



Old Vicarage School

First Aid, Medicines and Medical Conditions Management Policy

This policy applies to the whole school, including those in the EYFS (Early Years Foundation Stage).

Our policy is to ensure that Old Vicarage School has sufficient trained personnel and adequate and appropriate facilities to be able to deal promptly and correctly with the accidents and sudden illnesses that inevitably occur in schools.

This policy details the School's arrangements for:

- The provision of first aid within and outside the School environment.
- Supporting pupils with medical conditions so they may have full access to all aspects of the education provided and the same opportunities as other pupils, including access to school trips and physical education.
- The administration, storage and disposal of medicines

This policy is in accordance with Health & Safety (First Aid) Regulations 1981 and DfE Guidance on First Aid. The Bursar has overall responsibility for implementation of this policy.

This policy should be read in conjunction with the following school policies on Accessibility, Equal Opportunities and Individual Needs.

THE PROVISION OF FIRST AID

First Aid training

The school will ensure that there are sufficient numbers of trained staff to meet the statutory requirements and assessed needs of the School.

First Aid training is provided by recognised competent providers. The School holds a register of all First Aid trained personnel and training is refreshed as determined by the qualification.

A list of all those trained in First Aid is available from the School on request.

Definitions

First Aider

This is an individual who has completed 'First Aid at Work' training. This is a three-day course and training must be renewed every three years. The school's First Aider is the Head, Gill Linthwaite.

Emergency First Aider

This is an individual who has completed the Level 2 'Emergency First Aid at Work' training and is competent to give emergency aid until further help arrives. This training must be renewed every three years.

Paediatric First Aider

This is an individual who has completed a 'Paediatric First Aid' 12-hour training course which meet the requirements of Ofsted Early Years requirements. All staff working at the Little Vic (pre-school) and in the two Reception classes as well as the Manager of the After-School Care provision are trained accordingly. This training must be renewed every three years.

When the Little Vic and/or Reception Class children are on school premises, at least one person with a Paediatric First Aid qualification will always be present and at least one Paediatric trained member of staff will be on all outings involving Early Years children.

First Aid Kits

First Aid Kits are kept in the School Office, Science Lab, Art room, Kitchen, Little Vic and on the School Minibuses.

Off-site visits

First aid bags and emergency medication will be taken when pupils leave the school on organised trips or participate in off-site sports events and lessons.

First Aid Responsibilities

All minor injuries are referred to an Emergency/Paediatric First Aider. All serious injuries will be referred to the First Aider.

It is the responsibility of the Bursar's Assistant/Little Vic Administrator to ensure that the first-aid kits/bags are up to date and kept stocked with the necessary supplies. All those using the kits/bags are responsible for reporting any deficiencies or usage of their contents.

First Aid Procedures

Pupils taken ill/accidents on school premises.

If a pupil is taken ill or has an accident on school premises, a member of staff must remain with the injured/ill child at all times and ask another member of staff to locate the First Aider (Head) or Bursar and, if necessary call for an ambulance. If they are not immediately available, an Emergency/Paediatric First Aider should be summoned.

If an ambulance needs to be called, 999 must be rung immediately and the parents and the Head or Bursar informed. The condition, the treatment and the location of the pupil should be clearly stated and the instructions given by the ambulance service followed. A member of staff should be sent to the front of the building to direct the ambulance staff.

If a pupil does not need an ambulance but does need to go to hospital and the parents cannot be contacted or are delayed, a member of staff may drive the pupil to hospital. Consideration will be given as to whether a second member of staff is required. The school insurance covers the use of staff's own cars in such circumstances.

Pupils suffering from minor ailments or injuries will be treated by the School Office staff/Little Vic Administrator. The parents will be informed of the accident and any first aid treatment given on the same day. Any treatment will be given as deemed necessary to keep the child comfortable and to prevent any possible spread of infection.

Basic hygiene procedures will be followed by staff at all times. Protective gloves and aprons will be worn and disposable paper towels or cloths will be used when dealing with blood or other bodily fluids. Appropriate medical spillage, detergent and disinfectant solutions will be used as necessary. Staff will take care when disposing of cloths, dressings or equipment.

Children who are ill and need to lie down whilst waiting for their parents will be supervised at all times.

Defibrillator

The school has an Automated External Defibrillator (AED) for child and adult emergencies located in the School Office. Both adult and paediatric pads are available. A number of staff have been trained to use it but it is specifically designed to be used by any responsible adult with or without training in an emergency. Clear guidance on how to use the AED is provided as soon as it is switched on.

