



St. Cleopas C of E (Controlled) Primary School

First Aid and Medicines Policy

St Cleopas is committed to safeguarding and promoting the welfare of children and young people. All staff, volunteers, parents, governors and visitors are expected to share this commitment. Any incident which causes safeguarding concerns should be brought to the attention of Mrs Gannon (Headteacher/Safeguarding Lead) or Mr Fitzgerald (Deputy Head/Deputy Safeguarding Officer)

First Aid and Medicines Policy

ST CLEOPAS C OF E PRIMARY SCHOOL **POLICY FOR FIRST AID AND MEDICINES IN SCHOOL**

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First Aid Posts

The first aid posts are located:

- Medical Room
- Safeguarding Room

Accident Reports

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 person can walk, takes him/her to a first aid post and calls for a first aider.

The first aider administers first aid and records in our Accident Book. There are two accident books; one for employees and one for non-employees.

If the child has had a bump on the head, they must be given a “bump on the head” note.

If the injury is an injury such as:

- fracture (finger, thumbs, toes)
- cuts/abrasions
- bruising
- strain/sprain
- minor burn/scald
- foreign body in eye
- assault
- minor electric shock/burn

or a major injury such as:

- fracture
- amputation
- dislocation
- loss of sight
- eye injury
- electric shock/burn
- hypothermia
- needing resuscitation

loss of consciousness
harmful substance
acute illness

then an Accident form must be completed and filed in the Admin Office. If the patient has more than 3 consecutive days absent from school or work, then a form according to the authority and national guidelines must be completed and sent to the HSE within 10 days of the incident. If there is a fatality, phone HSE immediately and complete the relevant form immediately – this will be found on School Improvement Liverpool website.

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/guardian to administer first-aid wherever necessary.

Administering Medicines in School

Prescribed medicines may be administered in school (by any of the first aid team) 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.

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 Admin Office.

Staff will ensure that records must be kept, detailing the background of any medicine, which has been given.

All inhalers held in school must be of the blue type. Where brown inhalers are advised this must be signed for by the parent and agreed by the staff.

The name and type of medication must be noted on the class/school form. Non-prescribed medicines may not be taken in school.

Storage/Disposal of Medicines

Medicines must be stored either in the Safeguarding and medicine cupboard, or the Medical Room fridge, depending on the storage instructions. The exception to this rule are inhalers, which must be clearly labelled with their name and kept in the child's classroom; where they can be easily reached where necessary.

Expiry dates will be checked on a regular basis (at least each term) but it is the expectation that parents will be aware of this.

It is the responsibility of the parents to collect unused medicines from the school and dispose of them accordingly.

Accidents/Illnesses requiring Hospital Treatment

If a child has an incident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

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. 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. 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 Paediatrician. A school nurse may also provide additional background information and practical training for school staff. See Medical Needs policy for further information.

Staff Medicines

All staff medicines must be kept out of the reach of children; either in the staff bathroom or the fridge, dependent upon storage instructions.

There is no legal duty which requires school staff to administer medication; this is purely a voluntary role

Updated: November 2018