



Clanfield Church of England Primary School

FIRST AID & THE MANAGEMENT OF MEDICINES IN SCHOOL POLICY

Reviewed by:	School Business Manager	Date: 29.06.2021
Authorised by:	Governors – Curriculum Committee	Date: 05.07.2021
Date of next review (or earlier should legislation require it)		Date: June 2024
Type of Policy	Website	

FIRST AID & THE MANAGEMENT OF MEDICINES IN SCHOOL POLICY

First Aid

The school's trained first aiders will treat children for minor cuts and bruises but will telephone parents if children are unwell and need to be collected.

In an emergency, or if the school staff feel that an injury may be a serious cause for concern, the school will arrange for the necessary medical assistance (including transfer of a child to hospital by ambulance). At the same time, the school will contact the child's parents/carers as soon as possible but obtaining medical assistance will not be delayed pending contact with parents.

Medicines in School

Medicines will only be accepted for administration by school staff if they are: prescribed, in-date, labelled and provided in the original container as dispensed by a pharmacist. The only exception to this is insulin, which must be in date, but will generally be available inside an insulin pen or pump, rather than its original container. Medicines must include instructions for administration, dosage and storage.

If your child has been prescribed a medicine, and is well enough to attend school, please first complete and sign a Request for School to Administer Medication Form. then take the form to your child's teacher with the medicine.

Hand the medicine to your child's teacher at the beginning of each school day, where it will be kept in a secure cupboard/fridge and collect it at the end of the school day.

Your child will need to go to their teacher at the correct time to receive their medication.

If your child seems unwell, the School Office will contact you or your emergency contact and may stop administering the medication until medical advice has been sought.

NOTE – all staff have the right to refuse to administer medication. If this is the case, the teacher will let the parent know and the parent will be expected to come in and administer the medication at the appropriate time.

First Aid Policy

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to H&S
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and Guidance

This policy is based on the H&S guidance and includes the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employees to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and Responsibilities

1. Appointed person(s) and first aiders

The appointed person is responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary
- Completing accident/incident/illness slips
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after a serious incident (please use the carbonated first aid books – white copy is sent home, blue is retained in the pad for school records)
- Keeping their contact details up to date

A list of our school's appointed person(s) and first aiders is held by the School Business Manager. Their names are also displayed prominently around the school.

2. The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3. The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

4. Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident/incident/illness slips as required
- Completing accident reports (see appendix 1) for all serious incidents they attend - as required
- Informing the headteacher of any specific health conditions or first aid needs

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First aid Procedure

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school in consultation with the SLT (Senior Leadership Team), parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the attending first aider or a colleague will contact parents immediately

The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- An asthma attack that has not been controlled by use of an inhaler
- Whenever an epi-pen/auto injector has been administered to a child requiring such treatment.

A member of the SLT is to be kept informed in relation to any of the above incidents .

Adult/Employee Accidents

All accidents requiring first aid treatment (other than simple grazes or very minor injuries) are to be notified to the School Business Manager and where applicable recorded by completing the LA Health and Safety Teams on-line reporting system.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone or their own if the school mobile is in use
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the lead teacher in accordance with guidance from the EVC, prior to any educational visit that necessitates taking pupils off school premises.

First Aid provision for trips and visits

The school will ensure that the following provision is in place for all trips and visits:

- Early Years Foundation Stage
There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- Key Stage 1 and Key Stage 2
There will always be at least one first aider on school trips and visits.

First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits. First aid kits are stored in:

- Reception Class
- Individual Class bum bags
- Staffroom
- The school kitchen

Record Keeping and Reporting

First aid and accident record book

- An accident/incident/illness report slip will be completed by the first aider or relevant member of staff attending the incident on the same day after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident
- For serious injury or similar the accident report form is to be completed

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- if in doubt please speak with the School Business Manager
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

Reporting to the HSE

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Seeking guidance from Oxfordshire County Council - Health, Safety and Wellbeing team.