Off-site visits

In case of a minor injury to a pupil during an off-site visit, the member of staff in charge should provide any immediate first aid. If a pupil becomes ill or an injury is more serious, staff should contact the Head or Bursar immediately to seek advice and, if necessary, call an ambulance.

Going to hospital

If a pupil has to go hospital either by ambulance or in a staff car, a member of staff will accompany the pupil and remain with them until a parent arrives.

In accident situations, the staff member accompanying a child to hospital should take a copy of the accident report (or have knowledge of the circumstances) and, if feasible, a copy of the child's medical form which details any allergies or previous medical history.

When accepting a place at the school, parents are required to give consent for the Head or other nominated representative, on the advice of qualified medical opinion, to authorise emergency medical treatment, including general anaesthetic and surgical procedure under the NHS should the school be unable to contact a parent. In this event, due consideration would be given to the pupil's recorded ethical or religious background.

Infectious illness

If an infectious illness is suspected, parents will be asked to consult a doctor before their child returns to school. Parents are advised that if an infectious condition is confirmed, the school will adhere to exclusion guidelines document entitled 'Guidance on infection control in schools and other childcare settings', published by Public Health England.

Notifiable Diseases

Any notifiable disease to a pupil or member of staff will be reported, by the Bursar, to the local Health Protection Team (HPT) and OFSTED if Early Years pupils are affected.

Accident Reporting & Recording

Reporting Accidents

Details of any incident to pupils, staff or any visitor to the school, which requires treatment will be recorded in the Accident Books which are kept in the School Office and at Little Vic. The Bursar must be informed if an accident occurs during any school activity or as a result of unsafe or faulty equipment.

The member of staff in charge of the activity usually carries out these reporting procedures. If this is not possible, it should be reported by the person giving treatment to the injured person.

The Accident Books will be reviewed by the School's Health and Safety Committee in order to monitor and track any patterns and, where possible, to minimise the likelihood of recurrence.

RIDDOR

In line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), any serious accidents that have arisen because of poor organisation, supervision, equipment or premises condition, must be reported to the Health & Safety Executive (HSE) by the Bursar.

First Aid Records

Records should be kept on any first aid administered within the School.

Informing Parents

All Parents will be contacted if a pupil suffers anything more than a trivial injury, or if they become unwell, or if the school has any worries or concerns about their health. In the case of an injury to the head which causes concern and/or requires treatment, parents will be informed by telephone or email and the child will be given a 'head bump' wristband. A 'head bump' letter will be put in the child's bag.

Parents of Early Years children at the Little Vic or in the Reception Class will be informed of any accident or injury sustained by the child on the same day or as soon as reasonably practicable, and any first aid treatment given.

SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Most pupils will at some time have a medical condition that may affect their participation in School activities; often this will be short term. Other pupils will have longer term or permanent medical conditions that, if not properly managed, could limit their access to what the School has to offer. Such pupils are regarded as having medical needs.

Any pupil with medical needs will be fully supported by the school. They will be afforded the same opportunities to participate in school life that all pupils enjoy.

The School is aware that some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan.

Children who have medical needs will be highlighted to the Head, their Form Teacher or Key Person (EYFS) and, where necessary, other members of staff.

Managing Medical Conditions

Basic medical information is collected for all pupils at the start of their time at the School. Parents are asked to complete a Medical Information and Consent Form to record important details about their child's medical and other welfare needs. Parents are requested to inform the School if their child's circumstances change.

The information provided on the forms is logged on the pupil database and is used to create centralised registers of pupils with medical & dietary needs. Further details, including triggers, signs, symptoms, medication and other treatments are clarified as necessary by the School and included on the registers. Any factors that may give cause for concern, such as school routine, activities, equipment, and/or facilities, will also be identified. These registers are circulated to all teaching staff, those working in the School office and other members of staff, as necessary, at the start of each school year. Whenever a change is notified by parents, the registers are updated and recirculated. Changes will also be circulated to relevant staff by email and discussed at the next daily staff meeting.

If a pupil has a more complex or long-term medical condition, a medical plan will be put together in consultation with the parent and, where appropriate, the child. Further guidance will be sought as necessary from any relevant health-care professional, such as the child's GP or specialist. The plan will include the management of medication and any measures that would need to be taken in the event of an emergency. The plan will be reviewed annually or sooner in the event of any change to the child's care.

If a pupil has medical needs which require more specific training, the School will ensure that specific members of staff are trained appropriately.

All medical records will be stored for the appropriate timescale after which they will be securely destroyed.

