reaction:**

**Ear/Nose/Throat** – runny, blocked or itchy nose, sneezing, painful sinuses, headaches, loss of sense of smell/taste, sore throat/swollen larynx (voice box), itchy mouth and/or throat, blocked ears.

**Eyes** – watery, itchy, prickly, red, swollen. Allergic 'shiners' (dark areas under the eyes due to blocked sinuses).

**Airway** – wheezy, difficulty in breathing, coughing

**Digestion** – swollen lips or tongue, itchy tongue, stomach ache, feeling sick, vomiting.

**Skin** – wheals or hives – bumpy, itchy raised areas or rashes, cracked, dry, weepy or broken skin. Red cheeks.

### **Symptoms of a Severe Reaction/Anaphylaxis:**

This could include any of the above together plus:

- Difficulty in swallowing or speaking
- Difficulty in breathing
- Swelling of the throat and mouth
- Hives anywhere on the body or generalised flushing of the skin
- Abdominal cramps, nausea and vomiting
- Sudden feeling of weakness (drop in blood pressure)
- Alterations in heart rate (fast pulse)
- Sense of impending doom (anxiety/panic)
- Collapse and unconsciousness

### **Action:**

If a student with or without known allergies shows any possible symptoms of a severe reaction/anaphylaxis contact the First Aid Unit immediately and ask for a first aider to come to the student and bring the student's spare epipen if they have one. Ask the First Aid Unit to ring for an ambulance and to contact the parents/carers, at



the same time check if they carry an epipen and if there is immediate danger assist/administer this immediately. Ensure that you record the time of giving this. If the student is conscious keep them in an upright position to aid breathing. If unconscious place them in the recovery position. If there is no improvement within 5 minutes and the student has a second epipen this should be administered. Keep all used epipens and give these to the paramedics when they arrive.

### **Use of Emergency Adrenaline Auto-injector (AAI) Devices**

New legislation brought in on 1st October 2017 allows schools to purchase and use emergency Adrenaline Auto-injector (AAI) devices. This means that schools may administer an AAI, obtained without prescription, for use in emergencies.

This legislation applies to students at risk of anaphylaxis and who have been prescribed an Epipen/Jext Pen but whose own prescribed emergency AAI cannot be administered correctly without delay.

The adrenaline auto-injector will be used in line with the manufacturer's instructions, for the emergency treatment of anaphylaxis in accordance with the Human Medicines (Amendment) Regulations 2017 and should only be used by students for whom, where possible, written parental consent has been given (**see appendix 4**).

Use of the emergency AAI will be recorded, this will include where and when the incident took place and who administered the AAI. The student's parents will be informed and also, if applicable, the emergency services.

### **3. Diabetes**

Abnormal fluctuations in blood sugar can lead to someone with diabetes becoming unwell and, if untreated, losing consciousness. There are two conditions associated with diabetes – hyperglycaemia (**high blood sugar**) and hypoglycaemia (**low blood sugar**)

Hypoglycaemia is the more common emergency which affects brain function and can lead to unconsciousness if untreated.

All staff and students in the Academy who are known to be diabetic have a care plan in the First Aid Unit which outlines their care if they are hypoglycaemic or hyperglycaemic.

#### **Signs and Symptoms:**

##### **Hypoglycaemia:**

- Hunger
- Feeling 'weak' and confused
- Sweating
- Dry, pale skin
- Shallow breathing



### **Hyperglycaemia:**

- Thirst
- Vomiting
- Fruity/sweet breath
- Rapid, weak pulse

### **Treatment**

#### **Hypoglycaemia:** low blood sugar

- Sit casualty down
- Immediately give a sugary drink or snack, if they are able to swallow (these may be located in student's bag)
- Do not attempt to move the student. Contact the First Aid Unit/Reception immediately and ask for a First Aider.
- **Do not let a student with low blood sugar walk to the First Aid Unit. If any member of staff is concerned about the medical condition of any staff or student, please contact the First Aid Unit/Reception and ask for a First Aider.**

#### **Hyperglycaemia:** high blood sugar

- Contact the First Aid Unit/Reception immediately and ask for a first aider
- If the student loses consciousness open the airway and check their breathing
- Place them in the recovery position and monitor until the first-aider arrives

## **4. Epilepsy**

The vast majority of children with epilepsy are educated in mainstream schools. They will be taking an anti-convulsant medication, which is usually taken twice a day, avoiding the need to take any medication during Academy hours. In some cases, the drug taken can cause drowsiness.

