

Windmill Primary School

First Aid Policy (including the administration of medicines)

At Windmill Primary School we are committed to keeping everyone safe. This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility.

Aims

- To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs are regularly carried out.
- To provide sufficient and appropriate resources and facilities including fully stocked first aid rooms, first aid boxes and first aid kits for educational visits.
- To keep staff and parents informed of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.

Personnel

- The LA and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The School Governors have a duty to approve, review and implement this policy.
- School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents. A copy of the policy is on the School website and paper copies are held in the School Office, the First Aid Room and the Staffroom.
- In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Locum Parentis'
- First Aiders must have completed the 'Emergency First Aid in the Workplace' training course approved by the Health and Safety Executive (HSE), and keep this training updated.
- Reception staff need to have sufficient staff trained in Paediatric First Aid.
- The 'Designated First Aider' must have completed the 'First Aid at Work' (HSE) training course and keep this training updated; they will:
 - Take charge when someone is injured or ill.
 - Look after the first aid equipment, restocking first aid boxes as necessary.
 - Ensure that an ambulance or professional medical help is summoned when appropriate.
- First Aiders and the Designated First Aider must be able to leave their normal duties to immediately attend to first aid and emergencies.
- **Copies of all First Aid training are kept with this policy.**
- **A list of First Aiders and the Designated First Aider is kept with this policy.**

First Aid Equipment and Facilities

- The Designated First Aider, directed by the Headteacher, will ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available and restocked when necessary.
- All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents.
- First aid boxes and equipment are taken on all school educational and sporting visits.
- The Headteacher and School Governors provide a suitable First Aid room for medical care and treatment.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids, blood soiled dressings and gloves need to be disposed of in the first aid bin in the medical room.
- **A list of the location of First Aid boxes is kept with this policy.**

First Aid Procedures

- First Aid treatment is given adhering to procedures recommended by Oxfordshire County Council and St. John Ambulance.
- When dealing with Infectious Diseases and Infection Control advice is sought from the Health Protection Agency; following recommendations available on the Oxfordshire County Council's **intranet**, Health and Safety Procedures page.

Children with Medical Needs

Children with medical needs have the same rights of admission to a school as other children.

- Most children with medical needs can attend school and take part in normal activities, sometimes with support.
- Parents/carers have the prime responsibility for their child's health and should provide school's with information about their child's medical condition.
- An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.

Administering Medicines in School

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

If a child is taking a prescribed medicine it is the parent's/carer's responsibility to come to school and administer the medicine.

- In exceptional circumstances, e.g. if anti-biotic medicine has to be taken four times a day, the Headteacher or a trained first aider will administer prescribed medicine providing that a 'Parental Agreement' form has been completed and signed.
- Parents/carers can obtain the 'parental consent form to administer medicine' from the school office on the first day of requesting the medicine to be administered in school. The completed forms are kept in the school office.
- All medication administered at school must be prescribed medicine, prescribed by a doctor and clearly labelled with the child's name and required dosage.
- Medicines are kept in the locked cabinet in the office first aid room, medications that need to be kept in the fridge can be stored in the office fridge.

- Any member of staff giving medicine to a pupil should check:
The pupils name
Written instructions provided by the doctor (usually on the medicine)
Prescribed dose
Expiry Date
- Staff should complete the 'Record of Administering Medicines@ paperwork, this is kept in the office medical room.
- If a child refuses to take medication, school staff will not force them to do so and the school should inform the child's parents/Guardians/carers
- It is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets.
- All medication should always be handled by adults. The transfer of medication from school to home, or after school club, and vice versa should be between adults.
- Non prescribed medicines are not allowed in school.
- Staff should never administer analgesics in school unless they have been prescribed by a doctor for a specific condition and the appropriate 'parental consent form' has been completed.

Head Injuries

- All head injuries should be seen by a first aider.
- The child's class teacher should be informed.
- If appropriate an accident form should be completed and the parents/guardians/carers should be informed immediately.

Asthma Treatment and Inhalers

- Asthma sufferers are permitted to bring their own treatments (inhalers etc) to school provided a 'Request for child to carry his/her own medicine' form has been completed by the parents/carers. Forms are available from the school office.
- A list of asthma sufferers is displayed in the First Aid room.
- Asthma treatments for pupils (inhalers etc) are kept in their classrooms, either by the pupils themselves; usually in their personal drawers or bags, or in an accessible central area.
- Asthma pumps should be clearly labelled with the child's name.
- Asthma treatments are to be administered by the pupil.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Epipens and Anaphylaxis Shock Training

- A list and photograph of anaphylaxis and allergy sufferers are displayed in the First Aid room.
- Epipens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom but the pupil and staff must know where they are stored.
- Epipens can only be administered by members of staff who have received epipen training.
- Specific staff that have already had First Aid training are trained in the use of epipens for each individual anaphylaxis sufferer annually.
- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.
- **Epipens** and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Administering First Aid Off Site

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.
- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- A risk assessment is completed for every school off-site visit, this will confirm who is the trained first aider and will identify any specific children with medical needs, inhalers, epi-pens, medicines etc. All of the relevant medicines will be taken on the off-site visit.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed: see Administering Medicines in School section above.
- A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.
- The above procedure will also apply on Residential Visits, although a separate 'Medicine Box' will also be taken as well as the First Aid Box.

- All parents/carers of pupils attending a Residential Visit will complete a Medical Form, this gives information about the child and also is a consent form agreeing to First Aid and Emergency Medical Treatment being given.

Record Keeping and Reporting Accidents

- All minor injuries and First Aid treatments given are recorded in the treatment book kept in the First Aid room.
- Parents are notified by letter and/or telephone of any child that has received a bump to the head, a wasp or bee sting or a significant incident. The pupil is also given a head bump wristband to wear with the date and time of the incident on.
- For more serious injuries, an accident form should be completed by the first aider, these are in the school office.
- Statutory requirements; under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013 (RIDDOR) require some accidents to be recorded to the HSE, (fatal and major injuries). For definitions see Accident Book (In School Office) The online reporting is completed by the school administrator.
- After completing the Accident Form, the form is reviewed by the Headteacher: Telephone HSE 0345 300 9923
Telephone OCC Health & Safety 03300 240849
Copy filed in School Office (kept for three years)
- A Health and Safety Incident Form should be completed if necessary and given to the School Health and Safety leads.
- Accident records and Health and Safety Incident Forms are monitored and reviewed by Governors.

Calling Emergency Services

- In the case of a major accident/incident, it is the decision of the trained first aider, or the Headteacher, if emergency services are to be called. Staff are expected to support and assist the trained first aider.
- If the casualty is a child, their parents/guardians/carers should be contacted immediately and given all of the information required.
- In the event of a medical emergency and the School is unable to contact parents/guardians/carers then the Headteacher acts in 'Locum Parentis'.
- If the casualty is an adult, their next of kin should be called immediately.
- All contact numbers for pupils and staff are available from the school office.
- **Calling Emergency Services:**
- Your telephone number is: **01865 762509**

- Give your location: **Windmill Primary School, Margaret Road, Headington. Oxford.**
- The postcode is: **OX3 8NG**
- Give your name
- Give name of child/adult and a brief description of the symptoms/injury
- Make sure that you speak clearly and slowly and that you have all of the necessary information about the patient before making the call, if the patient is breathing, unconscious etc.
- Inform Ambulance Control of the best entrance and state that the crew will be met by a member of staff and taken to the injured party.

Signed

Headteacher:

Governing Body:

February 2023

Date To Be Reviewed:

Location of First Aid Boxes

1. Staff room
2. Rainbow Room
3. Caretakers office
4. Office First Aid Room
5. Star Room
6. Cookery Room
7. Year 5/6 Stairwell
8. After School Club Room(s)
9. School Hall
10. First Aid Room
11. Library
12. Explorers
13. Penguins
14. Hedgehogs
15. Year1/3 Stairwell
16. Gym

ADDENDUM 1

Suspected and/or Confirmed Case of Covid 19 Procedure

If we have a suspected and/or confirmed case of Covid-19 we will follow the up to date guidance from the Department of Education and Public Health England.

ADDENDUM 2

Guidelines for Parents/Guardians/Carers in the administration of medicine in school

Whenever it is possible, parents/guardians/carers should administer any medicine. However, if this is not possible, the school must insist that parents/guardians/carers agree and sign their consent as follows:

1. A prescribed medication will be delivered to the school office, showing that it is necessary to take medication during school hours (Please note that medicine which is prescribed three times a day can be effectively delivered out of school hours)
2. The 'Request for School to Administer Medication' form must be completed by the parent/guardian/carer with clear indication of dosage and timing.
3. Medicines must be clearly labelled with the contents, owners name and dosage and, if possible, should be no more than one day's dosage.
4. The medicine will be kept in the office first aid room in a locked cabinet or in the fridge if necessary.
5. It is the child's responsibility to remember to ask for their medicine to be administered and the school does not accept responsibility if the child forgets.
6. The medicine will be administered by a trained first aider and they will record administration.
7. Parents/Guardians/Carers accept that, although the school will always act in the best interests of your child, all responsibility for the administration of medicines lies with the parent/guardian/carer and not with the school.