



First Aid and Medical Administration Policy

First Aid Policy

First Aid can save lives and prevent minor injuries becoming major ones. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school (including off-site activities). In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Aims of this policy

- To provide effective First Aid support for all pupils, staff and visitors.
- To ensure that all staff and visitors are aware of their roles and responsibilities in relation to First Aid and the First Aid systems in place.
- To support awareness of Health & Safety issues within school and during off-site activities, in order to reduce the risk of illness or injury.

First Aid Kit

All Teaching Assistants are qualified emergency first aiders with valid certificates. At least one member of staff with current first aid training is on the premises at any one time. The first aid qualification includes first aid training for infants and young children.

Teaching Assistants carry a basic first aid kit for morning and lunchtime play and these are also kept in classrooms. There is a full first aid kit located in the school resources room and in the main office on the upper site. If members of staff who carry first aid kits are running low on first aid material, they must inform the appointed person. The appointed person will replenish the first aid kit from central supplies. The appointed person will liaise with the Senior Leadership Team to place orders when central supplies are running low.

Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and handwashing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Emergency medication

The SENCO works with parents/carers and the school nurse to put care plans in place for children with medical needs. This includes conditions that require emergency medication such as asthma and anaphylaxis. Parents/carers must inform the SENCO of any change in a child's condition e.g. if their asthma has worsened or is being impacted by the weather etc. so that the SENCO can put appropriate measures in place.

Asthma Inhalers

It is the responsibility of parents/carers of pupils who have asthma to supply the School Office with an in-date asthma inhaler, clearly labelled, with their child's details. It is the parents'/carers' responsibility to be aware when the medication has expired beyond the use by date and to bring replacement medication to school accordingly. This and other medication is kept in a secure central place in the School Office. A Central Medicines Register is kept and maintained in school.

Staff are made aware of which children suffer from asthma on the medical board in the Resources Room and all class teachers have class lists including all the medical needs of the children in their class.

Training on managing asthma in school for support staff and identified members of teaching and senior staff is provided on an annual basis.

Pupils who suffer from severe asthma will have their inhaler available to them at all times. How their inhaler will be made available to them at all times will be agreed together with the parents/carers and outlined in the child's care plan according to their age; stage of development; and understanding of their condition. The SENCO will liaise with parents/carers of children with moderate/severe asthma and the child's class teacher to put appropriate arrangements in place. These will be included as part of the child's care plan and shared with all members of staff in staff briefings and on the medical board.

Class teachers will make arrangements to ensure that asthma medication is collected prior to PE lessons or lessons involving significant physical activity.

Class teachers will make arrangements to ensure that children who suffer from asthma have their inhaler easily accessible on any school trip or off-site activity.

Adrenaline auto-injectors (EpiPen etc)

It is the responsibility of parents/carers of pupils who may need treatment using an adrenaline auto-injector for allergies/anaphylactic shock to supply the School Office with two adrenaline auto-injectors clearly labelled with their child's details. It is the parents'/carers' responsibility to be aware when the medication has expired beyond the use by date and to bring replacement medication to school accordingly. Both adrenaline auto-injectors are kept in a secure central place in the School Office. A Central Medicines Register is kept and maintained in school.

Staff are made aware of which children may need treatment using an adrenaline auto-injector for allergies/anaphylactic shock on the medical board in the Resources Room and all class teachers have class lists including all the medical needs of the children in their class.

Adrenaline auto-injector training for support staff and identified members of teaching and senior staff is provided on an annual basis.

If a member of staff finds themselves in the situation requiring the use of an adrenaline auto-injector on a child, they must ask another member of staff to call 999 immediately to request medical assistance or call 999 immediately after having

administered the adrenaline auto-injector if no other member of staff is present. Following this, the child's parent/carer must be phoned immediately and a member of the Senior Leadership Team must be informed immediately.

Class teachers will make arrangements to ensure that children who may need treatment using an adrenaline auto-injector for allergies/anaphylactic shock have their adrenaline auto-injectors easily accessible on any school trip or off-site activity. Adrenaline auto-injectors will also be available for any activity in school away from the classroom where the child risks being exposed to any allergen that may cause them to suffer from anaphylaxis.

Allergies

It is the parents'/carers' responsibility to inform the school of any allergies a child may have. Children's photos and their dietary needs are displayed in the school kitchen. Class teachers receive lists from the school office at the start of each year with all dietary needs including allergies indicated.

