



## First Aid Policy (including managing medication)

Please see Covid Operational Risk Assessment for changes to procedure 2020-21

Amendments include:

- **Medical room = SEN room**
- **PPE to be worn when administering First Aid**

Suitable and sufficient first aid facilities and first aiders are provided within the school and when on school visits to enable a reasonable response to injuries/incidences incurred by employees or pupils. We have an adequate number of first aiders, formally appointed and trained to the competent first aider level. Qualifications are updated by those concerned when necessary.

In determining the number of trained first aiders needed for school purposes, consideration is given to the nature of activities carried out within school, on school visits and during extra curricular events.

Medication is kept in a fixed locked store in the first aid room or (if necessary) the staff room fridge. Waste materials are disposed of in the sanitary bin in the staff toilets and a wash basin is available for incidents occurring on the school site.

This First Aid room is the school office. It has an external phone line for emergency calls. Details of children with severe medical conditions are stored in the first aid room – including a copy of their care plan.

The people responsible for organising first aid within Grange First School are Debbie Rosby, Kerry Milne and Lisa Bland.

### ***Current trained first aiders are:***

Debbie Rosby, Jen Scott/Lisa Bland (paediatric First Aid) Alison Crow, Michelle Hardy, first Aid, Diane Rose, Sascha Rochester (paediatric) Amanda Todd, Louise Watson, Chris Carr, Kerry Milne, Kathryn Foster (paediatric First Aid) Helen Wilkinson, Hannah Peters, Vicky Turnbull – Forest School

(First Aid staff and class teachers are also trained in use of epipen and diabetic insulin injections and this training is provided by the school nurse)

Debbie Rosby ensures that first aid facilities are maintained and adequately stocked and kept in the designated locations. The first aid provisions are in line with the legislative requirements. A notice is secured to the outside of the first aid room. In the event of an emergency **ANY** qualified first aider can be contacted.

Records of all first aid treatment given are maintained by first aiders. A record book is kept with sections for different types of injuries/conditions. For serious head injuries and any other severe injury, full accident reports are completed and sent to the Education LA.

Parents are informed of first aid treatment given in the event of a serious injury to their child. In every case of a head injury parents are directly contacted. Class teachers inform parents at the end of the day about any minor injuries treated by first aiders as well as ensuring parents receive an accident form.

Prior to **school visits**, the organising class teacher completes a detailed risk assessment with regard to the trip. Included in the assessment are any medical issues of pupils that need to be considered and any adjustment to adult-pupil ratio that may be required (for behaviour or medical intervention). When on school trips the attending first aider is responsible for organising the first aid kit, 'sick' buckets, asthma inhalers and all required medication. Portable first aid kits are provided for out of school visits, etc. and where practicable a first aider will be available for visits/trips. A qualified first aider is also on duty at the after school and holiday club which is operated by a third party.

## FIRST AID MATERIALS, EQUIPMENT AND FIRST AID FACILITIES

- First aid equipment is clearly labelled and easily accessible

## FIRST AID CONTAINERS

- There is no mandatory list of items for a first aid container. However the HSE recommended that where this is no special risk identified, a **minimum** provision of first aid items would be:
  - A leaflet giving general advice on first aid
  - 20 individually wrapped sterile adhesive dressings
  - Two sterile eye pads
  - Four individually wrapped triangular bandages
  - Six safety pins
  - Six medium sized individually wrapped sterile un-medicated wound dressings
  - Two large sterile individually wrapped sterile un-medicated wound dressings
  - One pair of disposable gloves
  - Equivalent or additional items are acceptable
- Schools first aid procedures should identify the person responsible for examining the contents of first aid containers. (Debbie Rosby) These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the school. Items should be discarded safely after the expiry date has passed.

## TRAVELLING FIRST AID CONTAINERS

Before undertaking any off-site activities, the EVC should assess what level for first aid provision is needed. The HSE recommend that, where there is no special risk identified, a minimum stock of first aid items for travelling first aid containers is:

- A leaflet giving general advice on first aid
- Six individually wrapped sterile adhesive dressings
- One large sterile un medicated wound dressing
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves
- Equivalent or additional items are acceptable. Additional items may be necessary

School has a suitable room (support staff room) that can be used for medical or dental treatment when required and for the care of pupils during school hours. The area contains a washbasin and is reasonably near to a toilet. It is appropriate for the purpose and is readily available.

## HYGIENE AND INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment

## REPORTING ACCIDENTS AND RECORD KEEPING

### Accident Reporting.

It is the school's policy that all accidents involving any employee, student/pupil or visitor, which occurs within the school or during authorised outside activities, are reported and investigated in line with legislative requirements and good health and safety management.

