



## Medical and First Aid Policy

The Governors and staff of Burtonwood Community Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. They will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all pupils, employees and visitors to the school. Clear and agreed systems ensure that all children are given good quality first aid provision in our school.

### Aims

- To provide appropriate first aid provision and medical care for pupils and school personnel.
- Pupils at school with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- To have in place qualified first aid personnel.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with parents, carers, the emergency services and other external agencies.

### Key Strategies

#### Identification & Awareness

Parents must inform the school of their child's medical condition that may be a cause for concern. All new starters receive a medical form to complete to identify any medical conditions that the school needs to be informed about. The information from these forms are distributed to the staff –room, office, kitchens and head's office, as well as being passed onto individual teachers. An asthma register is also completed and distributed in the same way. This information would be communicated to all supply teachers where appropriate. Medical forms are also completed before a child attends a residential trip.

Food allergies will be highlighted as well through a separate information sheet which will be distributed to the staff –room, office, kitchens and head's office, as well as being passed onto individual teachers.

All supply staff will be made aware of all appropriate medical information through the supply class file.

School personnel must be suitably trained in managing pupils where a medical condition may be developing. Key staff will be trained to manage medical conditions where this is deemed appropriate and manageable by the head teacher. If a child has more complex needs, a care plan will be drawn up in consultation with the school health officer and other medical personnel. It is the responsibility of the SENCO to liaise with the parents, child and relevant healthcare professionals to ensure that an individual healthcare plan effectively

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supports the child to fully access their education. This plan will be reviewed annually or more frequently if required.

School personnel must report any concerns they have on the medical welfare of any pupil.

### Training and Equipment

The school has seven qualified first aiders in school. They are:

Mrs D. Webb	Teaching Assistant
Mr N. Johnson	Site manager
Mrs T. Samm	Extended Services Supervisor
Mrs L. Dutton	Teaching Assistant
Mrs J. Morse	Teaching Assistant
Mrs J. Bond	Teaching Assistant

There is always a first aider on call within the school during working hours. A first aider will always accompany a residential trip, unless the centre has qualified first-aiders available at all times. For day trips a risk assessment will determine if a first aider is required.

A record of trained personnel is kept centrally. All staff will receive training on basic awareness with first aid.

The school has a defibrillator situated outside the staffroom. The first aiders in school have all received training in the use of CPR and the defibrillator. This is also included in the first aid basic awareness training for all staff.

First aid equipment is kept in the staffroom or the office and it is the responsibility of the nominated Teaching Assistant to ensure that the correct equipment is available at all times. Midday Assistants are issued first aid bags and must carry them at all times when supervising children on the playground. It is their responsibility to ensure that their bag is fully stocked. Midday assistants have received emergency first aid training.

### Administration of Medicines

The following procedure is in place for the administration of medicines for pupils:

Each item of medication must be delivered to the School Office, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- . Name of medication.
- . Dosage.
- . Frequency of administration.
- . Date of dispensing.
- . Storage requirements (if important).
- . Expiry date

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The staff are entitled to refuse to administer medicine if the information required to ensure the child's well-being is not supplied by parents. Parents will be contacted to ask for additional information. Staff will not administer eye-drops or any creams. These can either be self-administered or administered by parents or carers.

All medicines must be securely stored in the school office or the fridge in the Reception kitchen. Medicines should be returned to the parent at the end of the school day. If the medication is ongoing, it can be stored in school following agreement by the head teacher.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

Where an individual health care plan stipulates that medicine must be administered for a child on a regular, daily basis, this responsibility will be designated to a named first aider by the head teacher. It is the responsibility of the head teacher to ensure that this member of staff receives the appropriate training and support and that this medicine is administered in the event of staff absence. The school will also complete risk assessments for these children with individual health care plans for trips and residential. These will be uploaded onto the on-line system Evolve.

The school holds asthma inhalers in the school office for emergency use. These inhalers will only be used if the school has received written permission from the parent/carer.

### **Accidents/Incidents**

The following procedure for dealing with accidents/incidents must be in place.

- Any minor accidents may be dealt with immediately by the attending staff and this should be reported in the First Aid book found outside the staffroom. The pupils should be supervised while being treated.
- Children should be taken to a qualified first-aider when appropriate and should be fully supervised while being treated. Once again this should be recorded in the First Aid book.
- The first aider will need to decide whether to immediately inform the parents. All head injuries must be reported to parents on the same day either through a message of class dojo or direct contact. Minor accidents will be reported to parents through the class teacher when appropriate. Any major accidents will be reported to parents immediately.
- Any serious accident or injury which requires a visit to the doctor or hospital is to be reported to the head teacher by the person or persons

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involved in the accident. An accident form (HSA1) must be completed. One copy should be kept in the school office.

- In the event of a serious accident the emergency services must be called immediately. Parents should then be called and the head teacher with the relevant first aider should manage the situation until the emergency services arrive.
- A parent must be informed immediately if a child consumes food or drink that they have a known allergy to. The child must be fully supervised until the parent has been contacted. The school will then work with the parent to decide the best course of action for that child.

### **Records**

Records are to be kept for all pupils. These will be kept in a secure location with the pupil's other records. The school has clear guidelines for information sharing and these can be found in the document Information Sharing: Guidance for all staff.

### **Complaints**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

### **Monitoring and review**

The governing body regularly reviews first aid provision in school. This policy is reviewed annually by the governing body.