Children's names and photos will be included on the medical board for all members of staff in the case of severe allergies.

Other emergency medication

The school is aware that there are other conditions requiring emergency medication. It is the responsibility of parents/carers to inform the school of any condition that might require emergency medication. It is the parents'/carers' responsibility to provide the school with the appropriate medication.

The SENCO will liaise with parents/carers to put an appropriate care plan in place and inform members of staff accordingly. Please refer to Administration of Medicines Policy for further information. This can also be found on the school website.

Head Injury

As with all injuries, the severity of the head injury will be established and an appropriate course of action for first aid will be followed. All members of staff will be particularly vigilant when a head injury has been sustained as children can experience delayed concussion or headaches.

After having treated a child for a head injury, the first aider will ensure that the members of staff who will be in class with the child following the injury are informed so that they can monitor the child and liaise with the parent/carer at the end of the day. The first aider will ensure that the parent/carer of the child who has sustained a head injury is telephoned and informed. This telephone call will be made regardless of how serious or not the head injury might be. The members of staff in class with the child who sustained the head injury will ensure that the accident form is sent home at the end of the same day the incident happened.

Record Keeping and Reporting

Accident Forms

Accident forms will be completed in all cases where first aid has been administered for any injury. Accident forms will be completed for all head injuries. All sections will be completed and will be signed by the member of staff who administered the first aid. The original accident form will be kept on site in the Resources Room. A copy of the accident form will be sent home to parents on the same day as the injury was sustained.

Notifying Parents/Carers

For any injury resulting in first aid being administered, parents/carers will receive a copy of the accident form completed on the same day.

Parents/Carers will be notified by telephone if: the injury is considered to be a serious injury (or more than minor injury); requires attendance at hospital or other intervention by a medical professional; or is a head injury.

We will notify parents/carers by calling the contact numbers provided on the emergency contact form and leave a message should the parents/carers not be contactable. In the event of an injury where the child needs to go home, we will continue to attempt to contact the parents/carers whilst supervising the child until the parents/carers arrive.

In the event that the child requires hospital treatment and the parents/carers cannot be contacted prior to attendance, a member of staff will accompany the child to hospital and remain with them until the parents/carers arrive at the hospital.

Accident Form Analysis

Accident Forms will be analysed at the end of each term. The location, type of injury, treatment given and whether calls home were made for the relevant injuries will be analysed. This analysis will be shared with the Senior Leadership Team and will help the school identify accident trends and possible areas for improvement in the control of health and safety risks. It will inform any necessary reviews to procedure or training needed for staff. Analysis of accident records will take place at the discretion of the Headteacher at other times in the year, for example, if members of staff are reporting high incidence of accidents in the playground, so as to inform any necessary reviews.

Roles and Responsibilities

The Deputy Headteacher for Inclusion / SENCo

Ensure the First Aid Policy is put into practice and put detailed procedures in place according to the specific needs of the school.

Ensure that the school's First Aid Policy is available for all staff and parents/carers.

Implement suitable induction procedures to ensure that all new staff are made aware of First Aid procedures in school.

All School Staff

Familiarise themselves with the first aid procedures (including this policy) in operation and ensure that they know who the current First Aiders are. These are on display in the staff room and in the school office.

Be aware of specific medical details of individual students as given by the Deputy Headteacher for Inclusion and SENCo. Medical details for individual students in each class will be provided by the office to class teachers. Medical boards in the Resources Room will include the names, photos and care plans (where appropriate) of individual children in the school with medical needs, and will be displayed appropriately in line with The General Data Protection Regulations (GDPR).

Ensure that the children in their care have an awareness of the procedures in operation as appropriate to their age and development.

Send a child who feels generally 'unwell' to the nearest First Aider.

Send a child who has minor injuries to the nearest First Aider.

Ensure that any child who feels unwell or who has an injury is not left unsupervised by an adult at any time.

Ensure that they have all the necessary emergency medication for all children in their care when children are taken off site for school trips etc.

Ensure that arrangements are in place to maintain the First Aid support outlined in this policy whilst away from the school site.

Have regard to the Safeguarding (Child Protection) policy and procedures.

In the event of a minor injury, staff in possession of a valid Emergency First Aid in Schools Certificate may treat minor injuries e.g. grazed knees, bruised shin. Other members of staff will use their professional judgment and treat appropriately according to their duty of care.