Reportable injuries, diseases or dangerous occurrences include:

- Death
 - Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
 - Where an accident leads to someone being taken to hospital
 - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion
- Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE: <http://www.hse.gov.uk/riddor/report.htm>

Notifying Parents

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- a head injury
- requires attendance at hospital

The responsibility of notifying parents of illness or an accident is the responsibility of the first aider/class Teaching Assistant or Teacher. A parent should not be contacted without the agreement of a member of the SLT.

Our procedure for notifying parents is to use all telephone numbers available to contact them and leave a message should the parents not be contactable. A record is to be kept of the phone call on the incident form.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive.

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

For a head injury a text is sent home on the recorded Eduspot system; a white accident/incident/illness report slip is also to be completed and handed to the child to take home. For all other instances above a white accident/incident/illness report slip is to be completed and given to the child to take home.

Other Minor instances

In instances where a child has received first aid for a simple graze or similar injury then we will inform parents in the following ways:

A white accident/incident/illness report slip will be completed and given to the child for them to take home, a copy is to be kept in the First Aid folder outside Year 1.

For children in EYSF the class Teacher or Teaching Assistant will speak directly to the parent at the end of the school day. If this is not possible then the class Teacher will make a telephone call at the end of the day.

Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Oxfordshire County Councils Schools Safeguarding Team of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

School staff are nominated to undertake first aid training as required. All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until - the School Business Manager hold this.

Staff are encouraged to renew their first aid training when it is no longer valid.

EYFS

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Monitoring Requirements

This policy will be reviewed by the School Business Manager every 3 years.

At every review, the policy will be approved by the Headteacher and the Governing Body

This first aid policy is linked to the:

- Health and Safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Medicine policy

Medicines and Administering in School Policy

This policy is based on Government Statutory Guidance on supporting pupils with medical conditions as a result of the Children's Act 2004.

Responsibilities and Requirements

Governing Body

The governing body is to ensure:

- That the arrangements in place support pupils with medical conditions.
- That children with medical conditions (both short and long term) can access and enjoy the same opportunities at school as any other child.
- That staff are properly trained to provide the support that pupils need.
- That an appropriate level of insurance is in place.

Parental Care

The parent/ carer :

- Must give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office in person.
- Must complete and sign the Medicine Authorisation form.
- Must keep staff informed of changes to prescribed medicines.

Headteacher

The Headteacher is to:

- Ensure that the school's policy on medicines and administering medicines in school is implemented.
- Ensure that staff receive support and appropriate training where necessary.
- Share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the school's policy on the administration of medicines.
- Consult with other professionals as necessary e.g. the school nurse.

Teachers

The Teachers must:

- On receipt of medicines, ensure the child's name; prescribed dose; expiry date and written instructions provided by the prescriber are checked.

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- Ensure that the parent/carer completes a Medicine Authorisation form for the administration of medicines following the prescriber's instruction.
- Ensure that medicines that require refrigeration are stored in the medicine fridge in the staffroom.
- Ensure the class Teaching Assistants are aware that a pupil requires medication.

First aider

The First Aider is to:

- Ensure that before medication is given that the child is asked their name and that this is checked against the medicine packaging and the Medicine Authorisation form.
- Complete the Medicine Authorisation form each time medication is given.

Prescription Medicines

Medicines should only be taken in school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. We only accept medicines that have been prescribed by a doctor, dentist, and nurse prescriber. Medicines should always be provided in the original container provided by a pharmacist and include the prescriber's instructions for administration.

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Wherever possible, medicines which are prescribed in dose frequencies that can be taken outside of school hours e.g. in the morning, after school hours and at bedtime, should be taken then. This needs to be encouraged so staff do not have to administer medicine at lunch time unless absolutely necessary. See antibiotics section below.

Antibiotics

Parent/carers should 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 and in the evening. Three times a day doses can normally be given in the morning before school, immediately after (provided this is possible) and at bedtime. It should normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime.

Parent/carers must complete the Medicine Authorisation form and confirm that the child is not known to be allergic to the antibiotic. The antibiotic should be brought into school in the morning and taken home again at the end of each day by the parent/carer.

Whenever possible the first dose of the course, and ideally the second dose, should be administered by the parent/carer.

