First Aid and Medication Policy

First Aid can save lives and prevent injuries from becoming major ones.

Reviewed:	November 2024
Next review:	November 2026
Committee responsible:	Full Directors

1. First Aid Support:

First Aid Leaders
Miss Cantelo-Bond ~ 3 Day
Mrs McNaughton~ 3 Day
Mr Pattison ~ 3 Day
All Staff ~ Basic First Aid

2. First Aid Co-ordinator

The First Aid Co-ordinators are Miss Cantelo-Bond and Mrs McNaughton who are responsible for:

- Maintaining first aid equipment and supplies
- Supporting the recording of accidents and treatments on ARBOR
- Arranging for emergency assistance when necessary

3. First Aid Posts and Boxes

Larger First Aid Boxes are to be found in the following locations:

- Medical Room
- Science Lab – in the prep room
- Technology Rooms
- Classrooms and Breakout areas in each year group (5, 6, 7 & 8)
- Portable first aid kits are available for all off site activities ~ these are found in the Medical Room

Smaller First Aid Kits are to be found in the following areas:

- School Mini-Bus

4. Procedures for Replenishing Used Stock

Admin support team will regularly check stock levels and replenish all areas

5. Gloves

Must be worn when treating a pupil, especially when dealing with any spillages of blood, vomit or bodily fluids. You put yourself at risk if you do not. Gloves are stocked in each First Aid Box and a supply is kept in the Medical Room.

6. On-site AED (Automated External Defibrillator)

An AED is located in reception which is regularly checked for battery levels and expiry date of the pads. If the AED is required to support a person within our school, one member of our staff will wait with the patient and begin CPR whilst another staff member will collect the AED from reception, request an immediate 999 call for an ambulance and deliver the AED to the scene. A named First Aider will then use the AED to resuscitate the pupil and maintain CPR until the ambulance arrives.

7. Procedures for injuries sustained at school

Break times/Lesson time

Lunchtime supervisors to collect small first aid bag and walkie-talkies for prompt communication to the reception to alert office team. In the event of an injury to a child during break/lesson time the member of staff on duty will determine the extent of the injury whilst they comfort and console the child. If needed, they will direct the child to their classroom for any necessary first aid treatment that is required e.g., clean wound and apply covering or seek support for injuries requiring more support

P.E. lessons on field/M.U.G.A - teachers/teaching assistants to collect;

- small first aid bag
- Staff carry personal mobile phone for urgent communication to 999 or school office

In the event of a **SERIOUS INJURY** – **the casualty must NOT be moved,** and support must be sought by contacting our reception desk who will then send assistance. There is stock of paracetamol in the school first aid room for use when injury indicates a break or serious injury. Parental consent MUST be obtained prior to administering dose as guided on medicine label. Additional member of staff to witness administering of pain relief and logged in First aid iPad for information. Inform parents of dose amount and time administered.

When injuries require professional medical assistance, members of the Senior Leadership Team (SLT) are to be informed followed by parents. In an emergency, 999 will be called prior to locating SLT and informing Parents.

Off-site First Aid Protocol

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone (staff personal device)
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details
- Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises
- Any incident off site is to be immediately reported to school and SLT informed for direction

8. Recording Accidents/Incidents

All injuries requiring treatments are logged on ARBOR on the injured parties record (both pupil and staff). All staff members can log incidents on ARBOR.

Where an incident has occurred that may be a Public Health risk, the school will seek advice from the relevant local authority agencies on what next steps should be taken.

9. Head Bumps

A head bump can become a serious injury as symptoms can become apparent up to 24 hours later. All children receiving a head bump will be seen a.s.a.p. If on inspection the bump is considered serious or the area affected is protruding, parents are contacted immediately to collect their child. For 'lighter' bumps, a text will be sent home advising that their child has received a bump, that they are ok to carry on with their day and that they will be monitored throughout the day. The child will also be given a bumped head alert note to carry into lessons so that the teacher can keep observing for any changes to that child's appearance or behaviour that may be linked to their injury. The child will bring the note home for parents to see.

10. Children with Medical Needs

A full list of children with medical conditions can be found within the staff shared area of school network. No paper copies are printed to ensure confidentiality and data protection. All medication is stored within a metal cupboard within the head teacher's office clearly identified with first aid posters. Each pupil's medication is stored in individual containers and clearly marked with pupil name and prescribed dosage. It is the parent's responsibility to provide medication, and they must ensure they do so in a timely way.

11. Asthma Inhalers

Pupils always carry their own inhalers. A second, prescribed, ***spare*** inhaler must also be provided by parents to be stored in the medicine cupboard. The spare will always be taken on any off-site visits that the pupil attends in the event that there is issue with the one that the pupil is carrying with them. All inhalers are to be clearly marked with child's name and class. School also has spare inhaler for in an emergency.

13. Anaphylaxis

This is a severe, potentially life-threatening reaction to a trigger, such as an allergy which requires immediate medical treatment. The most common anaphylaxis triggers include foods e.g., nuts, milk, fish, eggs and insect stings particularly wasp and bee stings. Children who react to these may have been prescribed a pre-loaded auto-injector containing adrenaline e.g., Epipen or Jext. The adrenaline assists with relieving the effects of anaphylaxis. Whole staff training is completed each year to ensure awareness and confident use of adrenaline pens. Parents are asked to supply school with two adrenaline pens. The pens are stored with the child's care plan and a photograph of the child. Both pens and care plan are always taken on any off-site visits that the child will have. A child's pen may only be used on the child that it is prescribed for, and emergency services must be phoned immediately. School also has an emergency pen that is taken on trips.

14. Diabetes

In preparation for any pupil joining our school who has diabetes, the local diabetes team will contact us and ensure training and understanding of that individual child's needs and care are shared. A care plan to include details of symptoms of Hyperglycemia or Hypoglycemia is completed by parents and discussed with the child's key contacts which include the class teacher, learning support assistants, admin team and P.E. teachers. Supplies of glucose tablets, testing strips and gel must be provided by parents to the school. These are sent home each half term for checking and replenishing.

15. Haemophilia

All staff have been briefed on action to be taken if the pupil has a bump/fall. Pupil's photograph and care plan are in the office and medical room.

16. Medicine and pain relief

School staff are not permitted to administer any medicines that are not prescribed by the child's doctor. The only exception to this is when there is an emergency i.e., broken limbs or when paramedics advise us to do so. If we are required to use our emergency supply, we will seek parental consent over the phone prior to administering. If we are unable to obtain consent, we will follow 999 guidance.

When medicine or pain relief is prescribed and is essential to be taken during the school day, then the supply should be sent in a clearly labelled container and handed to the school office with a letter of permission from parents. The medicine must have the GP's prescription on the medicine to be administered. Please note, if there is no prescription we will not accept or administer the items. For antibiotics, please note that only when prescription is 4 doses per day, do we accept them. Those for 3 doses or less per day are to be administered at home.

17. Any other major medical problems

Where possible parents are invited in to discuss their child's particular needs with the first aid coordinator, fill out the care plan forms link and provide any other relevant information the school may need to know. This information will then be shared with the appropriate staff to ensure the pupil's safety.

18. Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.