

First Aid Policy

September 2017

The health and safety of all children at Robert Peel Primary School is of the highest importance to all staff.

This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or specific medical conditions. **(NB This Policy needs to be read alongside the Policy for Supporting Pupils at School with Medical Conditions.)**

Staff Qualifications:

Robert Peel has 3 fully qualified paediatric first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. They also have full first aid at work training.

Throughout the school there is a high number of staff who are qualified emergency first aiders.

The Deputy Head has overall responsibility for the coordination of first aid. This includes the ordering of medical supplies and equipment. He is responsible for ensuring that at the end of every term all children who have prescribed medication in school take it home. He also ensures that all medication is brought back on the first day of the next school term and consent for medication is given by parents. He is responsible for checking all medication is in date.

In addition to the above training the following staff have completed resuscitation training to support with swimming.

First aid training is carried out in line with current Health and Safety recommendations.

Medical Equipment

- First Aid equipment is kept in the main school office, Sunshine Room and every classroom.
- Cuts are cleaned using, where appropriate running water and/ or alcohol wipes and if needed, plasters are available.
- Gloves are worn by staff when dealing with blood and these are located next to the plasters and wipes.
- Ice packs are kept in the fridge in the staffroom and can be used to reduce the swelling for bumps and suspected strains and sprains - a cold compress will be used for head injuries.
- All medical waste is disposed of in the yellow bags.

Dealing with bodily fluids – blood etc

Aims:

- To administer first aid, cleaning, etc, for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area.
- Always use disposable gloves (located in the First Aid Box) NEVER touch body fluids with your bare hands.
- Use bucket and mop for bodily fluids.



- Double bag all materials used and dispose of in yellow dustbin.
- Blood loss – if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

Off-Site Visits

- It is the responsibility of the teacher in charge to take a first aid box with them on the visit.
- Small first aid packs have been allocated to each class.
- All teachers taking children out of school for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children.
- The first aid equipment is regularly checked and managed by Mrs Statham.

Dealing with a First Aid Incident

- All accidents are recorded in the first aid log in the main office or Rainbow Room.
- Any head bumps are recorded and parents are informed by letter or by telephone if it is a serious bump. In the event of serious injury or concerns, first aiders must complete an accident/ incident report form and then Mrs Statham will complete the **RIDDOR** form, sending a copy to the Local Authority and directing the child/ adult to see a doctor or visit an accident and emergency department to seek further advice.
- Medical information about a child is gathered through the data collection sheets, which are issued annually, as well as through information provided by parent or carer. All important medical information is provided for class teachers and kept in classrooms. Records about those children with particular medical conditions or allergies are kept on the notice board in the School Office, Staffroom and kitchen, as are children with Individual Healthcare Plans. (IHP)
- All emergency phone numbers are kept in the contact file in the office.
- Medical information is located in children's personal files. All relevant information regarding medical conditions are passed on to the relevant teacher within the register, also the first aiders are aware of these. There is also a file with copies of Individual Health Plans in the first aid room. Each new child that starts within the school supplies information regarding health issues, these are passed on to all relevant members of staff.
- Food allergies are listed in each relevant child's register so that the teacher is aware. The school cook is notified of all children with food allergies. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.
- Robert Peel Primary School will not discriminate against pupils with medical needs.
- In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals. They will include the following:-
 - Details of the young person's condition
 - Special requirements i.e. dietary needs, pre-activity precautions
 - Any side effects of the medicines
 - What constitutes an emergency
 - What action to take in an emergency
 - Who to contact in an emergency
 - The role staff can play



Administration of Medicines

- If a child needs medicine that has been prescribed by a doctor a request must be made for medicine to be administered to the young person at school using the appropriate form. This must contain clear instructions regarding dosage. These are kept in the school office.
- Each request for medicine to be administered to a young person in school will be considered on its merits.

Medicines

- Medicines that have been prescribed by a doctor, dentist or nurse prescriber should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions.
- We will only administer medicine which is prescribed four times a day.
- In some instances we will administer medicines that have been bought over the counter such as Piriton and Calpol however staff will never give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents. A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.
- Medicines brought into school are kept in a fridge in the staffroom or in a lockable cupboard. They are stored strictly in accordance with the product instructions and in the original container in which dispensed. Staff ensure that the supplied container is clearly labelled with the name of the young person, name and dosage of the medicine and the frequency of administration.
- All Medicines, including controlled drugs, will be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at the end of each term.

