



# St Peter & St Paul School

**This policy is relevant to the whole school including the EYFS**

## **First aid and Medication Policy**

The Trustees believe that ensuring the health and wellbeing of staff, pupils and visitors is essential to the success of the school. They wish to ensure that pupils with injury and/or medication needs receive appropriate care and support at school.

The Headmaster will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so, and in administering First Aid.

St Peter & St Paul School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### **1 Scope**

This guidance is applicable to all those involved in the provision of first aid related to school activities.

### **2 Objectives**

2.1 To ensure that there is an adequate provision of appropriate first aid at all times

2.2 To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

### **3 Guidance**

3.1 The Bursar will be responsible for the implementation of this policy.

3.2 The Bursar will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:

- Size of the school and whether it is on split sites / levels
- Location of the school
- Specific hazards or risks on the site
- Staff or pupils with special health needs or disabilities

- Previous record of accidents / incidents at the school
- Provision for lunchtimes and breaks
- Provision for leave / absence of first aiders
- Off site activities, including trips
- Practical departments, such as science, technology, PE
- Out of hours activities
- Contractors on site and agreed arrangements

### 3.3 Specific first aid provision

- Minor injuries are dealt with by staff on duty but if staff on duty require assistance a first aider will take charge of the situation.
- There is access to the medical room which is managed by the qualified first aiders
- The qualified first aiders are available when pupils are in school and they will administer first aid and deal with accidents and emergencies or when someone is taken ill. First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called
- The school will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day
- If a pupil becomes ill during the day the school will contact the parents so that the child can be collected.
- In the case of any head injury, a letter indicating the nature of the injury is given to the child for the parent at the end of the school day in order that the child's condition can be monitored.
- From time to time all academic staff and some -non-academic staff undergo first aid training and a number of staff have a First Aid at Work qualification. Permanent staff in the EYFS have paediatric first aid certificates.
- First aid training will be refreshed every three years
- First Aid Boxes
  - First aid boxes will be provided in areas of the school where accidents are considered most likely
  - A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events.
  - First aid boxes will be replenished as necessary
  - The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347
- First Aid Notices
  - Lists of members of staff who are qualified first aiders or Paediatric first aiders and those who are trained appointed persons will be displayed on noticeboards in the school
- Access to First Aid
  - All pupils and staff will be given information on the provision of first aid at their induction
- Records
  - Details of any incident which requires treatment will be recorded in the school accident book ( red folder in the staff room) The staff accident book is kept in the medical room.
- Emergency Medical Treatment
  - In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent

- Upon being summoned in the event of an accident, the First Aider is to take charge of the First Aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate First Aid and make a balanced judgment as to whether there is a requirement to call an ambulance.
- The First Aider is to always call an ambulance on the following occasions:
  - In the event of a serious injury
  - In the event of any significant head injury
  - In the event of a period of unconsciousness
  - Whenever there is the possibility of a fracture or where this is suspected
  - Whenever the First Aider is unsure of the severity of the injuries
  - Whenever the First Aider is unsure of the correct treatment
  - An epi pen/anapen has been used
  - The child has specific medical needs known to the school
  - A first seizure
  - A nose bleed lasting more than 20 minutes
  - Prolonged Asthma which is not relieved by prescribed medication
- Calling an Ambulance
  - The first aiders will normally be responsible for summoning an ambulance and for escorting the pupil to hospital. If unavailable a member of staff will always stay with a pupil in hospital until their parents have been contacted.
- The school operates its policy in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The records are kept in the Medical Room.

### **Medical care and Medicine**

The school keeps a record of known allergies and medical complaints suffered by any particular child. Under the terms of the Children Act the school is legally bound to keep a record of medicinal products administered to any child during the school day.

#### **1) The Keeping of Medical Records**

Medical records are kept on children's personal files and a list can be obtained from Reception/School Secretary if there is any doubt as to whether a child has a known allergy or medical problem. Medical records are kept in a file in the staffroom and an additional copy is kept in the medical room to be available to take to hospital if necessary.

#### **2) Allergies**

For children who have allergies that require the possible use of an epipen, training is given to appropriate staff and the epipens are stored in the infant block or staff room in the junior school and are taken on all outings. It is the responsibility of staff to ensure that they are aware of the location of epipens for children in their care at all times. Immediately following the use of an epipen, the child will always be taken to hospital and parents informed.

### **3) Administration of Medicines**

Nominated staff, currently the first aiders and school secretary administer medication. Medication can only be given if a parent has signed a Medication to be Administered Form. In the case of long-term medication, administration is permitted if the parent has given written permission by letter addressed to The Headmaster. In these cases permission will be required on a termly basis. Except where medication is prescribed by a doctor, the school reserves the right to refuse to administer medication if there is reason to believe that the medication may not be in the best interests of the child.

### **4) Long term medication**

For each pupil with long-term or complex medication needs, the SENCo will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

### **4) Storage of Medicines**

Medicines that require cold storage will be kept in the Medical Room fridge while all other medicines will be kept in a locked cupboard in the Medical Room.

Medicines are returned to parents as necessary and are destroyed if out of date.

Policy last reviewed	September 2015
Next Review	September 2016
Review initiated by	Headmaster