

First Aid Policy

Including supporting children with medical conditions and the administration of medicine

St Andrew's Church of England Primary School

We believe that 'Everyone is different. Everyone is special. Everyone is our neighbour.' As Jesus taught us to love unconditionally, so we strive to nurture respect for all; to provide a rich and stimulating curriculum that considers the individual; and to care for the intellectual, social and spiritual well-being of our whole school community - encouraging positive engagement with the wider world, as affirmed through our school values and parable of the Good Samaritan.

Jesus said, "Love the Lord your God ..." and, "Love your neighbour as yourself." Luke 10:27



At St Andrew's we are committed to keeping pupils and staff safe. Our school policies are an essential part of the way we safeguard all members of our diverse school. We support democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. These principles help us to listen to each other and learn from each other to create a safe and rich learning environment for pupils and staff alike.

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St Andrew's C E Primary School

First Aid Policy

Aims

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given appropriate care and understanding in our school. This care should extend to emergency first aid provision and the administration of medicines.

Legislation

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [The Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

Who

The officer manager and HLTA order first aid equipment and ensure that the first aid boxes are correctly stocked at the beginning of each academic year.

The school needs one person trained in First Aid at Work (3-day course) (Gemma Witney). With an Early Years Foundation Stage a staff member trained in Paediatric First Aid (2-day course) is required. In addition six staff are trained in Emergency First Aid (1-day course). There is a document recording up to date First Aid training of staff.

Other specific training may be required for children with particular needs e.g. diabetes.

In the morning and lunchtime breaks, staff who are on duty are acting in loco parentis and so can administer basic first aid. If in doubt, staff can take advice from one of the named first aiders.

Where

The medical room is next to the school office. There are first aid boxes in all classrooms, the canteen, the small kitchen, the staffroom/playground and the school hall.

Procedures

Plastic gloves are to be worn when dealing with accidents. Plastic aprons are available in the medical room and the cleaners' cupboard. Blood-soiled dressings and used gloves/aprons should be disposed of in the first aid bin in the medical room.

Children should be brought to the medical room for treatment, unless only a plaster is needed or an ice pack applied immediately.

An up-to-date list of children with medical conditions is kept in the medical room, the staff room, canteen and in classrooms. All lists are accessible but out of sight.

All head injuries or serious accidents should be written in the accident book, which makes a copy of the report so that one can go home to parent/ carer. All serious incidents should be reported to the Head or Deputy-Head and reported to OCC Health and Safety online.

In the case of any non-visible, substantial or serious injuries (where parents need to be informed), an accident slip (as above) should be completed and passed to the parent at the end of the day. The slip should go to the class teacher to be handed onto the parent/carers. If the child is going to After School Club (ASC), the teacher should pass the slip on to the After School Club Manager.

Head Injuries

All head injuries should be seen by one of the named first aiders or Gemma Witney or another First Aider if they are all out of school. The child's teacher should always be informed. An accident form (as above) should be completed for all head injuries and parents contacted immediately where appropriate.

Educational Visits

When children are taking part in off-site visits, a First Aider accompanies all groups. The member of staff organising the trip is expected to identify this member of staff in the risk assessment when planning any visit. For Foundation Stage visits, we ensure that a paediatric trained First Aider accompanies the group. There are first aid kits for off-site visits which are kept in the medical room. Inhalers, EpiPen's and other medicines for specific children should be taken on the trips, with any protocols required.

Asthma Inhalers

Asthma can be a life-threatening disease and attacks can start very quickly. Y6 children with an inhaler are encouraged to keep inhalers with their personal belongings. All other pupils have their inhalers kept in the medical room in a named bag hanging on a hook, so it can be quickly identified by any adult. All children with asthma should have a named inhaler in school at all times – this is the parents' responsibility. Children attending After School Club will have their medications taken down to ASC.

There are 2 emergency school inhalers in the medical room. This must only be used if the child's own inhaler is not available and their parents have given permission for their child to use the emergency inhaler. Permissions are noted on the 'whole school medical information' documents in the medical room and staff room. The information is also included in classroom lists.

Analgesics

Staff should never administer analgesics in school unless they are prescribed by a doctor for specific conditions e.g. Migraine.

Defibrillator

The school has a defibrillator in the medical room. If required, the emergency responder should follow the instructions in the device.

