



First Aid & Administration of Medicine Policy 2022-2023

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Aims:

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors. This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures.

Statement of First Aid organisation:

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

First Aiders:

At least two members of staff with current paediatric first aid training is on the premises at any one time. Notices displaying all staff who are first aiders are on display around the school.

First Aid Kits:

- Include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, nitrile powder-free gloves, first aid in an emergency booklet, safety pins, Tuff-Cut scissors, burn shield dressing or cling film, finger dressings, conforming bandages, disposable heat retaining blanket, microporous tape and disposable tweezers.
- Are regularly checked. Two first aid qualified members of staff are responsible for maintaining the kits in all areas of the school.

The school office hosts one of 9 main first aid kits which is regularly checked and restocked by the first aid team on rotation. A first aid kit can also be found in the school's first aid room, main office, science lab, canteen, main playground, Thornley building, EYFS classrooms, and one for outdoor activities/trips. All classrooms have a supply of basic first aid. These are checked and restocked at the end of every term or sooner, if necessary, by **Miss Sumaira Hussain and Miss Laiba Adam**. The staff member will check that materials and equipment are available and will ensure that new materials are ordered when supplies are running low.

- Are re-stocked as necessary;
- Are easily accessible to adults;
- Are kept out of the reach of children.

If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

Accident Record/File:

- The Accident file is kept safely in the main office and is accessible to first aiders.
- All accidents (minor or major) must be recorded in the office book, on the same day within 24 hours.
- The EYFS staff maintain their own records for their own pupils, which are shown to and signed by the parents at the end of the day.
- All staff and volunteers know where they are kept and how to complete them.
- All accident books are reviewed half termly by a member of the senior leadership team to identify any potential or actual hazards.
- Our accident books keep a record of any first-aid treatment given by first aiders and other members of staff. These accident books **MUST** be written in pen, completed on the same day of the incident, and include:
 - The date, time and place of the incident.
 - The name of the injured or ill person.
 - Details of the injury or illness and first-aid given.
- The information in the accident books can:
 - Help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
 - Be used for reference in future first-aid need assessments;
 - Be helpful for insurance and investigative purposes.
- All completed accident books should be given to the Headship team, who will store them for reference in future.
- Parents must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school.
- The first-aider who treated the injury will be the person who contacts the parent to inform them of what happened and recommended next steps.
- Staff must be aware of the Data Protection Act and not allow parents to view personal information other than that relating to their child and must not allow parents to take photographs other than of their own child.
- It is not standard practice to give parents copies of the school's accident record/file. However, if a parent requests a copy of the accident form then this will need to be authorised by a member of the senior leadership team.

Cuts:

All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat more severe cuts, but a fully trained first aider must attend to the pupil to give advice. Minor cuts should be recorded in the accident file. Severe cuts should be recorded in the accident file and an accident form should be given to the parents/carers. A copy of this form/incident should be given to the office to be kept on file.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

Head injuries:

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents/carers must be informed of the incident. The adults in the pupil's class room should be informed and must keep a close eye on the pupil. All bumped head accidents should be recorded in the accident file. Pupils with a bumped head should be given an incident form notice to take home.

First Aid and Medicine Data:

First Aid files are kept in the school office and Medicine files are kept on the school's online platform (drive). The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required by law. For Major accidents/ incidents a further form must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/ incident.). These forms are obtainable from the office and once completed a copy of it must be kept on file. They also need to be signed by the Headteacher.

Administering medicine in school:

At the beginning of each academic year, any medical conditions are shared with staff and a list of these pupils and their conditions is kept in the Medicine Record files. Pupils with Medical conditions have a health care plan provided by the school's first aid administrator, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for pupils with medical needs, are stored in their respective classroom and first aid cabinet where required.

As far as possible, medication should be taken at home and should only be taken in school when absolutely essential. Some pupils may require regular medication on a long-term basis to treat medical conditions which, if not managed correctly, could limit their access to education.

In most circumstances, medication (such as antibiotics) prescribed three times a day can be taken at home – before school, after school and before bedtime.

If parents/carers wish for *prescribed medication only* to be administered during the school day, clear written instructions must be provided by the parent/carer in order for a medical consent to be filled out.

The school will not administer any medication to pupils unless they have received a medication form appropriately completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labelled container.

***The school will not administer the use of non-prescribed medication unless in exceptional circumstances and with the consent of the parent/carer for a child under the age of 16.**

Arrangements for children who are competent to manage their own medicine in school:

Generally, pupils should not carry medicines whilst at school, however pupils should be encouraged to carry and be responsible for their own emergency medicines, e.g. adrenaline auto-injectors and inhalers, when staff, in conjunction with parents (bearing in mind the safety of other children and medical advice) judge that they are sufficiently capable and competent to do so.

A pupil who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing kit. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. If the child has a health care plan at the school and parents/carers wish for their child to self-medicate without school involvement, we must have this recorded in the plan which the school will have a record of.

The decision in cases of dispute will rest with the Head of School who has a duty to ensure the safety of all pupils and young people.

Asthma:

Pupils with asthma should carry their inhalers with them at all times. This only applies to pupils already diagnosed with asthma and prescribed an inhaler.

In the event of an attack, the inhaler must be accessible to the pupil. All inhalers should accompany pupils when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc. Pupils on the asthma register who have parental consent for the use of the emergency inhaler are clearly indicated. An emergency inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly and inform parents, should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed for, and clearly labelled with the pupil's name. Asthma sufferers should not share inhalers.

ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK

Epi-Pens:

As a school, we recognise Adrenaline (Epi-pen) should only be administered to pupils to whom it has been prescribed. This should be by a person who has received training and feels competent to use the device. In the event of an emergency, another member of staff may administer the epi-pen under the guidance of 999 support. If a pupil is suspected of having an anaphylactic reaction for the first time the Emergency Services should be called immediately (999/112). The operator will tell you how to manage the casualty while you wait for the ambulance.

All Epi-Pens are labelled and kept in the child's classrooms.

Calling the Emergency services:

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey. If the casualty is a pupil, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for pupils and staff are available at the school office.

Training:

A central record of all training related to first aid is held by a senior member of staff and reviewed annually to ensure that certificates are renewed within timescales.