All adults' accidents must be reported to the Headteacher and recorded in the accident book. For accidents involving pupils a normal exercise book is used, with serious cases reported to the Headteacher.

All accidents and incidents which are reportable under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 are reported to the authorities in line with the requirements of the legislation.

Serious accident statistics (i.e. completion of accident book) are recorded and analysed on a regular basis in order to monitor trends and identify areas for improvement. This analysis will be made known to Governors upon request and appropriate management and authority representatives.

The Education Department Health and Safety Officer will investigate accidents where it is considered that avoidable hazards have been a contributory factor, or where there may be implications for other schools. All reasonable efforts will be made to prevent a recurrence of such incidents.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

School still keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. HSE must be notified of fatal and major injuries and dangerous occurrences without delay (eg by telephone). This must be followed up within ten days with a written report on a Form. Other reportable accidents do not need immediate notifications, but they must be reported to HSE within ten days on a Form.

### Emergency Procedures

In the event of an emergency, the first aider on duty and/or the Headteacher may make the decision to call for the emergency services (on the phone press 9 for an outside line, followed by 999). An emergency is any situation where the first aider considers that expert help is required. In some situations, it may be sufficient to call the parents/carers and suggest they take their child to the doctors/hospital. However, more immediate action may be required eg. a wound where blood flow cannot be stemmed, severe bumps to the head with loss of consciousness, hyperventilation that lasts for more than 10 minutes, an epileptic seizure that continues for longer than normal for the individual child. **IT IS THE DECISION OF THE FIRST AIDER ON DUTY AND THE HEADTEACHER OR SECOND FIRST AIDER TO ELECT TO CONTACT THE EMERGENCY SERVICES.**

### Pupil Allergies, Medical Conditions and Medication

A record of pupil allergies and medical condition is held in paper form, on the SIMS systems and is distributed to teaching staff.

It is our aim that children are not prevented from attending school regularly due to their medical needs, and therefore we try to accommodate medical and medication issues as far as possible. However, it is the general policy for employees **NOT** to administer medication to pupils within the school, unless authorised by the Headteacher. Teachers are not required to administer medication.

Where possible, we urge parents to arrange for their children to take medication outside of the school day, for example if antibiotics are required 3 times a day, we suggest that children can take them before school, after school and before bedtime. If children require a fourth dose, we will administer this at lunchtime.

Staff authorised to dispense medication are currently those teaching assistants qualified to deliver first aid as well as Mrs Rosby and Mr. Ward. Such personnel may only administer drugs or medication to a specific pupil, for whom:

- the medication has been prescribed by a hospital or general practitioner (with dosage details and name clearly marked on the container/bottle/packet),
- a letter of authorisation and/or receiving signature has been given by the Parents/Carers of the child and
- authorisation has been given by the Headteacher.

All medication must be handed to either a first aider or the Headteacher.

In the case of controlled medication (eg Ritalin), the medication must be placed in a locked container within the locked store in the first aid room. Parents and a first aider/Headteacher must count the medication and sign the medication into school when it is received.

When controlled medication is dispensed, the dispensing first aider signs and updates the care plan.

Pupils will not be forced to take medication. If they refuse the prescribed medication, parents/carers will be notified. If the refusal to take medication results in an emergency, the first aider on duty and/or Headteacher will follow emergency procedures and call for an ambulance.

All other medication must be stored in the locked store, or in the case of liquid antibiotics, in the fridge. Only authorised staff have access to the store cupboard keys. Children who require the use of epipens have one pen stored in the medical cupboard and another in the classroom.

Children with asthma must have immediate access to (blue) inhalers at all times, the inhaler must be labelled with the pupil's name and correct dosage to be administered and the child's name should be added to the asthma register (held in class and updated by Debbie Rosby). Inhalers are kept in the classroom. A record sheet detailing the frequency of inhaler use has been provided by parents and is held in the school office. In the event that a child requires more frequent use than normal, this information should be passed on to the parents/carers of the child as it may indicate an underlying problem.

Parents are informed that dispensing any form of medication is a 'voluntary' act on the part of the school, and that the facility can be withdrawn at any time, and is dependent on the availability of qualified first aiders in school. If at all possible, parents are requested to organise the taking of medication outside of school hours

As a school we will not normally dispense non-prescription medication. If parents/carers feel this is necessary to enable a child to attend school, they must contact the Headteacher to discuss the issue. She will then seek written consent from the parents/carers and Debbie Rosby, Kerry Milne or the Headteacher will be responsible for administration.

**Aspirin and Ibuprofen will not be administered to any pupil without a doctor's prescription.**

**This policy was reviewed and amended in September 2020 by Matt Ward/D Rosby. ( See also Managing Medicine in School Policy)**