



First Aid and Medicine Policy

Policy area

Students
Staff

Statutory regulation

SLT Lead

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Version

2016.1

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Next review

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First Aid and Medicine Policy

1.0 INTRODUCTION

- 1.1 This policy is in place to ensure that all pupils, staff and visitors to the school are well looked after in the event of an accident or if they feel unwell. Staff have a common law duty to act as any reasonably prudent parent would to ensure that pupils are safe and healthy on the school premises. This may extend to administering medicine although there is no legal duty for them to do this or to supervise a pupil taking it.
- 1.2 This policy applies to the Ivy Wood and Manor Wood sites. The First Aid and Medicine section of the EYFS Policy is included also in this policy as an appendix.

2.0 AIMS

- 2.1 To provide First Aid treatment where appropriate for users of the school (with particular reference to pupils and staff)
- 2.2 To provide or seek secondary aid where necessary and appropriate.
- 2.3 To treat the casualty(ies), relatives and others involved with care, compassion and courtesy.
- 2.4 To ensure that all staff and students are aware of the system in place.

3.0 GUIDELINES

- 3.1 The school will provide First Aid cover during the working hours of the school week and where appropriate and necessary out of school hours. Those renting school premises for non-school activities are expected to make their own first aid arrangements.
- 3.2 First Aid information will be readily available and staff and students will be informed who to call and how to call for help.
- 3.3 First Aid kits for minor injuries are available for use in all Lower School classrooms and staff room, the DT building, Fives Building, and Upper School buildings.
- 3.4 The Head, Bursar and SMT will ensure that there is an adequate number of qualified paediatric First Aiders working on the Ivy Wood site. At KAS it is expected that most Ivy Wood staff will have a paediatric first aid qualification.

4.0 PROCEDURES

- 4.1 The School Nurse and/or qualified First Aiders will be available on both school sites during the school day.
- 4.2 School users will be able to contact the School Nurse (telephone extension 207) or another qualified First Aider via the reception office (telephone extension 200)
- 4.3 Once informed of an incident a qualified First Aider will go to the casualty(ies) without delay and provide emergency care.
- 4.4 On request from the School Nurse, staff will contact parents and emergency services as required.
- 4.5 If necessary the School Nurse or another appropriate adult will accompany a casualty to hospital.
- 4.6 All appropriate precautions will be taken when cleaning up after an incident, using body spill kits and protective gloves.
- 4.7 Any First Aider on the Manor Wood site must report accidents to the School Nurse. The School Nurse is responsible for ensuring that the School's statutory Accident Book is completed and will record details of any treatment administered.
- 4.8 Accidents on the Ivy Wood site should be reported by the EYFS Coordinator, who is responsible for recording details of any treatment administered on this site, in the Ivy Wood First Aid Daybook. This book should be passed to the School Nurse for countersignature each half-term.
- 4.9 The First Aider will promptly inform the School Nurse if items have been used from first aid kits and require replacement
- 4.10 Parents are expected to notify the school should their child be too unwell to come to school. The school must be contacted as soon as possible, preferably immediately if a child is diagnosed with a notifiable disease (e.g. meningitis, rubella, measles). EYFS children who are ill or infectious must not be brought to school and should not return until 48 hours after vomiting or diarrhoea.

5.0 The School Nurse will:

- 5.1 Ensure that student medical details are promptly updated on the School Information Management System (SIMS).
- 5.2 Have a consent form for each student to administer agreed medicines or other remedies.
- 5.3 Ensure that all staff holding first aid certificates undertake training at the appropriate intervals to retain their qualifications.
- 5.4 Ensure there are at least two paediatric first aiders on the Ivy Wood site, where EYFS and Year 1 are mainly located, at all times when there are children present.
- 5.5 Check that First Aid kits at appropriate locations (see Appendix Three for full list of locations) are fully stocked at the start of each half term and that items used by staff are promptly replaced.
- 5.6 Provide First Aid kits requested by staff for school trips.
- 5.7 Ensure that, in accordance with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, in the case of serious accidents and injuries, the Health and Safety Executive (HSE) is notified immediately. The Bursar will ensure that arrangements are in place for this. The Estates Manager will arrange for 'notifiable' accident reports to be forwarded to the HSE as soon as possible and in any case within 10 days. The Head will review major incidents immediately, informing Council where appropriate, and review all accident report forms on a half termly basis and the Health and Safety Committee will review a summary of them on a termly basis.
- 5.8 Inform parents promptly of any significant injuries or first aid administered, including head injuries however minor, and advise SLT daily of these incidents.
- 5.9 In the rare event that parents cannot be contacted when a student has suffered a significant injury or medical episode, act in the best interests of the student and arrange medical assistance and transport to hospital if necessary.

