



# Tatworth

Primary School

## FIRST AID AND MEDICINES

Ratified by:	Full Board of Directors
Date:	7 February 2019
Next Review:	Spring Term 2020

Distribution:	HT and All First Aiders via OneDrive Staff Room Notice Board
Source:	

## **FIRST AID AND MEDICINES POLICY**

### **REVIEW PROCEDURES**

The First Aid and Medicines Policy for Tatworth Primary School is to be reviewed annually by the Headteacher.

The next review of the Policy Document will be: February 2020

### **AMENDMENTS**

The Policy Document has been amended in light of updated guidance on supporting pupils with medical conditions, drafted by the Department of Education for maintained schools and proprietors of academies in England. It is the responsibility of the Headteacher to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

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## **FIRST AID AND MEDICINES POLICY**

### **DISTRIBUTION OF COPIES**

Please refer to front sheet for internal distribution.

The Policy Document will be accessible to parents if requested or deemed necessary.

### **STATEMENT OF INTENT**

The Governors and Headteacher of Tatworth Primary School believe that ensuring the health and welfare of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing adequate provision for first aid for pupils, staff and visitors.
- Ensuring that pupils with medical needs are fully supported at school.
- Ensuring that there is a proactive approach to first aid in order to reduce the amount of accidents/incidents within the school.

Procedures for administering medicines and providing first aid are in place and are reviewed regularly.

We will ensure all staff (including supply staff) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

We will also make sure that the School is appropriately insured and that staff are aware that they are insured to support pupils in this way.

In the event of illness, a staff member will accompany the pupil to the school office. In order to manage their medical condition effectively, the School will not prevent pupils from eating, drinking or taking breaks whenever they need to.

The school also has a Control of Infections Policy which may also be relevant and staff should be aware of.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Headteacher**

**Date:** \_\_\_\_\_

## Arrangements

### The First Aid Team

The members of staff in the school who trained in First Aid are:

#### **Paediatric:**

Amy Woodman  
Jenny Waddon  
Maria Anderson  
Andrea Bolton  
Leanne Henley  
Chris Pavey  
Elizabeth Smith  
Lucy Whiffin

#### **First Aid at Work:**

Amy Woodman  
Jenny Waddon  
Maria Anderson  
Chris Pavey

#### **Save a life training:**

Shirley Baker  
Kirsty Barge  
Rebecca Berrisford  
Mollie Board  
Rachel Churchill  
Helen Duke  
Cheryl Farley  
Jan Fowler  
Petia Gummer  
Tracey Hart  
Sarah Hewitson  
Tyne Palmer  
Jessica Morton  
Cara Russell  
Anne-Marie Sweet  
Sharon Symes  
Ann Webb

#### **Emergency First Aid at Work:**

Matt Bulbeck  
Belinda Farmer

### Trained Staff

Members of staff are trained to administer medicines where it involves an ongoing medical condition such as diabetes etc.

- Amy Woodman - diabetes

## **First Aid Boxes**

The first aid boxes are located in:

- Staff room
- Library area
- Reception Class cloakroom
- Green room
- Y5 classroom
- Y6 cupboard
- Resources cupboard – Forest School green rucksack

## **Burns First Aid Kit**

These are located in the following areas:

- Children's Kitchen
- Forest School rucksack (stored in the Resources Room)

## **Medication**

Pupils' medication is stored in:

- The teachers cupboard within each classroom or the fridge in the staffroom.

## **First Aid**

In the case of a pupil accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the child can walk, takes him/her to a classroom/library and calls for a first aider.
- The first aider administers first aid and records details in our treatment book.
- If the child has had a bump on the head, they must be given a "bump on the head" note.
- Full details of the accident are recorded in our accident book
- If the child has to be taken to hospital or the injury is 'work' related then the accident is reported to the Governing Body.
- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013*), then as the employer the Governing Body will arrange for this to be done.

## **School Insurance Arrangements**

RPA

## **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** a trained First Aider will be present on all school trips & will carry a travel kit in case of need.

## **Sports Fixtures**

In the case of sports fixtures, an appropriate first aid kit will be taken to all events and a trained First Aider will accompany the group. First aid equipment will also be taken when sports activities are undertaken at the village Multi Use Games Area (MUGA).

## **Administering Medicines in School**

**Prescribed medicines** may be administered in school where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours. Wherever possible, the pupil will administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine. The member of staff should read the medication form prior to administering the medicine to ensure that they are giving the correct dosage.

If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

In all cases, we must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in the school office.

Staff will ensure that records are kept of any medication given.

**Non-prescribed medicines may not be taken in school.**

## **Storage/Disposal of Medicines**

Prescribed medicines must be kept out of reach of children and stored within the teachers cupboard or if required in the staffroom fridge. Children will not be allowed to carry their own medicines with the exception that inhalers should be accessible to children who have them prescribed to them. It is the responsibility of the class teacher to ensure that relevant medications and inhalers are taken on school trips. Medication to be administered on residential trips should be stored out of reach of children and administered as per the medical advice provided by parents on the residential trip forms. A record of prescribed medicines administered on the trip must be kept. It is the responsibility of the School to return medicines that are no longer required, to the parent for safe disposal.

Asthma inhalers will be held by the school for emergency use, as per the Department of Health's protocol.

## **Accidents/Illnesses requiring Hospital Treatment**

If a child has an incident, which requires urgent or non-urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive treatment. When an ambulance has been arranged, a staff member will stay with the pupil until the parent arrives, or accompany a child taken to hospital by ambulance if required.

Parents will then be informed at the earliest opportunity and arrangements made regarding where they should meet their child. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

## **Defibrillator**

A defibrillator is located at the main entrance of the school and the access code is located inside the school office. The defibrillator is checked monthly and registered with the Community Heartbeat Trust. First aiders are trained in the use of defibrillators.

The local NHS ambulance service have been notified of its location.

## **Pupils with Special Medical Needs – Individual Healthcare Plans**

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

Epileptic

Asthmatic

Have severe allergies, which may result in anaphylactic shock

Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities, unless evidence from a clinician/GP states that this is not possible.

The School will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on school visits. A risk assessment will be used to take account of any steps needed to ensure that pupils with medical conditions are included.

The School will not send pupils with medical needs home frequently or create unnecessary barriers to pupils participating in any aspect of school life.

However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. The School appreciates that pupils with the same medical condition do not necessarily require the same treatment.

Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Pediatrician. The school nurse may also provide additional background information and practical training for school staff.

Procedure that will be followed when the School is first notified of a pupil's medical condition:

The Office Manager will inform the class teacher and class teaching assistant of the child's immediate medical needs. The class teacher will complete a medical plan with the child's parents which will identify key actions and procedures to follow. This will be reviewed on an annual basis or earlier if the needs of the child change. This information will be shared on a need to know basis with key First Aiders and support staff.

This will be in place in time for the start of the relevant school term for a new pupil starting at the School or no longer than two weeks after a new diagnosis or in the case of a new pupil moving to the School mid-term.