Pupils with particular medical conditions

The needs of children with particular medical conditions (e.g. asthma, allergies, epilepsy, diabetes) are identified on the pupil's Medical Form. Parents are asked to provide a spare emergency medication to be kept in the first aid cupboard in the main School office or at Little Vic. Parents are also asked for written consent to the use of the School's emergency inhaler and EpiPen in an emergency.

School trips

All staff in charge of pupils on residential/day trips will be fully informed of any relevant medical needs of pupils in advance. Risk assessments should include details of any specific medical requirements for named pupils. Emergency medicine and any other necessary medication will be taken for those pupils for whom they have been prescribed. An appropriate first aid kit will be taken on all school trips and visits.

Residential Trips

Parents of pupils going on residential trips are required to complete a medical questionnaire shortly before the date of departure. This questionnaire provides staff with essential, up-to-date information to as well as emergency contact details and medical consents. Any medicines that parents need to provide for the duration of the trip, including those not normally taken during the school day (eg travel sickness tablets) must be provided in the original packaging, in a sealed plastic bag clearly labelled with their child's name along with written instructions. These medicines will be looked after by the teacher in charge and given to children to self-administer, under supervision if necessary. A record will be kept of all a medication administered.

Off-site visits

When taking pupils off-site, staff should always have with them a first aid kit, emergency medication as required, and a mobile telephone.

THE ADMINISTRATION, STORAGE AND DISPOSAL OF MEDICINES

Administration of Medicines

All staff understand the importance of medication being taken as prescribed, the safe and appropriate storage of medication in school and the safe administration of medication whilst in school.

Prescribed medicines

If a pupil has been prescribed medication, this should be brought into school and given to the staff in the School Office /Little Vic Administrator. They will ensure that the pupil's form teacher/key person is aware of any medication requirements.

The School will only accept medicines which have been prescribed by a doctor, nurse, pharmacist or dentist. Any medicine supplied to the school must be provided in the original container as dispensed by the pharmacist and must include:

- The child's name
- The prescriber's instructions for administration
- Dosage
- Any specific storage requirements.

The School Office staff/Little Vic Administrator will administer prescription drugs and treatment as per the signed instructions given by the parent/responsible adult on the relevant medical form. They will email the parents to confirm the time that the required dose was administered. If a pupil refuses prescribed medication, the staff will document this and advise the parents as soon as possible.

Emergency medication, such as inhalers or EpiPens, may be administered by all appropriately trained staff. All emergency medication should be clearly labelled with the child's name.

The school reserves the right to refuse to administer any medication.

Pain and Allergy Relief Medication

In the event of symptoms which are not resolved by simple appropriate measures, such as a drink of water, rest, ice or heat pad, the School Office staff/Little Vic Administrator will contact the parents of all children, including those in the Early Years to obtain their permission to administer an age appropriate dose of Calpol, Neurofen, or Piriton (allergy relief). Parents are requested to confirm verbal permission by email.

Details of the medication given will be recorded on the relevant medical form and parents will be informed, by email, of the time and dose. Medicines will not be administered without the prior permission of parents.

Aspirin will not be administered in school, unless it is prescribed.

The Storage and disposal of medicines

All medicines supplied to the school are stored either in a locked cabinet, container or refrigerator in the School Office or at Little Vic. Only named staff have access to this medication.

Medication is stored in accordance with instructions. All refrigerated medication is stored in a clearly labelled airtight container.

Pupils know where to access their emergency medication, which is usually kept in the pupil's classroom, the School Office or at Little Vic. Pupils in Year 3 and above may be given permission to carry specific emergency medication on them securely at all times. Staff ensure that medication is only accessible to those for whom it is prescribed.

A duplicate set of all pupil emergency medication is held in the School Office or at Little Vic. It is not locked away to ensure it can be accessed at any time and taken to off-site activities. The medication is stored in individual sealed bags, each clearly labelled with the name and form of the child. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available to staff.

All medication is sent home with pupils at the end of the school year. Parents are asked to collect out-of-date medication. If not collected, it will be taken to a local pharmacy for safe disposal.

Sharps boxes will be used for the disposal of needles and are stored in a locked cupboard. If a sharps box is needed on an off-site or residential visit, a named member of staff will be responsible for its safe storage and return to the School or the pupil's parent. Collection and disposal of sharps boxes will be arranged with the Local Authority's environmental services.

Staff taking medication

Staff must advise the School and seek medical advice if they are taking medication which may affect their ability to care for children. Staff medication must be securely stored and out of reach of children at all times.

Signed: **Gill Linthwaite**
Headmistress

Signed: **Dr Bryony Henderson**
Governor

Last updated: September 2019
Review Date: September 2021