All antibiotics must be clearly labelled with the child's name, the name of the medication, the dose, the date of dispensing and be in their original container.

In the school, the antibiotics should be stored in a secure cupboard or where necessary in a refrigerator. Many of the liquid antibiotics need to be stored in a refrigerator - if so, this will be stated on the label. Some antibiotics must be taken at a specific time in relation to food. Again, this will be written on the label, and the instructions on the label must be carefully followed. Tablets or capsules must be given with a glass of water. The dose of a liquid antibiotic must be carefully measured in an appropriate medicine spoon, medicine pot or oral medicines syringe provided by the parent/carer.

If the pupil does not receive a dose, for whatever reason, the parent/carer must be informed that day.

Non-prescription medicines

Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. The exception to this is non-prescription travel sickness medication which can be administered by staff provided they are supplied in the original packaging and accompanied by a Medicine Authorisation form. It must be suitable for the pupil's age. It must be supplied by the parent (not the school) with manufacturer's instructions included. Staff still need to check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case - a note to this effect should be recorded on the Medicine Authorisation form. The medication will be stored and administration recorded as for prescription medicines.

Pupils with long term or complex medical needs

Parents or carers should provide the school with sufficient information about their child's medical condition and treatment of special care needed at the school. Arrangements can then be made, between the parents, headteacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in a Health Care Plan. Please see the Supporting Pupils with Medical Conditions policy.

Controlled drugs

- First Aiders may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions. We look after controlled drugs, where it is agreed that it will be administered to the child for whom it has been prescribed.
- We keep any controlled drugs in the fridge/filing cabinet if necessary and only named first aiders should have access. A record is to be kept for audit and safety purposes.
- A controlled drug, as with all medicines, should be returned to the parent when no longer required to arrange safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

- Misuse of a controlled drug, such as passing it to another child for use, is an offence and disciplinary action may be taken.

Asthma inhalers

Advice to school staff is that children should be trained as early as possible to self-administer with their inhaler, these may be kept in the classroom or in their bag. The school is happy to keep a spare inhaler, named and in date in the school.

Administering Medicine

All medicines to be administered in school must be accompanied by written instructions from the parent, the GP or Dentist prescription specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. A Medicine Authorisation form must be completed. Each time there is a variation in the dose, a new form must be completed .

Children are not allowed to keep their medicine. Only trained First Aiders are to administer prescribed medicines. At the time of administering the medicines the relevant Medicine Authorisation form must be updated

Staff are to only return the child's medicine to the parents. Parents need to notify the class Teacher/Teaching Assistant if a pupil requires medication at a given time i.e. during lessons, lunchtime etc.

Refusal to take Medication

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

Storage of Medicines

All medicines must be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the school office, with the exception of adrenaline pens and inhalers, which need to be more readily available, and medicines which need to be refrigerated, which are kept in the staff room fridge. All medicines must be stored in the supplied container and be clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and auto-injector (epi-pens) pens, should be readily available to children and kept in an agreed place in the classroom. Children may carry their own inhalers, when appropriate.

Sun Cream

During hot weather, parents are asked to administer sun cream or after-sun to their own children before school or to provide spray-on sun cream which then children can administer themselves. However, if a parent provides a note, staff may administer sun cream or after-sun to children.

Sporting activities

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. These should be taken to PE Sessions. Staff supervising sporting activities are to be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures. EpiPens should be taken to the PE Lessons too if felt necessary.

Staff training

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, auto-injectors (epi-pens), insulin etc

Training in the administration for specific medicines is arranged via the school nurse. Records are maintained of all training completed by staff. For example, anaphylaxis, defib, EpiPen and Huntington Disease.

Educational visits

Staff will administer prescription medicines to pupils when required during educational visits. Parents should complete a consent form and supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication) cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc should therefore be provided, if necessary, on prescription. Pupils with medical needs will be included in educational visits as far as is reasonably practical. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit. All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Disposal of Medicines

For medicines that are date expired or no longer needed, parents should be contacted for them to collect and arrange safe disposal.