

Blakedown C E Primary School

First Aid & Medicines Visits

Policy Number 2.1

First Aid & Medicines



First Aid & Medicines Policy

(see also Health, Safety & Welfare, Safeguarding, Drugs, Supporting Pupils with Medical Needs)

1 STRATEGY

- 1.1 Blakedown CE Primary School's vision, embedded in Psalm 139:14 - '**I will praise you because I am fearfully and wonderfully made,**' recognises, values and nurtures the individuality of all of our children. We are committed to giving all of our children every opportunity to use their individual skills and talents in *service* of others and to *achieve* the highest of standards. The achievements, attitudes and well-being of all our children matter, hence this policy states how to enable all our children to flourish and not be hindered by any medical need.
- 1.2 In this policy we seek to establish a clear and coherent outlines of the procedures for administering first aid and medicines to pupils.

2 POLICY

The aims of this policy are to:

- 2.1 clarify the school's approach to giving medication, for staff, pupils, governors, parents or carers, and to clarify the legal requirements and responsibilities;
- 2.2 clarify the school's approach to giving first aid
- 2.3 safeguard the health and safety of pupils and staff in our school;
- 2.4 enable staff to manage first-aid incidents properly.

3 PROCEDURE

- 3.1 The Head teacher will appoint a main First Aider in school, however, there should be a number of trained first aiders available in school as all Teaching Assistants and Lunchtime Supervisors are trained in first aid.
- 3.2 **Illness:**
 - 3.2.1 During lesson time, children who feel unwell should be accompanied to the school office in the first instance, preferably by a teaching assistant.
If this is not possible, then a phone call to the office from the member of teaching staff dealing with the child, should be made to inform staff of the issue.
 - 3.2.2 Monitoring of the unwell child will be the responsibility of the Administrative Staff and Headteacher, in the first instance.

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- 3.2.3 The decision to send an unwell child home will be solely the responsibility of the Headteacher/Deputy Headteacher/Assistant Headteacher (senior leadership).
- 3.2.4 The Administrative Staff under the direction of a member of the senior leadership will contact the parent to explain their child's illness and recommend collection if necessary at the parent's earliest convenience.
- 3.2.5 Ill children should not be left on their own in the medical room; if there is not an available member of staff, the child should return to class and be positioned near the door for quick access in case they feel nauseous.

3.3 Accidents

- 3.3.1 A first aid kit should be taken on duty by staff covering break times.
- 3.3.2 Any minor bumps and scratches can be dealt with by the member of staff on duty and recorded in the accident books.
- 3.3.3 More serious accidents that produce cuts or serious head bumps will require the child to have first aid administered inside the medical room.
- 3.3.4 The child should be sent in with an adult if possible so that the first aider on duty can administer first aid and fill in the accident book appropriately. This enables the member of staff to return to break cover.
- 3.3.5 If the first aider believes hospital treatment is required, that person will, in consultation with a member of senior leadership:
 - 3.3.5.1 arrange for the emergency services (999) to be summoned if necessary
 - 3.3.5.2 arrange for parents to be informed
- 3.3.6 All accidents will be fully recorded in the accident book by the person who dealt initially with the incident
- 3.3.7 Parents will be informed by the class teacher, or senior leader, of significant accidents and the treatment given.
- 3.3.8 Parents will be informed of any head injury via a letter or by a telephone call if needed.
- 3.3.9 The Headteacher/Health & Safety representative should review the area that the accident happened to ensure a risk assessment is not required and/or other actions should be taken.
- 3.3.10 If an accident requires a visit to hospital, a Riddor form should also be completed digitally which is then automatically forwarded to the LA.

3.4 Medicines

- 3.4.1 It is the parents' responsibility to inform the school if their child requires medication for an ongoing or short term illness.
- 3.4.2 A risk assessment of whether the child is well enough to attend school should be made initially and discussed with the parents.
- 3.4.3 If medication is for a short period, the parents should make every effort to fit the giving of the medicine around the school day and if possible attend school to administer the medicine themselves.

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- 3.4.4. If this is not possible, they may request that the medication be given at school if it is a prescribed medication. No member of staff is required to administer a prescribed medicine, but if staff are happy to do this, the parent must sign a form with the exact details of how often and when to administer medication. (Please see Supporting Pupils with Medical Needs Policy)
- 3.4.5 Any medication of this type should be kept in a locked cupboard or drawer and not in a classroom.
- 3.4.6 When the child is required to take the medication, the member of staff administering the medicine should complete the form to say the date and time and how the medicine was administered and any after affects the child may have suffered. They should do this with another witness and sign the form.
- 3.4.7 For pupils who need inhalers irregularly, these should be labelled and kept in the class first aid box. Ideally a child should be observed taking their inhaler and have this recorded by a member of staff, unless the need to take it is of urgent need, then the child should be able to use this without the delay of having this overseen. (See Asthma Policy for more detail and regarding use of the emergency school inhaler).

3.5 Some pupils may need an emergency health care plan for a number of reasons e.g. allergies. These should be put up in the medical room and in the class first aid box to ensure that all staff are made aware of the emergency procedures for these children.

3.6 Risk assessments for first aid and the administering of medicines should be written and reviewed annually. These are available on the staff area of the server and in the medical room.

4. MONITOR AND REVIEW

4.1 This policy is monitored by the governing body and will be reviewed every two years or before if necessary.

5. Linked Policies

Supporting Pupils with Medical Needs; SEND; Asthma; Safeguarding; Health, Safety and Welfare; Equality.