



## **First Aid and Administration of Medicine Policy**

St Mary's Church of England (A) Primary School promotes the safeguarding and welfare of all students in its care: all policies support the "Safeguarding Policy", are fully consistent with the "Every Child Matters" agenda, and fully support the principles of equal opportunities for all.

**This policy has been written using the Staffordshire County Council Model Policy. The model policy has been adapted to fulfil the needs of St. Mary's CE (A) Primary School.**

### **Aim**

The aim of this policy is to clarify the school's position with regard to first aid, so that staff have the knowledge needed to protect themselves and the children.

### **GUIDELINES**

- The school's appointed qualified First Aiders including Paediatric First Aid are Jill Turner, Sarah Goodwin, Abi Jackson, Neil Young and Hilary Dicks
- The school's Emergency First Aid in the Workplace is Mrs Jill Turner.
- Qualified First Aiders will attend first aid updated courses as and when necessary.
- First Aid equipment is kept in the staff room.
- All first aid boxes are stocked and in date and checked half-termly by support staff.
- First Aid boxes must not contain medications or aspirins/paracetamol.
- Plastic gloves must be worn when treating patients who are contaminated with body fluids such as blood or vomit. The disposable material should be placed in the medical yellow bags provided or double sealed inside two plastic bags.
- Basic personal hygiene must be maintained thoroughly.

- The handbook "First Aid at Work" - St John Ambulance is kept for reference with the first aid equipment. This will be replaced when new publications are produced.
- If a pupil has an accident, bumped head, etc an "Accident/Injury/Illness" Report slip is completed by a first aider, serious incidents and bumped head incidents are reported to parents. If hospitalisation occurs the Headteacher completes the Health and Safety Accident Reporting online for through the portal.
- The "Accident/Injury/Illness" file is kept in the staff room.
- All accidents to employees must be recorded by the injured person, in the Statutory Accident Book BI 510 retained in the school office.
- All accidents must be investigated (post accident risk assessment) by Mrs Clare Hill to determine the cause and to determine the improvements required. Accidents must be recorded on the Staffordshire County Council Accident Investigation Report Form.
- Where a pupil has sustained an injury that requires them to be taken to hospital initially every effort will be made to contact the parents. If this is not possible then a first aider or a member of staff will telephone for an ambulance.
- Where a parent is unable to accompany a pupil, then a staff member must accompany the pupil to hospital in an ambulance. No child should travel alone to hospital.
- The location of accidents are recorded to aid the identification of "areas with high numbers of accidents" which can be reviewed monthly or when concerns are raised.
- A monthly report is created to highlight frequency, type and location of accidents – completed by the headteacher
- All staff have a list of the children on a care plan in school which is kept in class and on the wall in the staffroom for quick reference. The list also includes emergency contact details which are updated annually/ when details change.
- All pupils with significant allergies have their photograph and diagnosed allergy displayed in the staff room and, if food related, the school kitchen.
- All staff have access to the school's Asthma Policy displayed on the notice board in the staff room and also in the first aid file. A list of all the pupils with asthma is displayed on the notice board in the school office – covered with a data protection sheet. Pupils' medical information is updated regularly.
- When pupils are taken out of school, e.g. swimming, school trips, inhalers should be taken plus the first aid travel pack.
- Documentation is completed outlining medication taken and frequency of administration when pupils attend residential trips. A named member of staff will be responsible for medication and record keeping during the stay. On return parents will be notified.
- Refer to Staffordshire County Council's First Aid Policy

- Assessment of First Aid Provision is undertaken by Mrs Denise Keen (Governor) and Mrs Clare Hill (Headteacher) annually.

## **PROCEDURES FOR A CHILD TO BE SENT HOME IN THE EVENT OF AN INJURY/ILLNESS AND THE ADMINISTRATION OF MEDICATION.**

### **Step 1**

If a child complains of sickness/headache/stomachache/cough etc. the class teacher/other adult should check:

- i) Has the child eaten breakfast/lunch?
- ii) Have they been to the toilet recently?
- iii) Do they require a drink of water?
- iv) Is the complaint out of character for the child?

### **Step 2**

The First Aider will assess the child and take one of the following actions:

- i) Treat the child (if appropriate) and the child will return to class
- ii) Seek authorisation from the Headteacher to contact the parents to come and collect the child.
- iii) Log the phone call in the Parent Phone Call log book (located in the School Office).

If a child is injured the following procedures must be followed:

#### **In Class:**

Minor Graze/ small injury

A minor (i.e. a graze/small cut) injury may be treated by the first aid staff. The adult should complete an accident form.

#### **Serious Injury**

A serious injury should be referred to a fully qualified First Aider.