Ensure that all first aid administered is recorded on an accident form and then correctly filed and shared with parents/carers.

In the event of a major injury, administer appropriate first aid (if possible) and call for a nominated person and a member of the Senior Leadership Team. The emergency services should be called immediately if appropriate.

All Members of School Staff with First Aid Training give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

When necessary, ensure that an ambulance or other professional medical help is called.

SENCO / Deputy for Inclusion

Update medical boards in the staff room with names, photos and care plans (where appropriate) of all individual children with medical needs at the start of each academic year.

Update medical boards as appropriate with changes or new, additional needs, including for any newly enrolled children throughout the year.

Raise awareness amongst staff during staff briefings of children with particularly severe or complex medical needs, or any new medical needs throughout the year.

Work together with the school office to ensure that all medication and medical consent forms are stored so that they are easily accessible.

Arrange training for staff, together with the school nurse team, on the use of emergency medication – inhalers, adrenaline auto-injectors etc.

Work together with the school office and parents/carers to arrange for the safe disposal of any expired medication, or that which is no longer needed. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for safe disposal.

The School Office

At the start of each academic year, provide all class teachers with up-to-date information on the medical needs of the individual children in their class.

Update class teachers throughout the school year of any changes to existing medical conditions or any new medical conditions for the individual children in their class.

Work together with the SENCo to ensure that all medication and medical consent forms are stored so that they are easily accessible.

Work together with the SENCO and parents/carers to arrange for the safe disposal of any expired medication, or that which is no longer needed. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for safe disposal.

Ensure that all class teachers and staff accompanying pupils on trips have current and up-to-date medical information indicating any specific conditions or medications for all children in their care.

Parents/Carers

Inform the school, prior to a child's start date, of any existing medical conditions. Inform the school immediately if their child develops a new medical condition following their start date.

Ensure that any developments or changes in a child's medical condition are shared with the school.

Ensure that all emergency medication (inhalers, Adrenaline auto-injectors etc.) kept in school is in date. It is the parents'/carers' responsibility to provide the medication and to be aware of medication kept in school will expire and to bring in replacement medication. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for safe disposal.

Mayflower Federation Over-the-Counter Medicine Policy

Aim

To ensure the safe and appropriate administration of medicines to students, appropriate record keeping and secure storage of medicines within the school to ensure the safety of others.

Introduction

The Mayflower Federation takes the welfare of its students very seriously, recognising that it is in the interest of both the individual and the school to maintain optimal health and wellbeing. This policy outlines the Mayflower Federation's approach to the management of over-the-counter medication for students attending Phoenix and Ilderton Primary Schools. It highlights the support that the school will provide in ensuring that any medicines are administered effectively, appropriately, and in accordance with legal requirements.

Management of over-the-counter medicines (OTC medicines)

Administration of OTC Medication by a First Aider

The school office has a supply of over-the-counter (OTC) medicine including paracetamol (Calpol®). This medication does not require a prescription. The OTC medicine can be administered by members of staff with a First Aid qualification to students with consent.

Consent

Parent/Carer consent

Mayflower Federation staff will seek parental consent before any medicines are administered to students. Every effort will be made to obtain verbal parent/carers consent. If unable to obtain verbal consent, Mayflower Federation staff will decline to administer OTC medication.

Checklist for administration of OTC medication

Staff administering OTC medication will:

- Check the age and identity of the student
- Ensure the reason for giving the medicine is established
- Check written parental consent has been given
- Contact a parent/carers by telephone and receive verbal consent
- Check for medical conditions and allergies
- Check when/if any previous medication was given (including OTC medicine/herbal products)
- Check drug name, dose, maximum dose in 24 hours and expiry date
- Observe the student taking the medication

- Record the medication has been given.
This will include:
- Students Full Name
- The dose
- The date and time of administration
- The reason for administering OTC medication (e.g. high temperature)
- The name of the administrator.
- Confirmation that verbal consent has been given from a parent/carer.
- Signature from the parent/carer when the child is collected.
- A member of staff will monitor the pupil and observe that there has not been a reaction to medication or the child does not have deteriorating health.

Safe storage of OTC medicine

All OTC medication will be stored securely in the school office.

Record keeping and monitoring

The Mayflower Federation is responsible for restocking supplies of OTC medicine. Stock balance of OTC medicine will be checked weekly by Mayflower Federation staff.