



FIRST AID AND MEDICINES IN SCHOOL POLICY

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INTRODUCTION

At Overbury CE First School we will:

- Endeavour to provide the very best possible care for our pupils
- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] 1981 Regulations. The school must have one fully trained first aider. Should no first aider be available, we are able to access a first aider from Grasshoppers Nursery. We are working to ensure that we are compliant with new regulations for Paediatric trained first aiders in Early Years.
- Ensure First Aid staff qualifications are kept up to date
- Ensure all staff, governors and visitors are made aware of First Aid procedures in school and where first aid kits are stored
- Ensure that portable first aid kits are adequately stocked and always to hand
- Keep a record in the First Aid Folder of each pupil attended to, the nature of the injury/illness and any treatment given
- If an accident requires hospital treatment, complete the online Accident Form on the WCC 'Medgate' reporting system.
- Report such incidents to Full Governing Body meetings
- Ensure accurate and up to date records are maintained for pupils with medical conditions which may be a Medical Care Plan
- Ensure medical consent forms are completed for the administration of medicines
- Ensure that any medicines administered within school are done so in a safe and monitored environment

STAFF WITH FIRST AID TRAINING

Name	Position	Date of Training	Renewal Date
Fran Cant	TA	21.4.16	20.4.19
Andrea Garland	TA	8.9.15	7.9.18
Becky Cant	TA	5.2.14	4.2.17
Tracy Teasdale	Office Admin	5.11.15	4.11.18
Helen Gascoyne	TA/Lunchtime Supervisor	5.11.15	4.11.18
Susie Purslow	TA/Lunchtime Supervisor	8.7.16	8.7.19
Kim Sidney	TA/Lunchtime Supervisor	TBC	TBC
Simone Pascolutti	Office Admin/Lunchtime Supervisor	5.11.15	4.11.18
Rebecca Thomas	TA/Lunchtime Supervisor	10.2.17	9.2.20
Sally-Anne Davies	Forest School Leader	10.2.17	9.2.20

FIRST AID

At Overbury CE First School, we endeavour to provide the very best possible care for everyone in the school. Our first aid procedures are in place to ensure that every one of our pupils, staff and visitors will be well cared for in the event of an accident, however minor or major. However, it is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses.

A list of qualified First Aiders is displayed in the School Office. Their duties are as follows:

- Ensure that their qualification and insurance (provided by the school) are always up to date
- Ensure that portable first aid kits are adequately stocked and always to hand
- Help fellow First Aiders at an incident and provide support during the aftermath
- Always attend to a casualty when requested to do so and treat the person to the best of their ability in the safest way possible.
- When dealing with any bodily fluids, the staff member must wear throw away gloves (available with the First Aid) to reduce the risk of blood borne diseases. Any spoiled items ie tissues etc must be double bagged (or double gloved) and put into the feminine hygiene container in the Staff toilet.
- After tending to an injury, ensure that all dressings, wipes, gloves etc are appropriately disposed of in the feminine hygiene container. Any bloodstains, vomit etc on the ground must be sanitised and cleaned (as outlined in TTB 'Clean Up & Disinfecting Procedures', copies of which are in the Accident and Minor Injuries Reporting Folders in the staff room). No contaminated or used items should be left lying around.
- Ensure that head bumps are appropriately dealt with (see Head Bump & Injuries procedures for further details)
- Ensure that parents are made aware of all head injuries promptly by completing and sending home a Notification of Accident/Injury form, pupil wearing a sticker and a text being sent home.
- Insist that any casualty who has sustained a significant head injury is seen by hospital professionals, either by sending them directly to hospital or by asking parents to pick them up and take them
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics
 - Followed to hospital by an appropriate member of staff to act in loco parentis if a relative cannot be contacted. This need not be a First Aider
 - Met at hospital by a relative
- Keep a record of each pupil receiving treatment for a First Aid incident in the First Aid Folder together with the nature of the injury and any treatment given
- In the case of an accident requiring hospital treatment, the WCC online 'Medgate' reporting system Accident Form must be completed by the School Office in conjunction with the relevant First Aider. Such accidents must be reported to the Full Governing Body.