Should a convulsion occur it can be very alarming for someone seeing one for the first time; it is therefore important to ask for advice from the Academy First Aid Unit on what should be done in those circumstances.

### **a) Complex partial seizures**

#### **Common Symptoms:**

- The student is not aware of their surroundings or of what they are doing
- Plucking at their clothes
- Smacking their lips



- Swallowing repeatedly
- Wandering around

**Action:**

- Contact the First Aid Unit/Reception and ask for a first aider to come to the student and to contact the parent/carer.
- Ensure the student is in a safe plan and there is no immediate danger to either themselves or others.
- Do not attempt to restrain them but try to minimise any injury to their head by using clothing or similar to lessen impact.
- Stay with the student until a first aider arrives
- Be calm and reassuring
- Do not assume that the student is aware of what is happening or what has happened
- Do not attempt to bring them round or explain anything they have missed.
- **Ask the First Aid Unit/Reception to call 999 for an ambulance if:**
- You know it is the students first seizure
- The seizure continues for more than 5 minutes
- The student is injured during the seizure

**b) Tonic-clonic seizures**

**Common symptoms:**

- The student goes stiff
- They lose consciousness
- They fall to the floor

**Do:**

- Contact the First Aid Unit/Reception immediately and ask for a first aider
- Protect the student from injury (remove harmful objects from nearby)
- If possible, protect/cushion their head - but do not restrain them
- Aid breathing by gently placing them in the recovery position when the seizure has finished
- Stay with them until the first aider arrives
- Be calm and reassuring

**Don't:**

- Try to restrain them
- Put anything in their mouth



- Try to move them unless they are in immediate danger
- Give them anything to eat or drink until they are fully recovered
- Attempt to bring them round

**Ask the First Aid Unit/Reception to call 999 and ask for an ambulance if:**

- You know it is the student's first seizure
- The seizure continues for more than 5 minutes
- One seizure follows another without the student regaining consciousness between seizures
- The student is injured
- You believe they need urgent medical treatment

### **5) Attention Deficiency Disorder (ADD-ADHD)**

A growing number of students are being diagnosed as having ADD/ADHD. They are often prescribed medication to see if their behavioural difficulties improve. The medication most commonly used is "Ritalin" which is a controlled drug. If a student is prescribed with this drug and they need it to be administered during Academy hours they will have a care plan drawn up in consultation with the First Aid Unit and their parent/carer. The drug will be kept in a locked medical cupboard in the First Aid Unit office and all administered doses recorded in their named file.

### **6) Other Specific Medication (Pain Relievers)**

The provision of pain relievers to students is strictly controlled and issued as an exceptional, rather than a regular, occurrence. Tablets are only issued by the First Aid Unit and a record of each issue kept for future reference.

The tablets issued for such problems as period pain or migraine is "Paracetamol 500mg" (one or two tablets) **one dose of this medication can be brought in and carried by the student for their own personal usage on that day.**

Under no circumstances will aspirin, or other preparations containing aspirin, be given to children.

**Written consent must** be obtained from parent/carer enabling the issue of analgesics to children (**see appendix 5**). This written consent will be valid for the whole period that the student is a member of The Academy.

The Academy First Aid Unit, in consultation with an NHS professional if appropriate, will be involved in discussions with parents/carers to ensure that adequate training and advice is given to all concerned with the support of students with medical needs and that an individual Health Care Plan is put in place for all those students who need one.



## Appendix 1

### Information sheet for Parents Administration of Medicines - Lord Lawson of Beamish Academy

Dear Parent/Carer

We, as an Academy, are committed to best practice especially concerning health and safety issues in order to protect both staff and students. It is paramount that we follow strict guidelines to enhance the service we provide.

#### Academy Policy

- The designated person based in the First Aid Unit will assess each request for medicine administration on an individual basis providing the medication has been **prescribed by a Doctor and is clearly labelled from the Pharmacy with the Students name and required dosage.**
- Medication (e.g. Ritalin) can be administered by a designated member of staff providing there is an up-to-date care plan.
- Medication must be brought into the Academy by a Parent/Carer/Responsible Adult.
- A complete and up-to-date care plan, available from the First Aid Unit, is required before any medication can be administered.
- Any medication that is required **3 times a day** must be administered at home. Medication required **4 times a day** can have 1 dose administered in the Academy.
- Any medication that is kept in the Academy will be held in a secure medicine cabinet, with the exception of spare **Epipens and Inhalers** as these have to be accessible at all times.
- Each student will have an individual register where administration of medicines is recorded.
- Non prescribed medication is only accepted in the Academy at the discretion of the First Aid Unit.
- It is a requirement that all students **with Asthma or Anaphylaxis must at all times carry an in-date Inhaler or Epipen** and that is the **responsibility of the Parent/Carer** to replace any out-of-date medication in plenty of time.
- All other students **must not** carry any medication with them unless **prior arrangements** have been made with the First Aid Unit.
- Paracetamol may, on occasion, be given by a designated person in the First Aid Unit where written consent is given by the Parent/Carer. **For cramps/migraines students can carry 1 dose for their own personal usage.**
- It is the **Parents/Carers responsibility to:**
  - Inform the Academy of any changes regarding their Child's medical condition.
  - Replace medication prior to the expiry date.
  - Collect any medication not in use anymore from the First Aid Unit.
- All expired medication will be disposed of by the First Aid Unit by the appropriate method.

