



## *St. Wulstan's Catholic Primary School*

### **First Aid and Administration of Medication Policy**

#### **Mission Statement**

*As a Catholic school, St Wulstan's seeks to enable each child to walk in faith with Christ, loving Him and each other. With the help of our families, our parish and our local community, we will do our best to use the gifts that God has given us to make our world a richer place.*

At St Wulstan's Catholic Primary School, we are committed to the good health and well-being of our pupils. This document sets out our approach in two important areas:

#### **First Aid**

This is the care given to minimise injury, future disability, to preserve life and aid recovery until professional care is available.

#### **Administration of Medications**

This sets out how we will work with parents and carers to ensure planned medication is safely managed.

#### **First Aid**

First aid must only be administered by our qualified First Aiders, who are:

**Mr Neil Tasker**

**Mrs Nicky Brown**

**Mrs Claire Berry**

**Mrs Angie Davies**

First Aid kits are in every classroom and the kitchen. More extensive equipment is located in the First Aid cupboard in the school office. Materials found in First Aid kits or in the First Aid cupboard are for the sole use of First Aiders.

This document considers the requirements of the statutory provision of First Aid.

## **Principles**

The Health and Safety (First Aid) Regulations 1981, require employers to provide trained persons, equipment etc., if they become ill or are injured at work or under the jurisdiction of the school, on or off the site.

First Aid is provided to:

- Preserve life
- Limit the effects of the condition
- Promote recovery

First Aid means the following:

- Cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment by a medical practitioner or nurse.

**Medical emergencies include loss of consciousness or serious physical injury. In these circumstances immediately call 999.**

**Normally staff should contact the school office who will inform SLT and call for an ambulance.**

**However, staff must use their professional judgement if they feel they need to call an ambulance direct.**

It should be noted that the treatment of minor illnesses by the administration of tablets or medications does not fall within the definition of First Aid.

## **Roles and Responsibilities**

### **The Principal will:**

Ensure that the culture of the school supports the safety and well-being of the pupils.

Ensure adequate qualified First Aiders are available

Ensure policies and procedures are appropriate, clear and adhered to

Ensure appropriate equipment and resources are available

Ensure all reportable incidents are dealt with appropriately

### **The First Aider will:**

Ensure they only carry out interventions appropriate to their training

Ensure their training is up to date and refreshed in a timely manner

Follow the agreed school policies and procedures

## **Managing Incidents**

Any incident must be reported to the school office with an indication of the seriousness of the situation.

The school office will contact the appropriate First Aider who will attend the scene as soon as possible.

## **Minor Incidents**

The First Aider will assess the situation.

The First Aider will decide on the best course of action.

For minor incidents the First Aider will treat the injury and then make follow-up arrangements. This may include returning the child to class, arranging for some supervised time in the medical room and/or contacting home to discuss the next steps.

It is the parent's responsibility to arrange collection of the child and any other further medical intervention if this is necessary.

Any head injuries must result in a "bumped head" letter.

For minor incidents the First Aider must ensure that the school office contacts home to explain what happened and the action taken.

Following the incident, the First Aider must replenish the First Aid equipment and record details into the First Aid log kept in the school office. This is a statutory requirement.

## **Serious Incidents**

The First Aider or another member of staff on the scene may decide that an ambulance is required.

For urgent cases they should either call for an ambulance or ensure the Office does so. The Office should also inform a member of the SLT immediately.

If the situation is not urgent the Office should contact SLT who will make the decision whether or not to call an ambulance in conjunction with the First Aider. This may involve contact with parents.

If the paramedics deem it necessary to take the child to hospital a member of staff **MUST** accompany them. Usually a member of SLT will carry out this role or relieve the staff member at hospital as soon as possible.

A member of SLT will contact parents to explain what has happened and where the child is being taken to. The school will ensure a member of staff remains at the hospital until the parent arrives.

## **Follow Up**

The Principal will:

- ensure that any reportable accidents are dealt with appropriately
- arrange for investigation of accidents as appropriate
- review accident reports and take appropriate action to reduce the likelihood of re-occurrence.

## **Use of an 'Epi Pen'**

The school must maintain up to date records of which pupils need and carry an Epi Pen. The parent(s) or carer must ensure it is in date.

The school must meet with parents and the pupil to agree arrangements for the availability and use of the Epi Pen.