RESPONSIBILITIES

The Governing Body will:

- Ensure the provision of adequate first aid cover as outlined in the Health & Safety [First Aid] Regulations, 1981
- Monitor and respond to all matters relating to the health and safety of all persons on school premises

- Ensure all staff are made aware of first aid procedures in school
- Ensure that appropriate health and safety procedures are followed and an up to date Health & Safety policy is in place

The Head Teacher will:

- Ensure that there are sufficient trained first aiders to meet statutory requirements and assessed needs, allowing for staff on sick leave or off-site
- Ensure that the history is always taken of a pupil feeling unwell, particularly with headaches, to ensure that no injury has been sustained
- All pupils requiring a medical care plan, have this updated as required, including initial set up

Office will:

- Have an up to date copy of the Pupil Medical Information sheet listing any medical consent exclusions, should any arise for school trips/outings
- Ensure that at the start of each academic year, all staff are provided with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or to have any other ongoing medical conditions
- Ensure that a list of pupils with medical conditions is kept in the Staff Room and in the School office
- Ensure that prior to a school trip, all accompanying adults have completed a Confidential Adult Contact Information form which gives details of any health issues.

All staff will:

- Familiarise themselves with the first aid procedures and ensure that they know who is a current First Aider
- Ensure that any work experience pupils or student teachers are aware of the procedures
- Be aware of pupils with known medical conditions
- Ensure that for every school trip or outing they have a current medical consent form for every pupil with a known condition or on medication
- Deal themselves with a pupil who feels generally 'unwell' or send them to their Class Teacher (rather than sending them to a First Aider) unless their deterioration seems uncharacteristic and is causing concern
- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil
- Support First Aiders in calling for an ambulance or contacting relatives in an emergency
- Unless they are in immediate danger, never move a casualty until they have been assessed by a qualified First Aider
- Reassure but never treat a casualty unless they are in possession of a valid Emergency First Aid in Schools Certificate or know the correct procedures - such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed
- NOT be required to administer medication if they are not happy to do so

NB Teachers' conditions of employment do not include first aid provision although any member of staff may volunteer to be a First Aider. However teachers and other staff in charge of pupils are expected to use their best endeavours to secure the welfare of pupils, especially in an emergency. If staff do volunteer for First Aider status, the Head Teacher and Governing Body are responsible for ensuring that they receive appropriate and adequate training.

LOCATION OF FIRST AID EQUIPMENT

There is a First Aid trolley for use in the playground. This trolley will be taken into the playground every break time and lunch time. Children with minor first aid needs will be treated in the playground. If for some reason this is not possible children will be taken in for further assessment. First aid kits are also available in bum bags (kept in staff room), and a bucket kit to be used in the swimming coach and trips. First aid boxes are also located in each classroom and a First Aid box is available in the hall cupboard for school and lettings' use. First Aid stock is located in the Music Room (old office) and in the Staff Room (bottom right hand cupboard under sink). Inhalers and epi-pens are kept in the class bags in the first aid trolley in the staffroom - staff should note a second witness, in the booklet found there, when pupils have self-administered. There are sick buckets in the staff room and disposable sick bowls in each classroom. Cool packs are available in the staff room.

SCHOOL ACCIDENT FOLDER

This has one page per pupil with all sections needing to be filled in. All accidents, where a child has been referred to hospital including minor injury unit, should be recorded on line. Recordings should include pertinent negatives as well as positives ie I didn't see any swelling.

PROCEDURES

Universal first aid precautions will be followed at all times when dealing with injuries which involve bodily fluids. Bloods/soiled dressings and used gloves will be disposed of in the feminine hygiene container. Minor incidents and accidents will be dealt with in situ (in the playground/classroom).

In the case of an incident requiring First Aid, children should be sent to a first aider - non-trained first aiders are not allowed to be involved in first aid at all.

More serious injuries will be dealt with in the Library area. The First Aid Record Folder will be filled in for these accidents and the class teacher will be informed when the child is returned to class.

If in doubt, an additional First Aider will always be summoned to oversee treatment.

If the class teacher is not aware of the injury, and has not been present at the time of treatment, the First Aider will ensure that he/she (the class teacher) is informed as soon as possible. Similarly, the class teacher will pass on information as appropriate to the parents/carers at the end of the day. If the child's condition worsens, parents will be called immediately.

Letters should be sent home for head bumps and for injuries that may need further attention.

Head Injuries & Head Bumps

- A trained First Aider should assess every head injury (obtaining a second opinion from another First Aider if necessary)
- Administer appropriate First Aid
- Complete an Accident/Injury letter which should be given to the pupil to take home at the end of the day. Parents are required to complete and return the reply slip at the foot of the letter.
- The pupil will wear a sticker to signal first aid has been administered.

