

Horsmonden Primary School

First Aid and administration of medication policy



Prepared by:

Approved on:

.....

Signed (*Chair of Governors*)

Date of next Review:

School Designated First Aiders

Name	Qualification	Training renewal	Signed
*			
*			

*Appointed person

Any person requiring treatment for minor injuries should contact the designated first aid/appointed persons for assistance.

1. Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs
- To be respectful and mindful of cultural and religious beliefs in dealing with first aid contact with children.

2. First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable First Aid kits are taken on educational visits, sporting events and are available from the staff room, classrooms and breakfast club.
- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies and report to office for further stocks.
- First Aiders have been trained in all aspects deemed necessary e.g.-asthma.
- All staff will ensure that they have read the school's First Aid Policy

3. First Aid Boxes

First Aid boxes are located in:.....

-

First Aid Boxes should contain: micropore, scissors, wipes, plasters, triangular bandage, wound dressing/bandage and gloves.

No medicine/tablets are to be kept in the first aid boxes, these are kept in a locked cupboard in the school office when on external trips they must be kept by the lead teacher. office and when on trips are kept by the group leader/s.

4. Procedures

In school:

- In the event of injury or medical emergency, if possible contact the appointed First Aider(s) and Headteacher.
- Any pupil complaining of illness, or showing signs of illness or injury seen by the qualified First

Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided

- All accidents are recorded and for serious injury Mrs Thomas will ensure that appropriate reports are completed
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- A member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company. If staff are concerned about the welfare of a pupil they should contact the School Office immediately.
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff.
- Disposable gloves **should always** be worn for staff protection and the protection of the patient.
- Staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid.
- All serious accidents should be reported immediately to Head Teacher or First Aider who should call an ambulance and the child's parents ASAP via office staff.

5.Out of School:

- A MOBILE TELEPHONE must be taken on trips out of school. Teachers to check that pupils who have asthma take their inhalers
- If the trip is via Minibus or coach teachers must take a first aid kit.

Educational Visits

a) The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' (as set out in the Health & Safety handbook) when organising a visit. All staff have a copy.

b) A Risk Assessment will need to be carried out as part of an educational trip.

Incident Reporting - see also Accident reporting, recording and investigation policy.

- All incidents, injuries, head injuries, ailments and treatment are reported in the accident book.
- Parents are informed of a head injury immediately and a letter outlining injury is also provided for parents.
- First Aiders contact parents by phone if they have concerns about the Injury and complete the accident form
- Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.
- The member of staff or other supervising adult concerned should seek medical advice without delay.

6. Administration of Medicines

- Before any medication is given, a permission form must be completed by parents, only prescribed medication to be taken 4 times a day will be administered.

- Office staff will supervise administration of medicines

- A record will kept of any medicine administered.

Where there is any doubt with regard to the administering of a medicine the Head will contact the parents

The following guidelines will be followed when the Head accepts responsibility for administering medicines:

1 Medicine should be prescribed (ie. not cough sweets)

2 Medicine must be in the original container clearly labelled with the child's name and dosage.

3 Long-term illnesses, such as epilepsy, asthma or diabetes, should be recorded in the child's records and if appropriate a care plan agreed with staff.

4 The medicine should be self administered, if possible under adult supervision, and a written record kept of dates and times of administration.

Under no circumstances should children be allowed to bring or collect medicine themselves.

Circumstances requiring Caution

There are certain circumstances when the Head will exercise caution before accepting responsibility for administering medicines. These are:

1 Where medicine or tablets are dangerous

2 Where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken.

3 Where some technical or medical knowledge or expertise is required.

4 Where intimate contact is necessary.

Administration of analgesics

On no account will pupils be given aspirins or preparations containing aspirins unless as part of a prescription issued by a doctor and where written permission has been received from the parents. Parental Consent for Treatment

7. Body Spillages/HIV

- No person must treat a pupil who is bleeding, without protective gloves.

- Protective gloves can be found in the staff room , first aid boxes and School Office.

- All body fluid spillage's (Vomit, diarrhoea and Blood) must be cleaned immediately. This is vital if spread of infections to be reduced. Disposable gloves should be worn when in contact with blood or body fluid is likely.

- ANY objects soiled with bodily fluids should not be placed in normal waste bins. Advice can be sought from the office staff

MEDICATION RECORD

To be completed by the parent/guardian. If more than one medication is to be given, a separate form should be completed for each.

Child's name: _____

Class: _____

Type of medicine: _____

Dosage: _____

Time to be given: _____

Any other
Instructions: _____

Only prescribed medication to be given three times a day and administered will be supervised by the school staff

DECLARATION

I request that the above medication, be given in accordance with the above information by a responsible member of the school staff, who has received the necessary training.

