



COLD NORTON
PRIMARY SCHOOL

FIRST AID POLICY

Including Administering Medicines

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Staff Consulted:	14/11/2024
Signed:	

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Aims of this policy

- To explain our procedures for managing injuries and accidents which may occur during the school day
- To explain our procedures and outline the roles and responsibilities for managing and administering medicines during the school day including whilst on school trips

First Aid

Designated First Aiders

All staff are trained in emergency first aid, the school business manager is the appointed person, the EYFS class teacher, the admin assistant and school business manager are paediatric first aiders.

Regular training in anaphylaxis and CPR is undertaken by staff.

First Aid Post

The main first aid post is located in the main School Office and each class has their own first aid kit. Duty staff are responsible for ensuring they take the duty first aid kit bag out at break and lunchtimes so that they are readily available for pupils.

Illness

Children who feel unwell during lesson time should be sent to the school office. The office staff will assess and monitor unwell children. The decision to send unwell children home will be the responsibility of the office staff and/or Headteacher.

Accident Procedure

Children and adults who have sustained a minor injury which cannot be dealt with by a trained member of staff at the scene should be sent to the school office if they are able to confidently walk unaided. If the injured person is unable to walk confidently another pupil will be asked to go to the office and alert the office staff.

Following treatment the first aider will make a record of the injury, the details of when, where and how the injury occurred and the treatment given in the accident report book. A copy of the record may be given to the pupil to take home.

All staff must ensure their injury is recorded on the appropriate injury at work form. This record is not the same as the statutory accident book.

In all instances of a bump on the head a sticker will be given to the pupil to wear to enable all staff to be aware and to provide additional monitoring time. In the event of a heavier bump to the head the parent/carer of the pupil will be contacted by telephone.

Where a first aider has deemed the injury to require hospital treatment for an injury or illness they will:

- Arrange for an ambulance to be called in an emergency situation and notify the parent/carer.
OR
- Arrange for the parent/carer to collect their child so that the parent/carer can assess whether to take their child to their GP surgery or local hospital.
OR
- In the event of an ambulance not attending and a parent/carer cannot be contacted but it is believed that the child requires urgent hospital treatment (e.g. suspected broken limb) arrangements will be made for the child to be transported to A&E by staff car or by taxi and accompanied by a member of staff.

If an injury sustained at school requires more than 3 consecutive days absence from school or work, a Health and Safety form must be completed online. An internal investigation must take place. In the event of an accident or illness that results in a fatality, ECC and HSE must be contacted immediately.

Injuries to anyone who has been involved in an accident at school, or an activity organized by the school are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity, or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment.

Administration of Medicines

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

In general, school staff cannot legally be required to administer medication or supervise a pupil taking it.

However, all staff in school have a duty to act as any reasonable prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.

Medicines will normally be administered by the School Admin Assistant but other members of staff may have named responsibility within children's Individual Medical Plans.

We will:

- Administer prescription medicines during the school day if absolutely necessary (i.e. in cases where it would be detrimental to the child's health if it were not administered during the school day).
- Antibiotics can be administered. We would normally do this when the dosage is 4 times a day. However if the dosage is 3 times a day and you would prefer a dose to be administered at lunchtime we will do so.
- Require parents to complete a consent form detailing doses and times. Medicines must be supplied in the original container they were dispensed in.
- Devise Individual Medical Care Plans, with parents, for managing long-term medical needs.
- Appoint a 'named person' for the administration of medication that requires specialist training (e.g. Epipens).
- Keep inhalers in the school office. Parents will be required to complete an asthma consent form.
- Supervise the administration of inhalers.
- Store prescribed medication safely.
- Document administration (not inhalers).

We will not:

- Administer any non-prescription medication unless agreed with the school office in advance.
- Administer any aspirin unless prescribed by a doctor.
- Administer inhalers – children should be taught to self-administer.

