



# *Our Lady of the Assumption Catholic Primary School*



## **First Aid Policy Incorporating Administration of Medicines and Care of Sick Children**

Approved by Governing Body : 14<sup>th</sup> October 2020

*[Handwritten signature]*

Signed :

Chair of Governors

To be reviewed : October 2023 ( or subject to legislation)

### *Safeguarding Statement :*

*Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff, parents and volunteers to share this commitment.*

### **Our School Vision**

As a Catholic school that puts Christ at the centre, we are committed to developing independent, successful and confident children who have high aspirations, who gain a sense of achievement and leave our school with a wealth of happy memories.

### **Our Values and Ethos**

We believe that everyone is made in the image and likeness of God and we value the equality of all, reject discrimination of any kind, and welcome the diversity of different cultures.

### **Purpose**

- To provide first aid as necessary to children and adults
- To ensure that the provision is available while children are on school premises
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary.
- To enable staff and parents to be clear about the requirements and procedures when children are unwell.

## **Roles and responsibilities**

### **First aiders**

The school's appointed first aiders are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Filling in the first aid book on the same day after an incident

The names of our First Aiders will be displayed prominently around the school.

### **The local authority and governing body**

The Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **The headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

### **Staff**

- School staff are responsible for:
- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing the first aid book on the same day for all incidents they attend to where a first aider is not called
- Informing the headteacher or their line manager of any specific health conditions or first aid needs

### **Guidelines**

If a child is thought to be unwell or injured within the school, it is important to assess the condition of the child. This should be done in a kind and caring manner and in line with the school's intimate care policy.

### **If a Child is Unwell**

- The child will be taken to a quiet area so that signs of illness can be assessed by two members of staff.
- Any staff who have had contact with the child will be consulted to ensure a full picture of a child's condition is obtained.
- If staff feel that the child is too ill to be in school or needs medical attention, parents or carers will be contacted.
- If the nature of the illness is considered to be serious, the school will phone for an ambulance before contacting parents or carers. A member of staff will accompany the child to hospital if parents have not arrived.

### **Coronavirus**

If a pupil becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they will be taken to the Den where they will be supervised by an adult until they are collected. Gloves, masks, face shield and aprons will be available in the Den. Pupils will be advised to self-isolate for 10 days and to arrange a test to see if they have coronavirus.

### **In the case of injury**

- First aiders will assess and treat any minor injuries at the scene. If necessary, the child will be taken to a quiet area so that an injury can be assessed by a qualified first aider, supported by another adult if needed.
- If the first aider advises that the child should be checked by a doctor, parents or carers will be contacted. If the nature of the injury is considered to be serious, the school will phone for an ambulance before contacting parents or carers. A member of staff will accompany the child to hospital if parents have not arrived.
- Any decision to send a child home or contact emergency services will, where possible, be discussed with a senior leader who will make the final decision about which course of action to take.
- If it is not possible to make contact with parents or carers, the child will be monitored in school or accompanied to hospital by a member of staff.
- For their own protection and the protection of the patient, staff who administer First Aid should ensure that gloves are worn and, where possible, hands are washed before and after donning gloves.

### **Head injury**

- If a child sustains a head injury, this is recorded in the First Aid Book and this is followed up with a phone call to the parents or carers.
- In all injury cases, the first aider who administers treatment makes an entry in the First Aid book and if necessary a Health and Safety Accident report form is completed and sent to the Local Authority.

### **Off-site procedures**

- When taking pupils off the school premises, staff will ensure they always have the following:
  - A school mobile phone
  - A portable first aid kit
  - Information about the specific medical needs of pupils
  - Parents' contact details

- Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

### **First Aid Boxes**

First Aid boxes are located in:

- Every classroom
- The school office
- The staffroom
- The Pastoral Manager's room
- The Wraparound Club
- All Lunchtime Supervisors carry a First Aid bag

### **Administration of Medicines**

- Our admin staff administer medicine that has been prescribed by the doctor. Before any of these medications are given to a child, the appropriate 'administration of medicines' form (see Appendix A) must be completed by parents. These are stored in the school office.
- If any medications (such as inhalers for asthma) are brought into school it is a parent's responsibility to ensure that they complete the administration of medicines form and that they understand that their child will take responsibility for knowing when they need their inhaler. (All inhalers and spacers are stored in the classrooms.) It is the ultimate responsibility of parents to ensure that inhalers are checked and remain within the 'use by' date, but teachers will check inhalers at the start of the year and notify parents of the 'use by' date.
- If a parent would like non-prescription medication to be administered within the school day, then a parent administers the medication themselves.
- Individual Health Care Plans are completed by the parents, school nurse and a member of staff to ensure procedures are followed correctly.
- Staff who take on the responsibility of administering medication in school should ensure that the medicine is stored as labelled. The medicine can be stored in the refrigerator in the school office if necessary.

### **Body Spillages**

- PPE - gloves, a face shield and apron - must be worn when dealing with blood or body fluids.
- PPE is available the School office, staff room, all classrooms and the Den.
- Diarrhoea and blood must be cleaned up immediately. This is vital if the spread of infection is to be reduced. Vomit is covered with Emergency Spillage Compound – this is kept in the staffroom. Staff notify the School Business Manager who instructs the SSO to clean the vomit area.

### **Head Lice**

- A general letter is sent home to parents of all children in a class if there is a case of head lice within that class. Regular reminders are posted in the school newsletter for parents to check their child's head for lice.

## **Incident Reporting**

- All incidents, injuries, head injuries, ailments and treatment are reported in the first aid book and kept in the school office. Nursery have their own first aid book.
- Staff must inform the school office or Headteacher if they have sustained an injury at work. All reportable accidents/ incidents will be submitted to the local authority.

## **Reporting to the HSE**

- The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). A manual incident form will be completed by the appropriate person (the first aid qualified staff member who attended the injured pupil/member of staff).
- The School Business Manager will seek guidance from the H&S advisor to ascertain whether or not the incident needs to be reported to the HSE. The H&S advisor would progress that report to the HSE.
- Reportable injuries, diseases or dangerous occurrences include:
  - Death
  - Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
  - Where an accident leads to someone being taken to hospital
  - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE  
<http://www.hse.gov.uk/riddor/report.htm>



**REQUEST FOR MEDICINE TO BE ADMINISTERED IN SCHOOL**

The doctor has advised that it is necessary for my child  
.....

Year .....

to receive medication **during school hours** for the following ..... days

Name of Medicine

.....  
.....  
.....  
.....  
.....

Dosage .....at the following  
time.....

Any side effects expected?

.....  
.....

I understand that the Head teacher and Staff of the school cannot be held responsible for any problems which may arise from the administration of medicine when given in accordance with these instructions.

Signed:.....

Date: .....

Emergency Contact Number

.....  
.....

**MEDICATION GIVEN**

DATE	TIME	BY WHOM

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END