Educational Visits

- Prior to any residential visit taking place medical forms will be completed by the parents/carers of all pupils. This will allow the school to consider what reasonable adjustments may need to be made to enable young people with medical needs to participate fully and safely on visits. Arrangements for taking any necessary medicines will need to be taken into consideration. Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of pupils in their care. .
- Copies of medical forms will be taken on the visit and relevant information also stored in school.
- If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant.
- Prior to the residential, medication should be handed to the first aider by parents/ carers. Following the visit, the first aider will hand back any medication to the child's parent. (Medication should not be handed back to the child).

Asthma

- Parents of asthmatic children are asked to complete a school medicine form to ensure that their child is equipped with a labelled inhaler. We also request that school is provided with a spare inhaler. Inhalers are stored in the classroom and the child has access to them at all times.
- We encourage children with asthma to participate in all aspects of the curriculum including PE. The school does all that it can to ensure that the environment is favourable to pupils with asthma.



Parental Involvement

Parents are informed about the procedures for administering medication. A letter as follows is issued to parents.

Medicines in Schools

Dear Parents / Carers,

As a school we have to follow strict guidelines in relation to administering medicines. Our procedures ensure that, as a school, we work in line with the recommendations of the Department for Education and the Local Authority. We would like to share with you some information, from the policy, that outlines the procedures for pupils having medicines in school.

Care Plans – Life Saving Medication

For administration of emergency medication e.g. Epipen/Anapen, a Care Plan must be completed by the parent/carer in conjunction with the school nurse. These are recorded at school so staff are aware and the medicine/s are available in school in the event of an emergency. Parents/carers are involved in the development and review of their child's individual Care Plan. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

There are other medical conditions that also require a Care Plan; the school nurse is aware of all pupils' medical information at Robert Peel.

Minor changes to the Care Plan can be made if signed and dated by the school nurse. If, however, changes are major, a new Care Plan must be completed. Care Plans should be reviewed at least annually and it is the parents' responsibility to notify school/school nurse of any changes required to the Plan e.g. treatment, symptoms, contact details.

Other Medicines

With the exception of those pupils for whom we have a Care Plan, if your child needs to have medicines or prescribed drugs whilst at school, there are specific requirements that must be adhered to.

Pupils **MUST NOT** carry any medicines on them whilst at school without their parent/carer completing a consent form – this includes over the counter medication such as paracetamol and ibuprofen. Medicines carried without consent will be confiscated, but held safely in case needed by the pupil whilst at school; this is to ensure safety of our pupils during the school day. If the medication is necessary on that day, we will contact the parent/carer to obtain consent to administer.

Parent/Carer Responsibilities

Parents/Carers should provide the school with sufficient and up-to-date information about their child's medical needs.

Verbal instructions cannot be accepted in order for the school to administer medicines; we can only do so in an emergency. A document 'Consent Form to Administer Medicines' must be completed in all instances.

Only one parent (defined as those with parental responsibility) is required to agree to, or request, that medicines are administered by staff.

If it is known that pupils are self-administering medication in school on a regular basis, a completed consent form is still required from the parent/carer.

The parent/carer needs to ensure there is sufficient medication and that the medication is in date.

Parents/carer are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal.

Medication should always be provided in an original container with the pharmacist's original label and the following, clearly shown:

- Child's name, date of birth
- Name and strength of medication
- Dose
- Any additional requirements e.g. in relation to food etc
- Expiry date whenever possible
- Dispensing date

Antibiotics

Parent/carer should be encouraged to ask the GP to prescribe an antibiotic which can be given outside of school/setting hours wherever possible.

Most antibiotic medication will not need to be administered during school/setting hours. Twice daily doses should be given in the morning before school/setting and in the evening. Three times a day doses can normally be given in the morning before school/setting, immediately after (provided this is possible) and at bedtime. It should normally only be necessary to give antibiotics in school/setting if the dose needs to be given four times a day, in which case a dose is needed at lunchtime.

All antibiotics must be clearly labelled with the child's name, the name of the medication, the dose, the date of dispensing, be in their original container and brought into school in the morning and taken home again at the end of each day by the pupil.

We ask that you sign the slip below to indicate that you agree to adhere to these procedures.

Yours sincerely

L Ganney

Headteacher

Medicines in School

I agree to follow the schools procedures for administrating medicines in school.

Child's name:

Date:

Parent/Carer signature: