

Fulwood St Peter's CE Primary and Nursery School

First Aid and Administering Medicines Policy

To be read in conjunction with DfEE good practice guide "Guidance on First Aid in Schools" and EYFS Framework Welfare Requirements Statutory Framework for EYFS 3.44-46

In line with the Children and Families Act 2014 110:1 "The appropriate authority for a school to which this section applies must make arrangements for supporting pupils at the school with medical conditions."

Referenced to NAHT "Managing Medical Needs and Medicines in Settings and Early Years Settings"

Responsibilities

The governing body is responsible for employee's health and safety and policy regarding children, staff and visitors.

A child who has an infectious illness, or who feels unwell, should ideally be at home. A child with prescribed medication (POM) from a doctor or other healthcare professional can have the medicine administered by staff if the dosage falls within school hours.

Any one parent can agree to or request that medicines are administered by school staff.

For children with complex medical needs there will need to be a plan drawn up for individual needs agreed with the parents. Where parents' expectations appear unreasonable we will seek advice from the school nurse, doctor, the child's GP or other medical adviser. Procedures will be adapted to ensure children with disability have full access to education and all aspects of school life.

Teacher's conditions of employment do not include giving or supervising a pupil taking medicines. There is no legal duty requiring schools to administer medicines but as part of our accessibility planning duty we will ensure there are sufficient members of support staff (or a teacher who wishes to do so) who are employed and appropriately trained to manage medicines as part of their duties. Mrs Parkinson as a Dispensing Technician may administer medicines, in her absence a suitably trained member of staff may assist. Nursery children shall have medicines administered by Nursery staff.

Organisations that have a letting agreement and Church activities have responsibility for their own users, considering the facilities and arrangements detailed below.

Risk Assessment of Need

Assessment of risks to employees and other affected by their undertaking

The School site is singular. It is close to the local hospital and access is unrestricted. There are no specific hazards. If building work is in operation then a temporary assessment shall be taken.

Information for employees and visitors:

- **The location of equipment and facilities**

The main first aid equipment area is located near the Reception classroom external door. There are also “grab bag” first aid kits near the main KS1 and KS2 external doors. There is additional equipment in the office store for taking on school trips. Replenishment of stock is made by Mrs Parkinson. Appropriate signage shows the location of equipment.

- **First aid personnel**

A list of first aid trained staff is on the wall by the main first aid area. HSE self-assessment requires one first aider though the amount of staff qualified exceeds this. Staff hold either First Aid at Work, Emergency First Aid or Paediatric First Aid. All EYFS staff hold Paediatric First Aid.

- **Procedures for monitoring and reviewing first aid needs**

Risk assessment is reviewed regularly. If staff become aware of any needs that are not being met, they should communicate this to Mrs Parkinson (health and safety representative) or Mr Merritt.

- **Emergency medical information** on staff and visitors shall be kept in the school office, should they require treatment.

Needs of Children:

EYFS

“Medicines must not usually be administered unless they have been prescribed for a child... by a doctor, dentist, nurse or pharmacist” (EYFS statutory framework 2012).

Provision

At break times / lunch times there shall be a designated member of staff who is the appointed person who is also first aid trained. Children of Reception and Nursery age shall be treated by a member of staff who is Paediatric First Aid trained. The names of currently trained first aiders is on display in the first aid area. First Aiders take this responsibility voluntarily. During school session times any of the first aid trained persons can administer first aid.

SEN

Children who have individual medical needs will either have these addressed through short-term measures agreed with parents, or through an Individual Education Plan or risk assessment if they are more long-term. Care Plans shall be drawn up by medical professions and the SENCO.

Qualifications and Training

First Aid training takes place in the context or appropriate procedure for children.

First Aid Equipment and Facilities

Equipment in the first aid area and portable kits will constitute that listed in the DfE guidance. Mrs Parkinson shall monitor stocks.

Paediatric First Aid Qualification is held by staff administering first aid to Foundation Stage children.

On school trips the portable kits shall contain the equipment recommended by the DfE. The first aid area meets the accommodation standard required by the Education (School Premises) Regulation 1966, containing a wash basin and is reasonably near a WC. It is

always available for first aid. If a quieter area is required then the learning mentor room, off the school hall, shall be used.

Infection Control

The first aid area has single use disposable gloves and hand washing facilities. There are body fluid kits in the area that staff should use in conjunction with gloves and care should be taken when dealing with body fluids. There is additional risk assessment procedure for illness of children in EYFS.

Reporting Accidents and Record Keeping

- Procedures to be followed are on the school's portal, depending on the person and nature of injury.
- Accidents and first aid records for minor incidents are recorded. More serious incidents are recorded on LCC Accident/ Incident form and RIDDOR for relevant incidents.
- Parents are informed about 'bumped heads' with a letter sent home with the child. With any significant injuries parents are contacted as soon as possible. A wrist band notifying parents of first aid treatment is given to the child.
- In EYFS parents will be asked to sign a First Aid Injury Report Sheet with full details. A separate head injury form is given the same day. There is an analysis of nursery accidents each month to identify corrective actions.
- When medicines are administered parents shall be informed the same day or as soon as possible thereafter. This will normally be on a slip from a duplicate book sent home with the child.

Medicines

On entry to school a form is given that parents notify school of any illness or medical condition.

If a child has need for medicines then parents will complete a Parental Agreement form available from the school office. The form will record details of the prescribed medicine and record its administration. Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing paracetamol must be prescribed by a doctor). Medicines must be in their original container with Prescriber's information (name, dosage, storage requirements) on the container. If requiring refrigeration, then this will be in the lockable fridge situated in the staffroom. Staff medication to be kept in either lockable medicine cupboard or their lockers. Parents shall ensure that the medicines and any update on dosage or administration instructions are given to staff.

Parents can come to school to administer medicine to their child. If a child has regular special medical needs, these would be addressed as part of the IEP or on their medical care plan. Children with asthma self-medicate when age appropriate, otherwise with adult assistance. On school trips the EVC and group leader can determine specific arrangements that can allow staff to administer medicines to children on medical care plans. Children with specific medical needs will have care plans in place and these will be a part of an EVC risk assessment.

Medical conditions shall be recorded on the front of class registers and updated as notified by parents. Parents shall check and update any medicines, especially inhalers, kept in or sent to school. For emergency situations with asthma there will be use of salbutamol inhaler and spacer for pupils who are registered to use it. This will be administered as other medicines.

Illness

If a teacher believes that a child has any significant symptom of illness they will contact parents. If parents are not contactable and a child is seriously ill or had a serious accident then medical assistance from the health service will be sought. This may involve transporting the child to hospital. If a child is known to have a care plan that will be shared with emergency services to ensure a prompt response to an emergency condition.