If you have any questions or queries regarding this information, please do not hesitate to contact the Academy First Aid Unit on extension 231.

Yours faithfully

Mrs K Maynard  
**Supported Learning Manager**



## Appendix 2

### Staff with First Aid Qualifications and Location of First Aid Boxes

Location/Title	Staff	Box No.
General Office (GC03)	Lynne Archer	1
Science Prep room x 2 (FD08 and FD12)	Hilary Bradley	2 & 3
Inclusion Base (FD11) Maths Intervention Room (SC09)	Michael Rutherford	4
Technology (TE14)	Tobi Isles	5
Year 8 Base (FC05)	Katie Milburn Janet Leigh	6
Year 11 Base (FC02)		7
Year 9 Base (SC16)		8
Year 10 Base (SD10)	Denise Smith	9
Year 7 Base (SC17)	Kay Coates	10
LRC (SC04)	Barbara Dixon	11
ILC (GX06)	Paul McGovern	12
P.E. Office x 1 (GA28)		13
Health Unit/Student Support	Jackie Ballantyne Lesley Bland Karen Maynard Joanne Kemp	14
SEN (FA10)	Clare Brown	15
Site Manager	Ken Maynard	16
School Mini Bus		17





**Appendix 3**

**USE OF MEDICATION IN THE ACADEMY  
PARENTAL REQUEST FOR MEDICATION TO BE TAKEN UNDER  
SUPERVISION/ADMINISTERED OR CARRIED BY THE STUDENT. (\*Please delete as appropriate)**

Please complete this form in **BLOCK** capitals.

<b>Academy</b>	<b>Lord Lawson of Beamish Academy</b>	
Student's Full Name		DOB:
Address		
Condition/Illness		

**MEDICINE DETAILS**

Name (As described on container)	
What is the dose to be given? And at what time?	
Is your child responsible to administer his/her own medication?	
What time of the day is the medication to be given?	

**CONSENT (\*Please tick which applies)**

I give my consent for prescribed medication to be supervised/administered if necessary by a member of the Academy staff.

I give my consent that my child may carry his/her medicine in the Academy to be taken as described on their care plan.

Signed..... Date.....  
(Parent/Guardian)

Print Name.....

**IT IS THE PARENT/CARER'S RESPONSIBILITY TO INFORM THE FIRST AID UNIT STAFF OF ANY CHANGES IN A STUDENT'S MEDICAL CONDITION WHERE MEDICATION MAY NOT BE GIVEN.  
PLEASE ENSURE THAT YOUR CHILD DOES NOT CARRY MEDICATION SURPLUS TO WHAT IS REQUIRED.  
PLEASE TURN OVERLEAF TO FILL IN EMERGENCY CONTACT DETAILS.**



## EMERGENCY CONTACT INFORMATION

NAME:
DATE OF BIRTH:
ADDRESS:
MEDICAL CONDITION:
ANY OTHER MEDICAL CONDITIONS:
NAME OF PARENT / GUARDIAN:
EMERGENCY CONTACT NUMBERS: HOME: WORK: MOBILE:
ADDITIONAL PARENT/GUARDIAN:
EMERGENCY CONTACT NUMBERS HOME: WORK: MOBILE:
GP'S NAME:
ADDRESS:
TELEPHONE NUMBER:



**Appendix 4**

**Asthma Care Plan and Consent Form**

Use of emergency salbutamol inhaler in Lord Lawson of Beamish Academy.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Tutor / Houseblock \_\_\_\_\_

1. I can confirm that my child has been diagnosed with Asthma and has been prescribed an inhaler.
2. In the event of my child displaying symptoms of Asthma, and if their inhaler is not available or is unusable, I consent for my child to receive Salbutamol from an emergency inhaler held by the Academy for such emergencies. (The parent/carer to be contacted if emergency inhaler is used and the student may be collected).