I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with the medication in properly labeled containers with the child's name clearly marked on it.

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent, and that the school may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signature _____ Date _____
Parent/Carer

Telephone number of parent or other adult contact _____

Name and telephone number of family Doctor _____

To be completed by a member of staff

Date:

Dose

Times to be given

Signed

Date

ASTHMA INHALER RECORD

To be completed by the parent/carer. If more than one inhaler is to be used a separate form is needed for each

Child's name Class

Type of inhaler Dosage

Time to be used

Your child will only be able to use their inhalers (under the supervision of a member of staff) at times authorised by you. Should circumstances change **you must inform** the school office

If your child needs to use this inhaler at any other time, not specified on the form, we will contact you for advice

If you cannot be contacted we will not allow the inhaler to be used until you have given permission or we have sought medical advice.

DECLARATION

I request that the above medication, be taken in accordance with the above information under the supervision of a member of school staff. I understand that if may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well on school premises

I will inform the school if the dosage changes and will check periodically on the inhaler to see if it is out of date or needs replacing.

I undertake to supply the school with inhalers in properly labelled containers with the child's name clearly marked on it.

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent, and that the school may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signature _____ Date _____

(Parent/Carer

Telephone number _____

Doctor.....

Checklist for Assessment of First Aid Needs

Schools normally include staff, children and visitors when carrying out risk assessments

Point to consider Impact on first-aid provision

■ Hazards (use the findings of your risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first aid provision)

Does your workplace have low-level hazards, like you might find in offices and shops?

The minimum provision is:

- an appointed person to take charge of first-aid arrangements;
- a suitably stocked first-aid box.

Does your workplace have higher level hazards, such as chemicals or dangerous machinery?

Do your work activities involve special hazards, such as hydrofluoric acid or confined spaces?

You should consider:

- providing first-aiders;
- additional training for first-aiders to deal with injuries caused by special hazards;
- additional first-aid equipment;
- precise siting of first-aid equipment;
- providing a first-aid room;
- informing the emergency services.

NB: Schools generally fall between these 2 categories, depending on the activities carried out.

- Employees

How many people are employed on site?

Where there are small numbers of employees, the minimum provision is:

- an appointed person to take charge of first-aid arrangements;
- a suitably stocked first-aid box.

Where there are larger numbers of employees you should consider providing:

- first-aiders;
- additional first-aid equipment;
- a first-aid room.

Are there inexperienced workers on site, or employees with disabilities or particular health problems?

You should consider:

- additional training for first-aiders;
- additional first-aid equipment;
- local siting of first-aid equipment.

Your first-aid provision should cover work experience trainees.

- Accidents and ill-health record

What injuries and illness have occurred in your workplace and where did they happen?

Make sure your first-aid provision caters for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review your first aid provision as appropriate.

- Working arrangements

Do you have employees who travel a lot, work remotely or work alone?

You should consider:

- issuing personal first-aid kits;
- issuing personal communicators/mobile phones to employees.

Do any of your employees work shifts or work out of hours?

You should ensure there is adequate first-aid provision at all times people are at work.

Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?

You should consider provision in each building or on each floor.

Is your workplace remote from emergency medical services?

You should:

- inform the emergency services of your location;

- consider special arrangements with the emergency services.

Do any of your employees work at sites occupied by other employers?

You should make arrangements with other site occupiers to ensure adequate first-aid provision. A written agreement between employers is strongly recommended.

Do you have enough provision to cover for your first-aiders or appointed persons when they are absent?

You should consider:

- what cover is needed for annual leave and other planned absences;
- what cover is needed for unplanned and exceptional absences.

- Non-employees

Do members of the public visit your premises?

Under the Regulations, you have no legal duty to provide first aid for non-employees, but HSE strongly recommends that you include them in your first-aid provision.

Please note: Schools should also consider adequate provision for;

- Lunch time and breaks
- Staff leave of absence
- After-school activities
- Practical departments such as science, design and technology, food technology and Physical education.
- Off-site activities

Suggested numbers of first-aid personnel to be available at all times people are at work

From your risk assessment, what degree of hazard is associated with your work activities?

How many employees do you have?

What first-aid personnel do you need?

Low hazard

e.g. offices, shops, libraries

Less than 25 At least one appointed person

25-50 At least one first-aider trained in EFAW

More than 50

At least one first-aider trained in FAW for every 100 employed (or part thereof)

Higher hazard

e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture

Less than 5 At least one appointed person
5-50

At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur

More than 50

At least one first-aider trained in FAW for every 50 employed (or part thereof)

Please see the publication "Guidance on First Aid in Schools" for additional guidance.
http://www.teachernet.gov.uk/_doc/4421/GFAS.pdf