



School Vision:

To encourage and support thoughtful, happy and responsible children with a lifelong passion for learning, within a Christian community

**Stanwell Fields C of E Primary School
First Aid and Administering of Medicines Policy**

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility.

First adopted by Governors on:

Reviewed and Updated: September 2013, 10.09.14, 07.09.15, 14.09.16

Signed: 

Aims

To identify the first aid needs of the School in accordance with current Health and Safety Regulations.

To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with Health and Safety First Aid Legislation.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is regularly carried out.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.

Personnel

- The LA and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure

that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

- The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.

In the event of a medical emergency and the school being unable to contact the parents/carers school staff will act in 'Locum Parentis'.

- In our School all LSA's and Admin staff have completed the Surrey 'Emergency First Aid in the Schools' and keep this training updated.
- **Two members of staff have also completed the 'First Aid at Work' (HSE) training course and keep this training updated.**
- Four members of our staff are also Paediatric First Aid trained.

First Aiders will:-

- Take charge when someone is injured or ill.
- Ensure that an ambulance or professional medical help is summoned when appropriate.
- First Aiders must be able to leave their normal duties to immediately attend to first aid and emergencies.

School Office Welfare Staff will:-

- Be responsible for looking after the first aid equipment, restocking first aid boxes as necessary.
- Dispose of clinical waste at the end of each day.
- Update the red emergency medical cards

First Aid Equipment and Facilities

- The School Office Welfare Staff, directed by the Headteacher, will ensure that the appropriate numbers of first-aid containers, according to the risk assessment of the site, are available and restocked when necessary.
- First aid boxes and equipment are taken on all school educational and sporting visits.
- The Headteacher and School Governors provide suitable First Aid areas for medical care and treatment.
- Basic hygiene procedures must be followed by staff administering first aid treatment.

- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

First Aid Procedures

First Aid treatment is given adhering to procedures recommended by Surrey County Council. When dealing with Infectious Diseases and Infection Control advice is sought from the Health Protection Agency in consultation with the Local Education Officer.

Children with Medical Needs

Children with medical needs have the same rights of admission to a school as other children.

- Most children with medical needs can attend school and take part in normal activities, sometimes with support.
- Parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.
- An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.

Administering Medicines In School

- The prescribed medicine will be administered by a 'Designated First Aider' only.
- All prescribed medicines that are due to be administered must be kept in a locked cupboard in the First Aid Rooms or the medical fridge(The 3 First Aid Rooms are situated next to the Junior and Infant Hall and Reception shared area). It must be in a named plastic bag and the dosage must be clear.
- It is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets.
- Records will be kept of all prescribed medicines administered.
- Non prescribed medicines are not allowed in school. No other creams or non-prescribed medicines will be used at any time in school.

Asthma Treatment and Inhalers

- Asthma sufferers are permitted to bring their own treatments (inhalers etc) to school provided a 'Parental Agreement' form has been completed by the parents/carers. Forms are available from the school office.
- A list of asthma sufferers is displayed in the First Aid rooms. These and other medication are kept in a sealed, named bag with a photograph of the child .
- Asthma treatments for pupils (inhalers etc.) are kept in their classrooms in a clearly labelled box and are taken when the children go onto the field for P.E., to the Lunch Time First Aid room, as well as to the swimming pool. Asthma treatments are taken on Educational Visits and all 'off site' activities.

- Asthma treatments are to be administered by the pupil under the supervision of a First Aider and recorded.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Epipens and Anaphylaxis Shock Training

- A list and photograph of anaphylaxis sufferers are displayed in the First Aid Rooms and the Staff Room.
- All staff are introduced to the children who are anaphylaxis sufferers
- Epipens, for anaphylaxis sufferers, are kept out of reach in the medical areas
- Epipens can only be administered by members of staff who have received epipen training.
- Specific staff that have already had First Aid training are trained in the use of epipens for each individual anaphylaxis sufferer .
- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.
- Epipens and the appropriate trained member of staff are taken on Educational Visits and off site activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Epilepsy

- A list and photograph of Epilepsy sufferers are displayed in the First Aid Rooms and Staff Room
- Specific staff have been trained in how to deal with a Seizure.
- The trained staff are aware of the procedure to follow in the event of a seizure and when they should dial 999.
- Supply teachers will be given a photo and brief details of a child's condition and what to do in an emergency on arrival.

Children with Epilepsy and Epi pens have red cards with their name on in their classrooms and all teaching areas so that in the event of a seizure or anaphylactic shock the card can be sent straight to the office for an ambulance.

Administering First Aid Off-Site

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.
- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.

- If any First Aid treatment is given the Lead Teacher will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed.
- A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.
- All parents/carers of pupils attending a Residential Visit will complete a Medical Form, this gives information about the child and also is a consent form agreeing to First Aid and Emergency Medical Treatment being given.

Record Keeping and Reporting Accidents

- All minor injuries and First Aid treatments given are recorded in the treatment book kept in the First Aid rooms.
- Parents are notified by note and/or telephone of any child that has received a bump to the head, a wasp or bee sting or a significant incident.
- For more serious injuries, an Surrey County Council On-line Accident Report is completed.
- In the event of a medical emergency and the School is unable to contact parents/carers then a member of school staff will act in 'Locum Parentis'.
- Statutory requirements; under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR) require some accidents to be recorded to the HSE, (fatal and major injuries) this is completed as part of the on-line reporting procedure.
- Accident records are monitored and reviewed by the school Governor responsible for Health and Safety on the annual visit and reported to the Resources Committee.

The following policies also contain important information relating to this policy

Intimate Care
 Safeguarding & Child Protection
 Health & Safety
 Safe Working Practice
 Educational Visits