



*'Growing, loving and learning in the arms of Mary'*

# **Medication & First Aid Policy**

## **Medication & First Aid Policy**

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This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy should be read in conjunction with the DfE (2000) Guidance on First Aid for Schools. (Guidance attached to policy Annex C).

### **Aims**

To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.

To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

### **Objectives**

To appoint the appropriate number of suitably trained people as Appointed Persons (see Annex A) and First Aiders (See Annex A) to meet the needs of the school.

- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.
- To undertake a risk assessment of the first aid requirements of the school.

### **Personnel**

The LA and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

- The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.
- In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Locum Parentis'
- A list of First Aiders and Appointed Persons are kept with this policy (see Annex A)
- Duties of an Appointed Person (Guidance on First Aid DfE 1998)
- Takes charge when someone is injured or becomes ill
- Looks after the first-aid equipment e.g. restocking the first aid container, ordering equipment.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- In addition to the above, First Aiders are required to follow the procedures outlined in this policy.
- Main Duties of a First Aider (Guidance on First Aid DfE 2004)
- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

### **Medication in school**

Legally schools are not compelled to administer medication to children because of the risks involved and possible legal consequences. However, it is our practice and policy, wherever possible, to assist children and parents by administering medicines in school time, if the staff member concerned is willing to do so.

School does impose certain conditions before it will administer medicine to the children in its care as outlined below:

- The medication must have been prescribed by a Doctor. It must be that 4 doses are needed per day (3 doses can be administered from home).
- Non-prescription medicines are not allowed in school.
- No member of staff will administer eye drops or eye cream, in case damage is caused.
- Parents must fill in and return the request form below, accepting full responsibility for the administration of medicine in the school. Medicine must be handed in at the School Office.
- Parents must ensure that all medicines are clearly marked, with the name of the child, the dosage and the time that the medicine should be administered. All medicines must be in their original packaging as dispensed by the pharmacist.
- Key Stage 2 Asthmatic children will keep their own inhalers and administer when required. Key Stage 1 and Early Years Foundation Stage children will be kept in classrooms and children will have access. Parents are asked to advise us of other arrangements.

All Consent Forms must be handed in to the School Office for safekeeping.

### **First Aid Equipment and Facilities**

The Appointed Persons, directed by the Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary. (Record of this will be kept within the First Aid Kits)

All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DfEE Guidance on First Aid for Schools). (For location of First Aid Boxes see Annex A)

First aid boxes and equipment are taken on all school educational and sporting visits.

Basic hygiene procedures must be followed by staff administering first aid treatment.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

A list of the location of First Aid boxes is kept with this policy and signposted within school.

### **Information on First Aid arrangements**

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits.
- In addition the headteacher will ensure that signs are displayed throughout the school providing the following information:
- Names of employees with first aid qualifications.
- Location of first aid boxes.
- All members of staff will be made aware of the school's first aid policy.

### **Pupil accidents involving their head**

School recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. **Where emergency treatment is not required, all bumps to the head will be reported to parents with a follow-up letter** (see procedures below 'Record Keeping and Reporting Accidents').

### **Record Keeping and Reporting Accidents**

- All minor injuries and First Aid Treatments given are recorded in the treatment book kept in the main school office.
- Parents are notified by letter if any First Aid has been administered (see Annex B). A copy of the letter sent home is kept in the School Office.
- Parents are contacted by telephone with a follow-up letter if a child has received a bump to the head, a wasp or bee sting or a significant incident.
- For more serious injuries, a Sunderland City Council Accident Form is completed (AR1)
- In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.

### **Statutory requirements for Accident Reporting**

The Governing body will implement the LA's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven days)
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital
- For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

## **Appendix A - Appointed Person/First Aiders/Location of Boxes**

### Appointed First Aider / Managing Medication Person

Mrs Atkinson - School Office.

First Aid at Work and Managing Medication in Schools

Mrs Burke – Managing Medication in School

### First Aider's

Mrs Atkinson	Office	First Aid at Work
Mrs Bowley	KS1	Paediatric First Aid
Miss English	KS1	Paediatric First Aid
Mrs Finlayson	KS2	Paediatric First Aid
Mrs Hughes	Foundation Stage	Paediatric First Aid
Mrs Little	KS2	First Aid at Work
Mrs Macrae	Lunchtime	Paediatric First Aid
Mrs King	KS1	Paediatric First Aid
Mrs Morley	KS1	First Aid at Work

### First Aid Stations

Main Cupboard in Main Entrance

Nursery

Reception

Year 1/2 Practical

Year 3 Practical

Year 4 Practical

Year 6 Practical

First Aid bum bags for Lunchtime Supervisors, staffroom and educational visits.

## Appendix B – Copy of First Aid Form

ST MARY'S RC PRIMARY						INCIDENT / ILLNESS - REPORT SLIP						
IMPORTANT FOR THE ATTENTION OF THE PARENT/CARER/TEACHER												
Pupil's Name:					Class Teacher:					Date:		
Location of Incident:								Time:				
Injury / Illness - Please tick below						Action Taken / Treatment - Please tick below						
Bump / Bruise to:	Cut / Graze to:	Headache / High Temp	Asthma Attack	Nosebleed	Other :	Cold Compress	Dressing Applied	Area Cleaned	Teacher Informed	Parent Contacted / Informed	The Child was well enough following First Aid to remain in school	Incident Report Completed if necessary
<b>SCHOOL COPY</b>						Authorised Signature:						
Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital and take this slip with you												

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IMPORTANT FOR THE ATTENTION OF THE PARENT/CARER/TEACHER												
Pupil's Name:					Class Teacher:					Date:		
Location of Incident:								Time:				
Injury / Illness - Please tick below						Action Taken / Treatment - Please tick below						
Bump / Bruise to:	Cut / Graze to:	Headache / High Temp	Asthma Attack	Nosebleed	Other :	Cold Compress	Dressing Applied	Area Cleaned	Teacher Informed	Parent Contacted / Informed	The Child was well enough following First Aid to remain in school	Incident Report Completed if necessary
<b>SCHOOL COPY</b>						Authorised Signature:						
Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital and take this slip with you												

**Appendix C – See Guidance on First Aid for Schools**