

# Dream Believe Achieve

## FIRST AID & MEDICAL POLICY

(including Administering Medication to Children Arrangements)

### VERSION 3

DATE OF ORIGINAL RATIFICATION: Historic

DATE OF MOST RECENT REVIEW: September 2020

SUMMARY OF CHANGES AT LAST REVIEW
<ul style="list-style-type: none"><li>- Review of practices in school and changes made to reflect this</li><li>-</li></ul>

# Dream Believe Achieve

RECORD OF CONSULTATION	
DATE	CONSULTATION DETAILS

## **First Aid (incl. administering medication) Policy**

We believe this policy relates to the following legislation:

Medicines Act 1968  
Misuse of Drugs Act 1971  
Health and Safety at Work, etc Act 1974  
Children Act 1989  
Workplace (Health, Safety and Welfare) Regulations 1992  
Education Act 1996  
Schools Standards and Framework Act 1998  
Education (School Premises) Regulations 1999  
Management of Health and Safety at Work Regulations 1999  
Special Educational Needs and Disability Act 2001  
Education Act 2002  
Health and Safety (Miscellaneous Amendments) Regulations 2002  
Children 2004  
Equality Act 2010  
School Premises (England) Regulations 2012  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013  
Children and Families Act 2014

### **Aims**

- To outline the school's First Aid & Medical arrangements
- To outline the procedures for administering medicines to pupils.
- To work with other schools to share good practice in order to improve this policy.

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer first aid or to supervise a child taking medication.

Administration of first aid or medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

Teachers, and other staff in charge of pupils, are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils at the school in the same way that parents might be expected to act towards their children.

Our school has:

#### **. provided adequate and appropriate facilities for the administration of First Aid:**

- . minor First Aid should be administered in situ
- . trained staff should wear belt pouches at all times on the playground (including break times, lunch times and lessons)
- . the Medical Room should be used where more extensive care is required
- . no child should be sent to the First Aid room
- . trained first aiders in Admin should be made aware of the child's situation and they will advise on the most appropriate course of action

**. provided adequate and appropriate equipment for the administration of First Aid:**

- . the Medical Room contains a well-stocked supply of First Aid equipment
- . the Medical Room houses a fridge where temperature - controlled medicines are kept. This remains locked at all times.
- . minor First Aid kits are housed in classrooms and other areas around the school and are clearly labelled, accessible and marked with a white cross on a green background

**. provided adequate numbers of appropriately trained staff for the administration of First Aid:**

- . first aid provision is always available whenever anyone is on-site
- . there is an Appointed Lead person (where this person is absent, any trained First Aider can deputise)

**. arranged high quality training for our staff:**

- . the school trains a high number of staff in Paediatric First Aid
- . training is refreshed on a rolling basis; at least every 3 years
- . Emergency PFA training lasts a minimum of 6 hours
- . Full PFA training lasts a minimum of 12 hours
- . First Aid at Work training is undertaken by a number of volunteer staff each year
- . proof of training is displayed in the Medical Room
- . All school personnel receive training related to this policy on induction which specifically covers:

- general information about medication
- administering medications
- safe use and storage of medications
- dealing with emergencies
- use of the two defibrillators in school

**. sought and gained consent to administer first aid to staff and pupils:**

- . where consent is refused, the school liaises with parents or staff members
- . the school is clear that it has a duty of care to both staff and pupils
- . the school retains the right to exercise this duty of care in a life-threatening situation
- . in an emergency, where consent has not given, the school will inform parents / next of kin before calling emergency services

**. ensured that it has appropriately trained staff working in the Early Years:**

- . at least two members of EYFS staff will be trained in Paediatric First Aid
- . at least one member of trained staff will be on site whenever children are present
- . at least one member of trained staff will accompany the children off-site

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the school day. These medicines will be administered, by two trained school staff, between the hours of 12:15 and 1:15. Non-prescription medicines will not be administered by staff, except in an emergency situation, but parents/carers can make arrangements at lunch time to administer the medication to their child. Medicines to be administered outside of these times should be discussed first with the Appointed Lead and a care plan should be completed.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- delegated powers and responsibilities to the Head Teacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Head Teacher**

The Head Teacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

### **Role of the Appointed First Aid Lead:**

The Appointed First Aid Lead will:

- ensure the principles of effective first aid, including the administration of medicines by putting into practice effective strategies and examples of good practice;
- ensure that the school is always well-stocked with medical equipment
- takes charge when someone is injured or becomes ill
- ensures that an ambulance or other professional medical help is summoned when appropriate
- ensures the welfare of children with specific medical conditions by ensuring that all component parts of their care are in place
- ensures that there is appropriate external support services for such pupils
- liaises with staff and parents
- attends EHA meetings where appropriate
- reviews First Aid needs and policies

### **Role of the Designated First Aiders:**

Members of the school personnel who have volunteered to administer first aid or supervise the taking of medication will:

- undertake appropriate training;
- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens;
- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- read and check the Medical Consent Forms before administering or supervising the taking of medicines; this will be doubled-checked by another adult
- check that the medication belongs to the named pupil; this will be doubled-checked by another adult
- check that the medication is within the expiry date; this will be doubled-checked by another adult
- inform the parent if the medication has reached its expiry date;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage; this will be doubled-checked by another adult
- record on the medication record all relevant details of when medication was given; this will be doubled-checked by another adult

- return medications to the secure cabinet for storage; this will be doubled-checked by another adult
- always take appropriate hygiene precautions;
- record when a child refuses to take medication; this will be doubled-checked by another adult
- immediately inform the parent/carer of this refusal
- ensure all medications are kept in a secure place and accessible only to the designated persons;
- ensure all medications are kept cool in a small secure fridge;
- provide guidance and support to all staff;
- ensure a designated person will attend all educational visits in order to administer medications;
- ensure pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- attend appropriate training sessions;
- report any concerns they have on any aspect of the school community;

### **Role of Parents/Carers**

Parents/carers must provide:

- general information on the Data Collection form as and when this is re-issued
- written permission by completing the Medication Consent Form
- sufficient medical information on their child's medical condition
- the medication in its original container
- sufficient medicine for the dosage to be given in school