

**Brighter Futures Academy Trust**  
**Administering First Aid and Supporting Pupils with Medical Needs Policy**  
**FIELD LANE PRIMARY SCHOOL**



<b>Name of Policy Writer/Amendments</b>	<b>Date Written/Amended</b>	<b>Next Review Date</b>
C Howarth	October 2014	October 2015
L Johnson	July 2015	
C. Howarth	July 2015	
V. Rawnsley	Dec 2015	Dec 2016

Field Lane believe that ensuring the health and wellbeing of staff, pupils and visitors is essential to the success of the school. We ensure that pupils with injury and/or medication needs receive appropriate care and support at school. The Head of School and Deputy Head of School will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so**, and in administering First Aid.

This policy was written in accordance of the statutory guidance published in April 2014, 'Supporting pupils at school with medical conditions'.

Field Lane Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employers and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for First Aid at Field lane Primary School is held by the Head of School and Deputy Head of School in her absence.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### **First aid**

Aims and objectives

Our First Aid policy requirements will be achieved by:

- Carrying out a First Aid assessment to determine the First Aid provision requirements for our premises
- Ensuring that there are a sufficient number of trained First Aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer First Aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

### **First Aid Training**

The Head of School will ensure that appropriate numbers of appointed persons, school First Aid trained staff, emergency First Aiders, qualified First Aiders and paediatric First Aid trained staff are nominated, and that they are adequately trained to meet their stator duties.

### **Appointed Persons**

Where the First Aid needs assessment identifies that qualified First Aid are not necessary due to the nature/level of risk, the **minimum legal requirements** is to appoint a person (the Appointed Person) to be onsite at all times during the working day. Appointed persons are in place to take charge of First Aid arrangements including looking after equipment and calling emergency services.

At Field Lane Primary School, there are 3 appointed persons who are Vanessa Dear, Donna Myres and Sue Turner.

**Note: Appointed Persons are not First Aiders and should not provide First Aid for which they have not been trained. However it is good practice to provide appointed persons with some level of First Aid training. Such training does not require HSE approval.**

### **Paediatric First Aid Trained Staff**

At Field lane Primary School there are 3 Paediatric First Aid trained staff who are as follows:

- Ashleigh Douglas
- Sindy Surley
- Paula Dixon

These staff members are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of First Aid to those children aged 5 years old or younger.

### **Emergency First Aiders** *(Those completing an approved 1-day emergency First Aid course)*

At Field Lane Primary School there are 5 emergency First Aiders who are as follows:

- Donna Myres
- Sue Turner
- Sheri Puttert
- Suzanne Smith
- Emma Grundy
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They will be responsible for administering First Aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate.

### **First Aid Provision**

We provided an equipped First Aid area in the disabled toilet area for First Aid provision. First Aid Medical boxes are provided for each class in school; these are closed lid boxes that are clearly labelled. The location of each box, in each year group is displayed by a red cross on the appropriate cupboard.

First Aid supply boxes are provided at the following locations: EYFS, porta cabin, School Kitchen. Mobile First Aid kits, stored in the learning mentor's room and in the school entrance, are also available for playground duties and visits off site.

It is the responsibility of the appointed persons to check the contents of all First Aid Kits regularly and ensure supplies are ordered as needed.

### **Emergency Arrangements**

Upon being summoned in the event of an accident, the First Aider/appointed person is to take charge of the First Aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate First Aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider/appointed person **must** always call an ambulance on the following occasions:

- In the event of a serious injury

- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever the First Aider is unsure of the severity of the injuries
- Whenever the First Aider is unsure of the correct treatment
- An epi pen/anapen has been used
- The child has specific medical needs known to the school
- A first seizure
- A nose bleed lasting more than 20 minutes
- Prolonged Asthma which is not relieved by prescribed medication
- Choking/following abdominal thrusts

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carers of their child's accident if it:

- Is considered to be a serious (or more than minor) injury
- Requires First Aid Treatment
- Requires attendance at hospital
- The child had specific medical needs known to the school

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parent/carer not be contactable.

In the event that parent/cares cannot be contacted and a message has been left, we will continue to attempt to make contact with the parent/carer every hour. In the interim, we will ensure that the qualified First Aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parent/carers cannot be contacted prior to attendance, the qualified First Aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parent/carer can be contacted and arrive at the hospital.