6.0 Teachers will:

- 6.1 Familiarise themselves with the subject specific risk assessments so that they are aware of teaching related hazards.
- 6.2 Refer to EYFS and Staff Guidelines to familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are; the School Nurse holds a list.
- 6.3 Be aware of specific medical conditions of individual students as identified on SIMS, seeking further information as necessary from the School Nurse.

- 6.4 Never move a casualty until they have been assessed by the School Nurse or a qualified First Aider unless the casualty is in immediate danger.
- 6.5 Send for help as soon as possible.
- 6.6 Always call 999 if someone is seriously ill or injured, and/or their life is at risk.
- 6.6 If age appropriate send a student with minor injuries to the First Aid Room, accompanied by another student.
- 6.7 Comply with the policy on school trips, complete risk assessments as required, be aware of specific needs of individual students (see Para 6.3 above) and take a copy of all relevant information on the trip.
- 6.8 Take a First Aid kit on any trips away from the school site.
- 6.9 Ensure that they are familiar with using the Epi-pen auto-injector for emergency use on any students in their care for whom it is prescribed, and that they are aware of the protocols to be followed post usage.
- 6.10 Inform supply teachers on how to access the First Aid information for the duration of their assignment.

7.0 Staff working on site during holiday periods will:

- 7.1 Have adequate First Aid supplies for use during the school holidays.

8.0 Administering Medication

- 8.1 Parents are strongly encouraged to administer medicines to their children outside of the school day. Medication should only be brought into school when absolutely essential and must be taken to the School Nurse on the Manor Wood site (this also applies to Ivy Wood children). A parent/carer must complete and sign a 'request to administer medicine' form. The medication must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- 8.2 It is the Ivy Wood class staff's responsibility to bring the child to the School Nurse for their medicine and to witness the administration. (This will usually happen when the children are on the Manor Wood site i.e. for lunch or another activity)
- 8.3 Only prescribed emergency medication will be given by Ivy Wood staff. This includes inhalers for asthma and epi-pens for

anaphylactic reaction. No pupil will be given medication without prior parent/carer written consent. Any member of staff giving medication to a pupil must check:

- The pupil's name
- Written instruction provided by parent/carer or doctor
- Prescribed dose and previous dosages applied
- Expiry date

Staff will complete and sign the 'Medicine Administration' book, kept in the Ivy Wood staff room, each time medication is given to a pupil and get the parent/carer to sign the book to acknowledge that the medication has been given.

9.0 Safety, storage and access

- 9.1 Medicines can often be harmful to anyone for whom they are not prescribed and we recognise that it is our duty to ensure that the risks to the health of others are properly controlled.
- 9.2 Medicines will be stored safely, securely and will not be accessible to pupils; however, the pupils will know where their medicine is stored. Medication that needs to be refrigerated will be kept in the nurse's fridge at Manor Wood. All other medication will be stored in a locked metal medicine cupboard in the medical room at Manor Wood.
- 9.3 Epi-pens are stored in the classrooms at Ivy Wood and in clearly labelled boxes in the medical room at Manor Wood (staff are made aware of the location of epi-pens)
- 9.4 Asthma inhalers are kept in the classrooms at Ivy Wood in a place known to the staff and pupils concerned and in named boxes on shelves in the medical room at Manor Wood (known to staff and pupils concerned).
- 9.5 Parental responsibilities in respect of their child's medical needs
- Parents should not send their child to school if the child is unwell.
 - Parents must inform the school about any particular needs before a child is admitted or when the child first develops a medical need.
 - only an adult (over 18 years of age) who has parental responsibility for or care of the child may sign the 'request to administer medication' form.
 - Parents should make every effort to arrange for medicines to be administered outside of the school day.

10.0 Assisting children with long term or complex medical needs

- 10.1 Where a child has a long term medical need, a written health care plan will be drawn up with the parents, health professionals and relevant school staff. A risk assessment may also be necessary.

11.0 Procedures for managing medicines on trips

- 11.1 The school encourages pupils with medical needs to participate in safely managed trips. The school will consider reasonable adjustments to enable all children to participate fully and safely on school trips. This might include a separate risk assessment for specific pupils.
- 11.2 Staff supervising excursions will always be aware of any medical needs and relevant emergency procedures. A copy of any health care plan will be taken on trips and all trips must have at least one member of staff who will be first aid trained.

12.0 Staff training in dealing with medical needs

- 12.1 Staff will be given regular training on the use of epi-pens and first aid procedures following an allergic reaction.
- 12.2 New members of staff will be made aware of the first aid policy and medicine administration policy and procedures.
- 12.3 In addition to the School Nurse, a sufficient number of staff will be first aid trained and a list kept in Lower School and Upper School staff rooms.