A. Are there any triggers for an Asthma attack that we need to be aware of?

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B. What type of inhaler does your child use?

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C. How often would the inhaler be used?

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Signed: .....Parent/Carer Date: .....

\_\_\_\_\_

Parent/Carer Address and Contact details:

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Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Please could you ensure that a reliever inhaler is carried with them at all times. If required, a spare inhaler may be brought to the First Aid unit to be held in case of emergency. Please ensure the Academy Policy Guidelines are followed regarding medication.**



## Appendix 5

### **CONSENT FORM: USE OF EMERGENCY ADRENALINE AUTO-INJECTOR (AAI) LORD LAWSON OF BEAMISH ACADEMY**

Dear Parent /Carer

New legislation brought in on 1st October 2017 allows schools to purchase and use emergency Adrenaline Auto-injector (AAI) devices.

**This means that schools may administer an AAI, obtained without prescription, for use in emergencies.**

This legislation applies to students at risk of anaphylaxis and who have been prescribed an EpiPen/Jext Pen but whose own prescribed emergency AAI cannot be administered correctly without delay.

The adrenaline auto-injector will be used in line with the manufacturer's instructions, for the emergency treatment of anaphylaxis in accordance with the Human Medicines (Amendment) Regulations 2017.

Before the Academy can use this emergency AAI on your son/daughter your written consent must be provided to say you agree to the emergency use of this AAI should it become necessary.

Could you please therefore complete and sign the attached Anaphylaxis Action Plan form which includes **parental** and **emergency** consent and return to the Academy First Aid Unit.

Yours faithfully

Mrs K Maynard  
**Student Support Manager**



# Allergy/Anaphylaxis Action Plan

Recognition and management of an allergic reaction/anaphylaxis

**THIS CHILD HAS THE FOLLOWING ALLERGIES:**

Name of Student:

DOB:

Emergency Contact Details:

1) - Name:

Phone Number:

2) - Name:

Phone Number:

Mild-moderate allergic reaction:

Swollen lips, face or eyes  
Itchy / tingling mouth  
Hives or itchy skin rash  
Abdominal pain or vomiting  
Sudden change in behaviour

**ACTION:**

Stay with child, call for help if necessary  
Locate adrenaline autoinjector(s)  
Give antihistamine  
Contact parent / guardian

Name of medication:

Dosage:

## Watch for signs of Anaphylaxis (life threatening allergic reaction)

**AIRWAY:** Persistent cough, hoarse voice, difficulty swallowing, swollen tongue

**BREATHING:** Difficult or noisy breathing, wheeze or persistent cough

**CONSCIOUSNESS:** Persistent dizziness, becoming pale or floppy, suddenly sleepy, collapse, unconscious

If ANY ONE of these signs are present:

Lie child flat with legs raised (if breathing difficult, allow child to sit)

**Use Adrenaline autoinjector\* without delay**  
Dial 999 for an ambulance and say **ANAPHYLAXIS**

**If in doubt, give Adrenaline**

After giving Adrenaline:

Stay with child until ambulance arrives, do NOT stand child up

Commence CPR if there are no signs of life

Phone parent/guardian/emergency contact

If no improvement after **5 minutes**, **give a further dose of adrenaline using another autoinjector device, if available**

Signed \_\_\_\_\_ Date \_\_\_\_\_ Parent/guardian consent to administer student Anaphylaxis treatment as above.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Parent/guardian consent to administer Emergency Adrenaline treatment if required



**Appendix 6**

**USE OF MEDICINES IN THE ACADEMY: PARENTAL REQUEST FOR PARACETAMOL TO BE ADMINISTERED BY ACADEMY STAFF**

Please complete this form in **BLOCK** capitals.

<b>Academy</b>	<b>Lord Lawson of Beamish</b>	
Student's Full Name		DOB:
Address		
Reason for the administration of paracetamol	As necessary	
Dosage required		

**CONTACT INFORMATION (For use in an emergency)**

Name:	
Address:	
Telephone Number:	Relationship to student:

**CONSENT**

<b>I give my consent for paracetamol to be administered by a member of the Academy staff.</b>	
<b>Signed.....</b> <b>(Parent/Guardian)</b>	<b>Date.....</b>
<b>Print Name.....</b>	

**N.B. IT IS THE PARENT/CARER'S RESPONSIBILITY TO INFORM THE FIRST AID UNIT STAFF OF ANY CHANGES IN A STUDENT'S MEDICAL CONDITION WHEREBY PARACETAMOL MAY NOT BE GIVEN.**