

ETTINGTON C of E PRIMARY SCHOOL

Reviewed December 2023



Learning for Fullness of Life
Trust-Respect - Love

First Aid and Medicines Policy

Introduction

Building on the theological concepts that God created the earth and everything in it, we provide opportunities to appreciate God's creation of the world and how EVERYONE was made in God's image (Imago Dei) and loved, valued, celebrated and represented. As a school, we aspire to live out God's plan for all to flourish. We believe in providing our children with varied opportunities to use and develop the gifts and talents they have been blessed with, to ensure they embrace "Life in its fullness" (John 10:10).

AIM

Ettington Primary School is an inclusive school; we recognise that children with medical needs have the same rights of admission to a school as other pupils. We are committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps the school will take to ensure full access to learning and ensure that children with medical needs and those requiring first aid receive proper care and support, enabling them to participate in all activities appropriate to their own abilities.

First aid is the immediate help given to someone who is ill or injured. A first aider gives this immediate help to the casualty, while making sure that the casualty and those around the casualty are safe. Sometimes an injury or illness is minor and a workplace first aider can manage this without further help. When an injury or illness appears more serious, the first aider must reassure the casualty while they are waiting for further medical assistance, either by seeing a doctor, medical professional or going to hospital.

FIRST AID AND ILLNESS

The school has at least six registered first aiders. A number of teaching assistants are trained in Paediatric first aid. Names of all first aiders will be displayed around the school (Appendix 1). Children who feel unwell should be monitored by the class teacher/teaching assistant and sent to the school office if symptoms continue. The first aid post is located outside the staff room. Monitoring of unwell children will be the responsibility of the administrative staff. The decision to send unwell children home will be the joint decision between the class teacher and senior first aider in the office. All staff will be made aware of children with individual medical needs and health care plans via the school medical board. In the event of illness or medical needs, these plans will be followed. A checklist for each class will be kept in class files for supply and other teachers. Full details will be kept in the main office and staff room. A first aider with a first aid kit is always taken with a group to any off-site activity.

ACCIDENT PROCEDURE

The injured person will be seen by an adult and referred to the first aider if necessary. If the first aider believes hospital or paramedic treatment is required, that person will, in consultation with the Head of School:

- Arrange for the Emergency Services (999) to be called if required.
- Arrange for parents to be informed.
- Arrange for the child/adult to be transported to the nearest suitable hospital by car, taking another adult as the driver.

A fresh pair of gloves will be worn every time a first aider deals with any bodily fluids. Aprons will be available for all first aiders. All accidents, including nosebleeds, will be fully recorded in the accident book by the first aider who dealt initially with the incident. Cuts, head injuries, suspected breaks and strains can be referred to an advanced first aider. Accident slips will be provided for pupils seen by a first aider if treatment is deemed necessary. Parents will be informed by the class teacher, qualified first aider or a member of the Leadership Team of significant accidents and the treatment given. At playtimes, designated first aiders will deal with minor injuries. At lunchtimes, the designated first aiders will deal with minor injuries. **Parents will be informed immediately of any sting, head or facial injury that has been treated by a first aider.** If children injure themselves in private areas parents must be informed. St. John Ambulance advises that unless it is a life-threatening emergency, the public should consider other options such as calling NHS 111, seeking medical advice from your GP or self-care at home before calling 999. An ambulance should be called when it is a life-threatening emergency, including:

- Loss of responsiveness.
- Breathing difficulties.
- Severe bleeding.
- Severe allergic reactions.
- Severe burns or scalds.
- Seizures that are not stopping.
- Severe, persistent chest pain.
- An acute, confused state.

FIRST AID ON SCHOOL VISITS

In the case of a residential visit, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the residential centre. In the case of day visits, we will seek permission from the pupils' parent/carer to administer first aid wherever necessary.

MEDICATION

Ettington Primary School recognises that a number of children, because of their medical condition, will require medication whilst at school. Staff have no obligation to administer or to be involved with medicines for children. Wherever possible, responsibilities must remain those of the parents, carers and medical practitioners. In general, treatments should be managed so that it is not necessary for medicines to come to school. Most medications can be managed by doses timed to be outside the school day, i.e. 3 times a day: before school, after school and in the evening. Parents are discouraged from sending children to school with non-prescribed medication, however non-prescribed medication such as paracetamol, ibuprofen and antihistamine will be administered by school staff. In cases where prescribed medication has to be administered in school time and staff have agreed to do so, the following procedures should be followed:

- Parents/carers should arrange delivery of all medicines to be taken or administered to the school office.
- Medicines should be clearly labelled with the child's name and class.
- Parents/carers will be asked to complete and sign a form specifying preparations, storage arrangements, dosage and circumstances under which it should be given (Appendix 2).
- Medication will be stored securely, out of reach of children.
- One member of staff will administer the medication, witnessed by another member of staff, and then both will sign to acknowledge that the medicine has been given.

- For medication/procedures in which training is required to administer it, only trained members of staff will be able to administer.

If a pupil requires emergency medicines (inhalers, epi-pens etc) the medicine must be in school at all times. It is the joint responsibility of the parent/carer and the class teacher/teaching assistant to regularly check that the medicine is not out of date. Parents/carers of children who suffer from asthma must complete an 'Asthma Inhalers in School' form (Appendix 3). **Risk assessments are displayed in each classroom.**

MEDICINES ON EDUCATIONAL VISITS

It is best practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits are aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment will be drawn up. A member of staff who is trained to administer any specific medication will accompany the pupil and the appropriate medication must be taken on the visit.

Rules for administering medication will be adhered to on visits.

SPORTING ACTIVITIES

Most children with medical conditions can take part in physical activities. Staff will consider the need to adapt activities to meet the needs of all children. All staff will be aware of issues of privacy and dignity for children with particular needs. Some children will need to take precautionary measures before or during exercise and need to be allowed access to medicines such as inhalers. A first aider is required on site for all sporting fixtures.

TRAINING

Any specific training required by staff on the administration of medication (e.g. epi-pen) will be provided through the Warwickshire school nursing service (Connect For Health) or by first aid certification training. Staff will not administer such medicines until they have been trained to do so. The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

CONFIDENTIALITY

We will treat all medical information confidentially. The Leadership Team will agree with the parent/carer who should have information about the medical needs of a child.