- The Office will send a text to the parents to advise of them that their child has been given a head bump letter to bring home.
- Class teachers will monitor the child closely after a head bump and notify the Head Teacher/Office if any change in condition occurs.
- The class teacher will then ensure that the parents/carers are notified when picking up the child at the end of the day
- If the head bump is deemed to be serious enough, or if the child begins to exhibit any signs of concussion or altered state, parents will immediately be notified and asked to collect their child and take him/her to casualty/the doctor. If none of the child's contacts can be spoken to then two members of staff will accompany the child to the local A & E department for assessment, unless an ambulance is called in which case it is one member of staff.
- If the child or individual is exhibiting sufficient cause for concern after a head injury (ie loss of consciousness, fitting), then an ambulance will be summoned immediately (even before parents are notified).

Out of School

Whenever possible, staff will take a MOBILE TELEPHONE on trips out of school. (Please see separate Mobile Phone Policy). First Aiders will ensure that pupils who have asthma take their inhalers and appropriate medication is taken for those with severe allergies. Teachers will also take a portable first aid kit, the size dependent on the length of the trip and the number of pupils attending.

For all Educational Visits, the Head Teacher has primary responsibility for ensuring that staff have adhered to the School's "Educational Visits Policy". A risk assessment will be carried out as part of every educational trip.

Head Lice

A general text will be sent to the parents of all pupils in a class if there is a case of head lice in School.

Staff Precautions

As a general policy, if staff giving care to infected children have cuts and abrasions themselves, these should be covered with waterproof or other suitable dressings.

Staff will not bring razors or other sharp implements into school which could become contaminated with blood.

Sanitary towels/tampons should be placed in the disposal bins provided in the staff toilet and not flushed down the toilets or placed in the bins.

Spare sanitary towels are kept in the staff toilets in the event that any pupils require them. Should such an occasion arise, parents will be informed immediately.

Waste Disposal

Urine and faeces should be eliminated or discarded into the toilet in the normal manner.

Soiled waste and bloods should be disposed of in the feminine hygiene container. This is collected regularly and the contents disposed of by outside contractors.

The area should be sanitised as per 'TTB Clean Up & Disinfecting Procedures', copies of which are in the Accident and Minor Injuries Reporting Folders in the staff room.

MEDICINES IN SCHOOL

The aim of our Medicines in School Policy is to ensure that any medicines administered within school are done so in a safe and monitored environment. It has been written using guidance from the DfES notes 'Managing Medicines in School & Early Years Settings' from March 2005.

Children with medical needs have the same rights of admission to a school as other children. Most children will, at some time, have short-term medical needs. Some children, however, have longer term medical needs and may require medication on a long-term basis to keep them well.

In line with government guidelines, we would ask that children are not sent to school when they are clearly unwell or infectious (see also Absence Policy).

MANAGING PRESCRIPTION MEDICINE DURING THE SCHOOL DAY

- There is no legal duty that requires school to administer medication.
- Exceptions to this are pupils on Medical Care plans who have individual medical needs requiring medication to treat specific conditions, such as anaphylaxis.
- With the exception of the above, prescription only medicines should be brought into school and then only when absolutely essential (ie it would be detrimental to a child's health if the medicine were not administered during the school day).
- Non-prescription medicines will not be accepted in school.
- Medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Parents should be encouraged to ask the prescriber about this.
- If a parent feels it is absolutely necessary for a child to receive medication during the school day, they are always welcome into school to administer the dosage.
- Schools will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines must always be provided in their original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage, child's name, any side effects and the expiry date. The child is asked to self-administer under the supervision of a First Aider or any competent, willing member of staff who must have a second member of staff to verify the dosage. The dose must then be recorded in the medicine book in the medical cabinet in the staffroom. The school takes no responsibility for missed medicinal doses.
- We will never accept medicines that have been taken out of their original container.

ASTHMA INHALERS

Overbury CE First School recognizes that asthma is a widespread, potentially serious,

but controllable condition and encourages pupils with asthma to achieve their potential in all aspects of school life.

- Parents have a duty to inform staff if their child is asthmatic. Preventative inhalers should be provided and labelled with the pupil's name. These are kept in the first aid trolley and accompany the child if they are educated off the school premises.
- A list of asthma sufferers is kept nearby for all staff to access
- Parents should be notified (by text) when a child has used an inhaler excessively or more regularly than usual.
- The school has an emergency generic inhaler which is kept in the first aid trolley. It should only be used by children who have been diagnosed with asthma and have a prescribed inhaler. All pupils need written parental permission to use this inhaler.

EPILEPSY, ANAPHYLAXIS AND DIABETES

Parents have a duty and responsibility to notify the school if their child has any of these conditions and should provide details of any treatment and support they may require in school. Relevant health care professionals will liaise between parents and school personnel to ensure staff are aware of, and trained to provide, any relevant or emergency support or treatment. An individual medical care plan will be compiled, detailing the course of action to be taken.

