



First Aid and Medications Policy

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FIRST AID AND MEDICINES POLICY

The Governing Body

It is the Governing bodies responsibility to ensure that the Academy meets the requirements of the Children and Families Act 2014 and ensures that it makes appropriate arrangements for supporting pupils with medical conditions.

Aims

We have the following aims:

- Pupils at the Academy with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- The Governing Body must ensure that arrangements are in place in schools to support pupils at the Academy with medical conditions.
- The Governing Body should ensure that leaders consult health and social care professional, pupils and parents to ensure that the needs of children with medical conditions are effectively met.

Lead Professional

The lead professional with responsibility for Medical Conditions is Paul Daniels, The Principal who is responsible for the implementation of this policy and will ensure the following:

- That staff are suitably trained
- That all relevant staff are made aware of the child's condition
- That there is sufficient cover arrangements if staff are absent or there is a changeover in staff
- That there is briefing for supply teachers
That there are risk assessments for school visits, holidays and other Academy activities outside of the normal timetable
- That individual Health Care Plans are developed and monitored

Procedure When a pupil has a medical conditions

When a pupil joins the Academy the following practice will be carried out:

- The Academy will endeavor to make contact and set arrangements before the pupil arrives and to cover any transitional arrangements
- Any required staff training to meet the medical need will be planned and delivered
- The principal will ensure that every effort will be made to have arrangements in place within two weeks

- Where there is differing opinion about medical need the Academy will seek medical advice, and challenge those persons concerned in order for a judgement to be made on the best Health Care Plan being devised.
- Plans will be checked Annually to be kept up to date or earlier to ensure best practice
- The Contents Of Individual Health Care Plans can be found in Appendix 1

The First Aid Team

- The Academy's registered First Aider at work is Mrs Chris Raffle
- Mrs Bailey, Mrs Christopher, Miss Bingham, Miss Ind Smith, Mrs Pekala have undertaken Paediatric First Aid training, these adults are in each phase of the Academy.
- Miss Bingham has undertaken Forest School First Aid training
- The Academy will ensure all Teachers, Support Teachers and Midday-Supervisors will be trained in basic first aid

First Aid Resources

First Aid resources are located in the school's First Aid room

First Aid materials are also located in Corridors outside Reception, Y3/4 and Y5/6 and in the First Aid room for Y1/2.

When pupils are outside for playtime and lunchtime staff supervising ensure a portable first aid kit is in both Junior and Infant playgrounds carry an emergency first aid kit. In addition there is a first aid cupboard in the canteen.

Ice packs and holders are located in/by the fridge/freezer within the staffroom.

The school's registered First Aider is responsible for monitoring and ordering supplies.

Accident Reports

In the case of a pupil accident, the procedures are as follows:

The member of staff will assess the injury. In cases where the injury requires first aid or in the case of a head bump, the child will be escorted to the first aid room/ first aid station to receive treatment from a first aider. In instances where the member of staff on duty deems the child should not be moved from the location of the accident, they will call for other adult assistance using walkie-talkies or send a another adult/child for assistance.

The first aider who administers first aid should record the incident in an Accident Book and complete a 'First Aid' note to go home for parents. Any child suffering a head bump should be given a 'head bump' note to take home from the registered first aider Chris Raffle.

In the case of **any** serious injury parents will be informed personally.

In some instances, parents will be telephoned immediately and asked to come into school to assess the injury themselves. Serious injuries which require hospital treatment should also be recorded using the SHE online, LA Accident Record sheet.

School Visits

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

Where pupils are leaving site for a school trip a portable first aid kit will always be carried. As above where treatment is required regarding procedures.

Administering Medicines in School

Although the giving of medication to children is a parent/carer responsibility, school staff may be asked to perform this task but they may not, however, be directed to do so. The administering of medicines in school is entirely voluntary and not a contractual duty. In practice though, many school staff do volunteer.

Prescribed medicines may be administered in school where written permission has been given by the parent. Most prescribed medicines can be taken outside of normal school hours. Wherever possible, the pupil will administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, a member of staff will administer the medicine. This must be one of the medical team. If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly. In all cases, the school should have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. Parents should also ensure the school has the necessary resources to administer the medicine.

For short term medication e.g. anti-biotics permission form will be kept for the lifetime of the treatment only.

For longer term needs (for example preventative medicine) forms will be kept in a file in the medicine cupboard in the office.

Asthma inhalers should be kept in individual classrooms and teachers should keep a record of who has an inhaler in school using the school's 'Asthma Inhaler' record sheet.

One epi-pen per child (or adult) is kept in school in the child's classroom.

Parents are responsible for checking dates on medication and for renewing it as necessary.

All staff undergo epi-pen/asthma training, which is provided by the School Nurse.

Storage/Disposal of Medicines

Medicines must be stored either in the School Office or the staff-room fridge, depending on the storage instructions. The exception to this rule is inhalers and epi-pens, which must be clearly labelled with the child's name and kept in the child's classroom where they can be easily reached where necessary.

In the case of off-site visits, bottled/package medicines will be held by a member of staff until required. Children will be responsible for carrying their own asthma inhalers.

It is the responsibility of the parents to collect unused/out of date medicines from the school and dispose of them accordingly.

Accidents/Illnesses requiring Hospital Treatment

If a child has an incident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. A member of staff will accompany children in the ambulance if parents are not able to get to school before the ambulance leaves the school premises.

In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child from school. If a member of staff needs to take a child to hospital, it is essential they have the correct insurance and that another adult accompanies them in the car. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children currently are:

Isabella Troiano

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at

risk. Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition.

Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. A school nurse may also provide additional background information and practical training for school staff (for example in the use of epi-pens)

A School Medical File is stored centrally in the office in medicines cupboard which gives information about individual children's needs. All staff are made aware of this and it is kept up to date by the registered First Aider.

Staff Medicines

All staff medicines must be kept out of the reach of children; either in the School Office or the staffroom fridge, dependent upon storage instructions.

Head Lice

Head lice are a perennial problem in schools and parents should check their children's hair regularly and treat any lice promptly. If cases are reported to the school, a note will be sent to parents in the relevant classes to notify them and remind them to check/treat their children.

Training

All staff will be provided with basic First Aid Training. Where additional need are identified by an Individual HealthCare Plan then appropriate training will be provided. Each Phase of school including Early Years will have one practitioner trained in Paediatric First Aid. Two members of staff will be trained at First Aid at Work level.

Policy Cross Reference - safeguarding

This policy should be read in conjunction with the policies below, in order to ensure full statutory safeguarding requirements are met:

Child protection, behaviour, anti-bullying, first aid and medication, positive handling and restraint, health and safety, sex and relationships education, complaints, acceptable users policy, SEN, transport, School/setting trips, attendance.