Calling the Emergency Services

In the case of major incidents, it is the decision of the Headteacher / Senior Management Team whether the emergency services are contacted. If a member of staff is asked to call the emergency services, they must state:

- what happened
- the child's name
- the age of the child
- whether the child / casualty is breathing or conscious / unconscious
- the location of the school.

In the case of the emergency services being called, a member of staff should wait by the school gate and guide the emergency vehicle in to school.

If the casualty is a child, their parents should be contacted immediately. If the casualty is an adult, their next of kin should be informed immediately. All contact numbers for children are clearly located in the office.

Signs

Signs and information about first aid are displayed around the school.

Supporting children with medical conditions

St Andrew's has a responsibility to ensure that pupils with medical needs have access to high quality educational support to enable them to continue their education effectively. Good communication and co-operation between the school, home and other professionals are essential. A named person (Mrs Jo Holmes – Headteacher) is responsible for the effective implementation of this policy.

The key aims of this policy are to:

- provide continued education as normally as the condition allows;
- reduce the risk of lowering self-confidence and educational achievement;
- promote equal access to education for all children and young people;
- establish effective liaison.

The Headteacher will:

- monitor the attendance of all pupils with medical conditions (Code M – authorised absence for medical reasons, and Code B – when the pupil is receiving education other than at school);
- liaise with an Attendance and Engagement Officer regarding **all** pupils expected to be absent from school for 15 days or more (including time in hospital);
- liaise with the Attendance and Engagement Officer, Educational Psychologist, medical professionals and Oxfordshire Hospital School staff, as appropriate, to plan provision;

- co-ordinate education provision from the **first day** of absence for those pupils who have disrupted patterns of schooling (for those pupils with recurring illnesses and chronic conditions);
- ensure that pupils educated at home receive a minimum entitlement of 5 hours teaching per week, as long as the pupil feels able to cope;
- co-ordinate the provision of work that will support a broad and balanced curriculum, where appropriate;
- ensure that there are mechanisms in place to communicate information about activities and social events to enable pupils to keep in touch with peers;
- monitor provision, progress and reintegration arrangements;
- ensure that the views of pupils and parents/carers are taken into account;
- ensure that appropriate Code of Practice (SEN and Disability) procedures are in place, as required.

This policy endorses the Oxfordshire County Council Policy 'The education of children and young people who are unable to attend school due to medical needs' (2017) and DFES statutory guidance 'Ensuring a good education for children who cannot attend school because of health needs' (2013)

Asthma policy statement

- All pupils at this school with asthma have easy access to their emergency medicines.
- All pupils are encouraged to carry and administer their own emergency medicine, when their parents and health specialists determine they are able.
- Pupils who do not carry and administer their own emergency medicines should know where their medicines are stored and how to gain access.
- The school will display information about dealing with asthma for staff.
- The school will hold an emergency asthma inhaler.

Adrenaline auto-injector policy statement

- All pupils at this school at risk of anaphylaxis have easy access to their own adrenaline auto-injectors.
- Pupils and staff know that all adrenaline auto-injectors are stored in the medical room – they are labelled with pupils' names and photos.
- The school will display information about dealing with anaphylaxis for staff.
- The school will hold 2 emergency adrenaline auto-injectors.

Short-term medical needs

Many pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only, and to allow pupils to do this will minimise the time they need to be off school. Parents/guardians are welcome to come to the school to administer medication. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours.

Medication should only be brought to school when absolutely essential, and the *Request for School to Administer Medication* form must be completed (copy attached). The completed form, together with the medicine, should be handed to the school office, for records to be updated.

If a child attends breakfast club, a parent/guardian should still bring the medicine to school.

Administering medication

No pupil should be given medication without his or her parent/guardian's written consent.

Any member of staff giving medicine to a pupil should check:

- the pupil's name
- written instructions provided by doctor
- prescribed dose
- expiry date.

If in any doubt about the procedures the member of staff should check with the parents or a health professional before taking further action.

Staff should complete and sign the Medicine Record Book (copy of page attached) each time they give medication to a pupil. It is good practice to have the dosage and administration witnessed by a second adult.

Non-prescription medication

School staff **should not give non-prescribed medication** to pupils. They may not know whether a pupil has taken a previous dose, or whether it may react with other medication being taken. **A child under 12 should never be given aspirin, unless prescribed** by doctor or dentist.