CONTROLLED DRUGS

- Any member of staff may administer a controlled drug to the child for whom it has been prescribed as long as appropriate training as been given if necessary.
 - Staff administering this drug should do so in accordance with the prescriber's instructions.
 - Controlled drugs are to be kept in a locked non-portable container and only named staff should have access.
 - When no longer required, the controlled drug must be returned to parent.

NON-PRESCRIPTION MEDICINES

- No staff shall administer a non-prescribed medicine to a child. If a parent/carer considers it necessary they are welcome to come into school to administer the medicine. If medicine is necessary, it should then be called into question whether or not the child should be at school.
- Staff will never administer medication containing ibuprofen to children who are asthmatic.

MANAGING PRESCRIPTION MEDICINES ON A SCHOOL TRIP, OUTING OR SPORTING ACTIVITY

- Usual risk assessments should be undertaken and, if necessary, take into account any child on medication where, if necessary, reasonable adjustments will be made to enable him or her to participate fully.
- If necessary a parent or another adult may accompany a particular child.
- Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures.
- Copies of medical care plans should be taken on any trip or event.
- Any restrictions on a child's ability to participate in PE should be recorded in their individual medical care plans. The school is aware of issues of privacy and dignity for children with particular needs.
- Prescription medication to be taken in a secure, clearly named container with a member of staff responsible for overseeing self-administration and recording.

ROLES AND RESPONSIBILITIES OF STAFF MANAGING ADMINISTRATION OF PRESCRIBED MEDICINES

- No member of staff shall be obliged to administer medicines against their will
- No child will be given medicines without their parent's written consent.
- Parents should complete 'Parental Request for School to Administer Medicine' form (Appendix A)
- Any member of staff giving medicines to a child should check:
 - Child's Name
 - Name of medication and prescribed dose
 - Expiry Date
 - Written instruction provided by prescriber on label
- Written records must be kept each time medicines are given and staff should record details in book in the lockable medicine cabinet in the staff room.
- For the administration of controlled drugs, this must be witnessed by a second member of staff.
- If a child refuses to take medication, they should not be forced to do so. Parent to be informed as soon as possible. Should the refusal result in an emergency, then emergency procedures to be followed, ie ambulance called).

PARENTAL RESPONSIBILITIES

- Parents/carers have the prime responsibility for their child's health and must provide Overbury CE First School with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need.
- Where a child has an on-going or long term medical need, a medical care plan should be completed by parents/carers and, where appropriate, health professionals.
- Only one parent is required to request that medication is administered.
- Where parents disagree over medical support, the disagreement must be resolved by the Courts. The school shall continue to administer medication in line with consent given and in accordance with the prescriber's instructions, unless a Court decides otherwise.
- Parents wishing their child to have medication in school must fill in the relevant forms complete with all information required, sign, date and return to school office.
- Parents must ensure that any medication in school is in date and usable.
- Parents must notify the school in writing, as soon as possible, should circumstances change or if the child no longer needs medication.
- Medication will not be handed to a child to take home. The parent should make arrangements to collect the medicine from school at the end of the day.

ASSISTING CHILDREN WITH LONG-TERM OR COMPLEX MEDICAL NEEDS

Information is needed about a long term medical condition, usually in the form of a Medical Care Plan. This Medical Care Plan must include details of a child's condition, special requirements, any side effects of the medication, emergency procedures, who to contact in an emergency and the role of staff.

HEAD TEACHER AND GOVERNORS

The Head teacher has a responsibility to oversee the administration of the policy on a daily basis and the Governors have a responsibility to oversee the policy on a termly basis. The Health and Safety Governor (Faith Hallett) will act as a liaison between the school and the Governors, using her expertise and experience as Health and Safety Governor.

This policy is part of the school's on-going three year cycle and is due to be reviewed in January 2020

Appendix 1

Parental Request for School to Administer Prescription Medicine

The school will not have your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Name of School: _____

Name of Child: _____

Date of Birth: _____

Class: _____

Medical condition/illness: _____

Medicine

Name/type of medicine (as described on the container) _____

Date dispensed: _____

Dosage & timing: _____

Details of any side effects: _____

Date and time of last dose: _____

Procedures to take in an emergency: _____

Contact details

Name: _____

Daytime telephone No: _____

Relationship to Child: _____

Address: _____

I understand that I must deliver and collect personally the medicine to the School Office (confirming date and time of last dose each day) and accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing. I also understand that school take no responsibility for missed doses and any side effects that may occur.

Signature: _____

Print name: _____

Date: _____