Calderdale Health and Safety department will be informed within **2 hours** if a child attends hospital following medical treatment at school.

### **Records**

All accidents requiring First Aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric First Aider or pointed person
- Date and time of the accident
- Type of accident (e.g. bump on the head, cut, etc)
- Treatment provided and action taken

All first aid records must be recorded on CPOMS and evaluated on a termly basis. A report must be provided to the LGB (Local Governing Body) on a termly basis as part of the health and safety reporting requirements.

Accidents of a serious matter that require hospital treatment must be reported to the main school office, where the accident is recorded in the Accident/Injury Record Book. This is then scanned and emailed over to the Trust Business Manager. The Trust Business Manager sends a record of the incident to Calderdale LA Health and Safety team, who type up the report and send back to the TBM for checking.

## **Health Care Plans**

A Health Care Plan is used to record important details about individual's children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. It incorporates a photograph of the pupil.

The purpose is to ensure that staff have sufficient information to understand and support a pupil with medical needs. The Health Care Plan is drawn up in partnership between the school, parent/carer, following advice and guidance from the child's GP or other health professionals and will set out in detail the measures needed to support a pupil in school, including preparing for an emergency situation. The information in the plan will be shared effectively but in a way that protects the child's confidentiality. Parent/carers are asked to ensure that any changes to the information are provided to school as soon as possible so that the plan can be updated.

Health Care Plans are checked on an annual basis at the start of each new school year.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), we will work with the local authority and education provider to ensure that the individual's healthcare plans identifies the support the child will need to reintegrate effectively.

There are two nominated staff members who can complete the Health Care Plans, these are: the Head of School and Deputy Head of School.

## **Keeping staff informed of pupil's medical needs**

Each September we ask parent/carers to complete a pupil information sheet, which includes medical details. The details are recorded on the school's management system (SIMS). These details help to indicate which pupils require a Health Care Plan.

Class teachers and any staff working with pupils are made aware of the medical needs of individuals and where their medication can be found.

Pupils identified as having a food allergy are photographed and pictures are displayed in the school kitchen, for the staff serving school lunches.

## **Medication**

**Please note that parents should keep their children at home if acutely unwell or infectious.**

Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer. A copy of the required form for prescribed medication is available from the school's Main reception.

The school will only give out medication prescribed by a doctor with the dosage clearly evident. Medicines are only administered at school when it would be detrimental to a child's health or school attendance not to do so. Written consent must also be received from the parent/carer.

Each item of medication must be delivered to the main reception of school, in normal circumstances by the parent/carer, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

**The school will not accept items of medication in unlabelled containers.**

There are two nominated staff members who can complete the medication administration form, these are: Vanessa Dear and Jackie Dickinson.

Medication will be kept in a secure place, out of the reach of pupils. Each classroom has a **medical box** to store pupil's medication and these will be kept in the teacher's stockroom cupboard or area that is not accessed by pupils. These medications include: inhalers and eczema creams. Prescribed tablets based medications, for example ADHA drugs are kept in a locked medicine cupboard in the disabled toilet area. Medications that need refrigerating are stored in the fridge in the disabled toilet area.

The school will keep records of when medication is taken, which will be available for parents on request.

If children refuse to take medicines, staff will not force them to do so, and will inform the parent/carer of the refusal, as a matter of urgency, on the same day. If a refusal to take medication results in an emergency the school's emergency procedures will be followed.

It is the responsibility of parent/carers to notify the school in writing if the pupil's needs for medication have changed or ceased.

It is the parent/carers responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental/carer instructions. They must be instructed on the medicine, by a GP/doctor.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each school year. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for the transfer to a community pharmacist for safe disposal.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, but under adult supervision.

Pupils should not carry their medication around the school site, they should only leave the medical boxes when; they are in use by the pupil or have an off-site visit. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff understand the importance of following basic hygiene procedures. Protective disposable gloves are used when dealing with spillages of blood, disposal of dressings/medical waste or contact with bodily fluids. Yellow bag is for safe disposal. All staff will be made aware of the procedures to be followed in the event of an emergency.

Review date – Dec 2016