The school must ensure staff are aware of the pupils involved and are trained to use the Epi Pen if necessary.

## **Statutory Requirements on Reporting Accidents**

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

The employer must 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.

The following accidents must be reported to HSE if they injure either the school employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than 7 days (including weekends or public/bank holidays). NB. over 3-day injuries must still be recorded as such in the accident log/book

An accident that happens to pupils or visitors must be reported to the HSE on the appropriate form if:

- the person involved is killed or is taken from the site of the accident to hospital; and
- the accident arises as a result of or in connection with work.

As with fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within 10 days.

The school must keep a record of any First Aid treatment given by First Aiders. This should include:

- the date, time and place of the incident
- the name and class of the injured person
- details of the injury/illness and the First Aid given
- what happened to the person immediately afterwards (eg went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the First Aider or person dealing with the incident

### **Monitoring and Review**

This policy will be reviewed on a regular basis to confirm that the arrangements are still appropriate.

A review will also take place if there are any significant changes in the arrangements and also after any significant incident to ensure that the policy was sound in content.

### **References**

This policy is written in accordance with the DFE/Dept. for Education and Employment document "Guidance on First Aid for Schools".

### **Administration of Medication**

This policy is written in accordance with the DfE/Dept. for Education document, "Supporting pupils at school with medical conditions"

This policy is relevant for tablets, medications, creams and sprays.

### **Medications for administration (see No 6 for exceptions)**

1. All parents or carers will be asked to complete the Medicine form (see appendix A)
2. All prescribed medications must be brought to the school in the original container with the prescriber's instructions for administration and dosage.
3. All medication must be handed in to the school Office with a Medicine Form which should be moved to individual pupils file at the end of each term.
4. Storage of medication
  - (i) All medication (see 6 for exceptions) will be secured in a locked cabinet/container in the Assistant Principal's Office.

- (ii) Medications requiring refrigeration should be kept in a secure, clearly labelled box in the fridge in the school office.
5. Prescription medication will be administered by the Office Staff  
**Note:** Administration will always be witnessed and countersigned by an additional member of staff and recorded on the Daily Medicine Log.
6. Exceptions
  - (i) Pupils who have an inhaler for asthma will have it kept in an easily accessible place wherever the child is. The inhaler will be used under adult direction and must be clearly marked with the pupil's name
  - (ii) Pupils who have a signed Medicine Form authorising self-administration
7. The school will keep a daily log of all medications dispensed
8. School staff will be appropriately instructed on the administration of medication, as necessary.
9. Where appropriate a health professional will be consulted on admission of any pupil with a long-term condition i.e. allergies, diabetes, and haemophilia. In such cases a medical care plan will be developed as a result of a multi-agency meeting. All care plans will be signed by the school nurse, parent/carer and a member of the SLT before publication. A summary of these plans will be published to all staff, they will emphasise the importance of knowing and following the instructions.
10. Where a pupil's medical or care needs are covered under the Equality Act 2010, staff will be informed of any reasonable adjustments necessary to the curriculum and its delivery, the school environment and equipment. Consideration will be given to the potential impact of:
  - time and effort
  - inconvenience
  - indignity or discomfort
  - loss of opportunity
  - diminished progress.

## Appendix A



# Medicine Form

**This Medicine Form is a parent or carer agreement for  
St Wulstan's school to administer medicine**

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

<b>Name of child</b>	
<b>Date of birth</b>	
<b>Class</b>	
<b>Medical Condition / Illness</b>	

### Medicine

<b>Name of medicine</b>
<b>Date dispensed</b>
<b>Expiry date</b>
<b>Dosage &amp; method</b>
<b>Timing</b>

<b>Special precautions</b>
<b>Are there any side effects that school should know about?</b>
<b>Self-administration?</b>
<b>Procedures to take in an emergency?</b>
<b>I understand that I must deliver the medicine personally to (agreed member of staff)</b>

**Contact Details**

<b>Name of contact</b>	
<b>Daytime telephone number</b>	
<b>Relationship to child</b>	
<b>Address</b>	

***I 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 to administration of medicines, in writing.***

Signed: \_\_\_\_\_ Parent or Carer

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Principal

Signed: \_\_\_\_\_ Chair of Academy Committee

Date: \_\_\_\_\_