Self-management

Although it is good practice to allow pupils who can be trusted to manage their own medication, and St Andrew's encourages this, pupils may not carry medicine with them or in their bags. Medicine should be handed to the school office in the usual way and written parental consent still needs to be given.

If pupils can take their medicine themselves eg, inhalers, then staff still need to supervise this and record what medication has been taken.

Refusing medication

If pupils refuse to take medication, school staff will not force them to do so. The school should inform the child's parents/guardians. If necessary, the school should call the emergency services.

Record-keeping

Parents/Guardians are responsible for supplying information about medicines that their child needs to take at school, and for letting the school know of any changes to the prescription or the support needed.

The *Request for School to Administer Medication* form (example attached) provides a standard format for providing written details.

A record of medicines given to pupils, and of the staff involved, is kept in the medical room.

A central database will be updated annually containing all medical information for children at St Andrew's. A copy will be held in the medical room, the staff room and class specific information given to each class teacher.

Residential visits

Individual risk assessments will be completed for any children requiring medication whilst away from home on a residential visit, if administration falls outside the remit of this policy.

GUIDELINES FOR PARENTS IN THE ADMINISTRATION OF MEDICINE IN SCHOOL

Whenever it is possible, parents or guardians should administer any medicine. However, if this is not possible, the school must insist that parents or guardians agree and sign their consent as follows:

1. A prescribed medication will be delivered to the school office, showing that it is necessary to take medication during school hours. (Please note that medicine which is prescribed three times a day can be effectively delivered out of school hours).
2. The attached *Request for School to Administer Medication* form must be completed by the parent/carer, with clear indication of dosage and timing.
3. Medicines must be clearly labelled with the contents, owner's name and dosage **and should be no more than one day's dose where possible**.
4. The staff attached to the child's class, will be informed and will administer the medicine from the medical room and record administration.
5. Parents accept that, whilst the school will always act in the best interests of your child, all responsibility for the administration of medicines lies with the parent and not with the school.



St Andrew's Church of England Primary School

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

DETAILS OF PUPIL

Name of Pupil.....

Address.....

Date of birth.....

Class and teacher.....

Details of condition or illness.....

MEDICATION – only medicines prescribed by a doctor may be given

Name/type of medication.....

For how long will your child take this medication?.....

Date dispensed.....

Full directions for use

Dosage and timing.....

Special precautions.....

Side effects.....

Procedures to take in an emergency.....

I confirm that it is necessary to take this medicine in school hours

I confirm that my child may administer his/her own medicine.

Please delete if inappropriate

CONTACT DETAILS

Name and telephone number.....

I understand that I must deliver the medicine personally to the school office, and accept that this is a service which the school is not obliged to undertake. I have read the above conditions relating to medicine at St Andrew's CofE Primary School, and I recognise the school's disclaimer of responsibility with respect to the administration of any medicine.

Signed..... (Parent or guardian)

Date.....

Relationship to pupil:

[Letter to parents]

Dear Parents/Carers,

We have a policy on the administration of medicine in school, and therefore feel it is a good time to remind you of the way St Andrew's cares for children who require medication.

The most important thing to remember is please do not send your child to school if he or she is unwell, nor encourage them to return to school until they are able to cope properly with a full school day.

Medication should only be taken at school when absolutely essential but we accept that this will minimise the time a child needs to be off school. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours, and parents are encouraged to ask prescribing doctors/dentists about this.

Please note that medicine which is prescribed to be taken three times a day can be effectively delivered out of normal school hours.

If prescribed medicine needs to be taken during the school day, then parents or guardians are welcome to come to the school with the medicine and administer it to their child.

However, if this is not possible the parent or guardian may deliver a small amount of the medication to the school office, together with a signed consent form.

These forms, *Request for School to Administer Medication* forms, are available from the office, and can be filled in when the medication is brought to school. There is no legal requirement on staff to give medicine to pupils, but the staff have agreed to do so, on a voluntary basis, as long as our guidelines are followed.

NB staff are not able to administer non-prescribed medicines.

Please take medicine to the school office, and not to the classroom. It will be stored in the medical room (in a fridge if necessary).

St Andrew's C of E Primary School

Record of Medicine Administered to all Children

[illegible]