Refusal of Medicines

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 should be delivered to the school office by the parent or carer. In no circumstances should medicines be left in a child's possession. Teachers and teaching assistants should not take receipt of any medicines.

All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the school office fridge and should not be kept in classrooms, with the exception of Epipens, unless stated within an Individual Medical Plan.

All medicines must be stored in the supplied container and be clearly labeled 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 Epipens, should be readily available and kept in the school office.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. Unused medicines must be collected at the end of the agreed administration time period.

Medication and Off-site Activities

- A named member of staff has responsibility for management of medication. This person must be given all the relevant information in writing by the parents.
- Generally, children would not be required to carry their own inhalers, but refer to the responsible adult if self-administration is required. Parents wishing their children to take full responsibility for their own inhalers must agree this with the Headteacher or the responsible adult.
- For residential visits, parents are asked to give written consent for the use of mild analgesics if required.

We ask parents to help by:

- Administering medicines out of school hours wherever possible.
- Offering to administer medication during the school day themselves.
- 'Training' inhaler users to self-administer.
- Ensuring that medicines are 'in date' and collecting medication that is no longer required.
- Ensuring that current and accurate medical information is passed to the office.

Confidentiality

The head and staff should always treat medical information confidentially. The head should agree with the child/parent who else should have access to records and other information about a child.

Staff Training

Members of staff with responsibilities for administering medicines are given appropriate training.

Monitoring

This policy should be reviewed annually in accordance with Local Authority and national guidance.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may have, for example Epilepsy, Asthma, Diabetes or severe allergies. Most children with medical needs are able to attend school regularly and with support from the school can take part in most school activities.

School staff may need to take extra care in supervising some activities to make sure that these pupils, and others are not put at risk. Individual health care plans will be put in to place to identify the necessary safety measures to support children with medical needs.

Parents and carers have responsibility for their child's health and ensuring the school are aware of their child's medical condition. Details of the child's GP will be recorded on admission and it is the parent's responsibility to ensure this is kept up to date.

School Visits

Offsite Visit/Sporting Event

In the case of day visits and after-school sports tournaments, a first aid kit will be taken and held by the visit leader.

Any first aid or administration of medicines will be given within the parameters of this policy.

Residential visit

The residential centre's first aiders will administer first aid during instructor led activities. During the night, school staff can contact the centre's overnight first aider. School staff that have the appropriate level of first aid training may administer first aid between instructor led activities.

School staff with the appropriate first aid training may administer prescribed medicines and non-prescribed medicines to pupils with written consent from the parent or carer.

Returning to School after Injury or Illness

Children who return to school with an injury (e.g. broken arm or sprained ankle) may sit with a friend in the library area by the staff room at break times until they are able to go outside and the weather is conducive to them doing so; this is at the headteachers discretion.

Staff Medication

All medicines for staff personal use must be kept out of the reach of children and this is the responsibility of the individual member of staff.



Individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

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Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to



Parental agreement for school to administer medicine

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

Please note: Antibiotics can only be administered when the dose is 4 x daily
(Unless otherwise requested by your GP)

Name of school	<input type="text" value="Cold Norton Primary School"/>
Date	<input type="text" value="/ /"/>
Child's name	<input type="text"/>
Class	<input type="text"/>
Name of medicine	<input type="text"/>
How much to give (i.e. dose to be given)	<input type="text"/>
When to be given	<input type="text"/>
Any other instructions	<input type="text"/>
Number of tablets (where applicable) given to school	<input type="text"/>

Note: Medicines must be in the original container as dispensed by the pharmacy

Daytime phone no of parent	<input type="text"/>
Or , adult contact	<input type="text"/>
Name and phone no of GP	<input type="text"/>

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Print name

Record of medicine administered to all children

[illegible]

Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. School telephone number: 01621 827086
2. Your name
3. The school address: St Stephen's Road, Cold Norton, CM3 6JE
4. Provide the exact location of the patient within the school site
5. Provide the name of the child and a brief description of their symptoms
6. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
7. Follow any advice given by the emergency call handler.