The First Aider **must** complete and sign/ date the accident form ensuring that a copy is retained in the school. A parental notification of injury form must be completed and given to the parent when they collect their child or at the end of the day.

#### **In the Playground:**

i) A minor injury may be treated by any staff member by sending the child to first wash minor cuts, grazes etc. Then it can be assessed as to whether it needs to be referred to a first aider.

ii) A serious injury or one assessed as needing some treatment should be referred to a duty first aider. After treatment the First Aider **must** complete and sign/ date the accident and parental notification forms.

#### **Serious Injuries on school premises**

- An ambulance will be called as directed by the first aider or senior member of staff.
- Parents should be informed immediately and a member of staff should accompany the child if the parent is not available.
- A copy of the child's contact sheet should be taken to show if the child has any allergies, current medication etc.
- An accident form should be completed and statements written by witnesses.
- If the child does not return to school the next day a phone call will be made to the family as part of our absence monitoring policy.

### On Educational Visits

- Risk Assessments for all trips should be completed and submitted to the Head teacher for approval at least 5 working days in advance. The Evolve process is completed by Mrs J Turner and approved by C Hill (Headteacher). This should include details of mobile numbers etc. A First Aid Kit must be carried on all visits. Any medicines, asthma pumps etc must also be taken and necessary documentation completed
- All school trips must be accompanied by a trained First Aider.
- If first aid is administered on a school trip the First Aider must complete the accident form on return to school.
- 

### Drugs and Medications in School - Prescribed Medicines

On the rare occasions that children need medication during the school day a written parental consent form (see Appendix A) needs to be completed which is available from the school office. A letter from the GP is required to outline administration details.

As a general rule:

- The school will only administer **prescribed** medicines that cannot be given outside the school day. For antibiotics that need to be given 3 times a day – these can be given before school, after school and at bedtime, so there would be no need for staff to administer the medicine in school.
- The school **will not**, administer any Paracetamol or Ibuprofen products such as Calpol. If your child needs such medicines administered during the school day then they are probably not well enough to attend school. We do understand however that there may be exceptional circumstances, where a child may need pain relief in school time. In these exceptional circumstances, agreement to administer analgesic products or prescribed medication must be sought, in advance, by the Headteacher from the parent and with written confirmation from the GP, (so that a care plan can be written according to need and medication prescribed). A First Aider will then administer the medication and the necessary documentation will be completed. Parents are notified at the end of the day of the drug and dosage given to their child.
- The school will not accept a third party administering medicines to a child e.g. a friend of the parent.
- The school will consider each pupil's individual medical needs to determine how the school can best accommodate the child within existing resources or whether specialist training is required. Where required, an individual care plan in conjunction with parents and appropriate health professionals will be put in place.
- Prescribed medicines are stored safely office safe or staff room (bolted) medical cabinet. The medicine must be labelled with the child's name. Inhalers are kept in a box in the medicine cabinet – in the staffroom, with a sheet for recording when administered.
- If pupils are attending a residential visit with the school, parents will hand over medication and written confirmation (including name, medication, administration instructions) to a member of staff. The staff will then sign a sheet to accept receipt of the documents and medicines.
- Only staff who have received first aid training can administer medicines.

- The school maintains a written log of all medications administered to pupils in school (see Appendix A).
- 
- In the case of long-term care plans, the school will review annually any written agreements between parents and the school to ensure they are valid.

### **Sun Cream**

Children will be encouraged to cover up and wear a hat on sunny days. If a child has a particularly sensitive skin and needs to apply sun cream an adult in school will supervise the child applying cream prior to going out to play at lunchtime. The cream must be labelled with the child's name and will be stored by the class teacher for the day. A written medical request form must have been completed by the parent.

Appendix A

**St. Mary's CE (A) Primary School**



**Parental agreement for school/setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	St. Mary's CE (A) Primary, Muckleston
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	/ /
Expiry date	/ /
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes/No
Procedures to take in an emergency	

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to:	Mrs Hill

- I accept that this is a service that the school/setting is not obliged to undertake.
- I understand that I must notify the school/setting of any changes as soon as possible and complete another form if necessary.
- I confirm that I will collect the medicine at the end of each school day.

Date \_\_\_\_\_

Signature(s) \_\_\_\_\_

**Record of medicine administered to an individual child**

Date	/ /	/ /	/ /
Time given			
Dose given			
Name and Signature of member of staff who administered med.			
Parent signature upon collection			
Time of collection			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name and Signature of member of staff who administered med.			
Parent signature upon collection			
Time of collection			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name and Signature of member of staff who administered med.			
Parent signature upon collection			
Time of collection			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name and Signature of member of staff who administered med.			
Parent signature upon collection			
Time of collection			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name and Signature of member of staff who administered med.			
Parent signature upon collection			
Time of collection			