Appendix – EYFS First Aid and Medicine Policy

We promote the good health of children in our care in numerous ways, including a set of procedures when children become ill or have an accident. Staff are able to call the school nurse, Lorraine Kent, who is Paediatric First Aid trained, if a child is unwell, needs medical attention or has an accident. In addition, we have clear guidelines for infectious diseases, medicines and the preparation of food.

First Aid

A record of accidents, incidents and first aid treatment is kept in each class at Ivy Wood and is checked each half term by the school Nurse, who is called to Ivy Wood for all head injuries no matter how minor. She is also called to the site for any other significant injuries. First Aid kits are kept in each classroom and are regularly checked and restocked by the nurse on request. Smaller portable packs are provided for school trips.

The nurse is available if children become ill in school and also for emergencies. There is a Medical room with a bed on the Manor Wood site and parents will be asked to collect their child if it is clear they are too unwell to remain in school.

The school doctor is located in school every Wednesday morning for routine medical checks including hearing and visual screening.

In accordance with the EYFS framework, parents/carers are informed of any accident or injury sustained by their child and of any first aid treatment given on the same day or as soon as practicable thereafter. Ofsted or other appropriate agencies are informed as soon as reasonably practicable and, in any event, within 14 days, of an incident leading to a serious accident, illness or injury to, or death of, a child whilst in the school's care, and of the action taken.

Infectious diseases

In order to prevent the spread of infectious diseases, we provide parents with a list of common childhood infectious diseases which outlines key time periods that need to be adhered to before a child returns to school. This is handed out to parents when they start Reception.

Medicines

The 2017 EYFS framework (pg. 27) states that an EYFS setting may not administer prescription medicines unless prescribed by a doctor, dentist, nurse or pharmacist or medicines containing aspirin unless prescribed by a doctor.

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

If a child has not had a medication before, it is advised that the parent keep the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

The school nurse is responsible for the administration of medication and all medication must be taken to her by the child's parent/carer and a consent for administration form must be signed. The school nurse will ensure that medicines are stored correctly and that records are kept according to procedures. In the unlikely event of absence of the nurse, the Head of Lower School is responsible for the overseeing of administering medication.

Medical conditions are recorded on SIMS and staff are directed by the nurse, with the child's parents, of steps to be taken should any child need emergency medications in school. Those children likely to suffer from anaphylactic shock have an Epi-pen and other necessary medication in a named bag, which goes with the adult in charge wherever the child might be on the site. Inhalers for named children are stored where staff can access them easily. Photographs of anaphylactic pupils are displayed in the staffrooms on both school sites as are photographs of children with medical conditions. There is frequent staff training on Epi-pen administration and first aid training on a three-yearly rotational basis for all staff. All other medicines must be handed in by parents to be administered by the school nurse.

All medication is stored in accordance with product instructions. Medicines are placed in a secure cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.

No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Long-term medical conditions and ongoing medications

Children who have long-term medical conditions and who may require ongoing medication:

- A risk assessment is carried out for each child with long-term medical conditions that require ongoing medication. This is the responsibility of the Head of Lower School alongside the key staff. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should understand the routines and activities and point out anything which they think may be a risk factor for their child. If appropriate, they may also be shown around the setting.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. Staff training needs, form part of the risk assessment.
- The risk assessment includes vigorous activities and any other school activities that may give cause for concern regarding an individual child's health needs.
- A separate risk assessment is written if taking medicines on outings outside of the school grounds and the child's GP's advice or the school nurse is sought if necessary where there are concerns.
- A health care plan for the child is drawn up based upon information from the parent and advice from the child's doctor. A copy of this information is given to the Head of Lower School and the school nurse.

- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed annually or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc. Any changes to the health care plan are discussed with parents.
- A list of children needing Epi-pens are displayed in the Staff Room and the nurse's office.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the class teacher for the child with a risk assessment, or the class TA who should be fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and name of the medication. Inside the box is a copy of the medication book entry, with the details as given above.
- On returning to the setting the class teacher signs the medication record book and returns any unused medication to the school nurse.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication.
- If medication needs to be administered, on returning to school, the school nurse will administer the medication.
- This procedure is to be read alongside the General Considerations and Lower School Trips risk assessments.

Food

- Special dietary requirements are catered for on an individual basis and children may bring a packed lunch if they prefer. Snacks of fruit and salads, rice cakes and breadsticks are provided for all children in Ivy Wood. Water is made available throughout the day and all drinking water taps are clearly labelled.
- Great care is taken with all food in class, including cookery and birthday treats. All EYFS staff have received appropriate Food Hygiene training.

