



# *Our Lady of the Assumption Catholic Primary School*



## **First Aid Policy Incorporating Administration of Medicines**

Approved by Governing Body : 30<sup>th</sup> January 2019

Signed : *A Kiely* Chair of Governors

To be reviewed : February 2022 ( 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 or taking part in educational visit.
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary.
- To encourage every child and adult to begin to take responsibility for their health needs

### **First Aid Provision**

- The Head teacher is responsible for ensuring that there is an adequate number of qualified First Aiders – we currently have seven qualified first aiders, five having paediatric first aid.
- Portable First Aid kits are taken on educational visits.

- The First Aiders will ensure the maintenance of the contents of the First Aid boxes and other supplies. This will be carried out on the 1<sup>st</sup> Friday of every month - A qualified first aider checks all the first aid boxes. She will initial and date a sticker held on the inside lid of the first aid boxes.
- A first aider orders first aid supplies as necessary.
- All staff are trained in basic First Aid including the correct use of a defibrillator.
- All staff have bi annual training on asthma, epilepsy, the use of epipen and diabetes
- All staff will ensure that they have read the school's First Aid Policy.
- As outlined in the Lettings Policy all groups using the school site must provide their own first aider and first aid kit.
- A First Aid risk assessment is carried out annually, reviewing first aid signage on the site. (see First Aid Risk assessment in the school office )
- Four staff have received their diabetic competency to support a child in school
- A number of children have specific health issues and these children all have a personalised health plans in a folder in the Deputy Head's office.

### **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

### **Procedures:**

In school:

- In the event of injury or medical emergency, contact an appointed First Aider or another member of staff.
- Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aider(s) to assess and, where appropriate, treat. Where appropriate, parents should be contacted as soon as possible so that the child can be collected and taken home. This must have the approval from a member of the SLT.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- If the situation is life threatening then an ambulance should be called immediately.
- For their own protection and the protection of the patient, staff who administer First Aid should ensure that where possible hands are washed before and after administering first aid and disposable gloves should be worn.
- All serious accidents should be reported to a First Aider or the Headteacher who should call an ambulance and the child's parents.
- In the event of a serious incident an ambulance will be called and a member of staff will accompany the child to hospital. Parents will be asked to go immediately to the hospital. It may

be appropriate to transport a child to hospital without using an ambulance. In such cases staff should ensure that they have business class insurance cover from their insurance company.

- The school wheelchair is available as necessary.
- If staff are concerned about the welfare of a child they should contact a first aider immediately. If an injury has been sustained, the child should not be moved.
- Two members of staff will be in the car to transport the child.
- Parents will be informed if private transportation is required.

### **Educational Visits:**

- A class set of contact forms / disclaimers and mobile telephones should be taken on trips out of school.
- Teachers must check that pupils who have asthma take their inhalers
- All other medication including epi-pens must be taken out of school by the classteacher.
- Teachers must take a first aid kit.
- The Headteacher, as Educational Visit Co-ordinator, has responsibility for ensuring staff have adhered to the schools Educational Visits procedures when organising a visit. This called an EDVIS1 – see Appendix A.
- A risk assessment will need to be carried out as part of an educational trip. Particular attention needs to be paid to:  
Outdoor educational visits  
Hazardous activities  
Swimming pool lessons. Swimming instruction is provided by qualified swimming instructors.
- All Educational visits are entered onto the EVOLVE system by the admin office. This includes details of the trip and the risk assessment. These details are then authorised by the Headteacher.
- If a trip takes place outside of Coventry then a consent form is required.

### **Incident Reporting**

- Where staff and first aiders deem it necessary incidents, injuries, head injuries, ailments and treatment are reported in the accident book and kept in the school office. Nursery have their own first aid book.
- Parents are informed of a head injury by telephone and text
- Incidents involving pupil's eyes are to be reported immediately to parents via a phone call.
- First Aiders contact parents by phone if they have concerns about the injury.
- If a child sustains a serious injury e.g broken bone / hospitalisation etc or where the injury is caused by a defect in the school premises then an entry is made on SHEair
- 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 via the online reporting system. (SHEair)  
An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.  
The member of staff or other supervising adult concerned should seek medical advice without delay.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE.

1. Involving employees or self employed people working on the premises.
2. Involving pupils and visitors

The Head Teacher or designated officer is responsible for ensuring this happens.

### **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 B) must be completed by parents. These are stored in the school office. When a parent signs a medication consent form, if the pupils is in KS1 they will be given a label that reads;

*I NEED MY MEDICATION AT .....  
with the time inserted*

- 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 responsibility of parents to ensure that inhalers are checked and remain within the 'use by' date.
- If a parent would like non- prescribed 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**

- Gloves must be worn when dealing with blood or body fluids.
- Protective gloves are stored in the School office and in all First Aid boxes.
- 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.

**Seeking approval for educational visit / planning arrangements**

<b>Year group:</b> _____	<b>Venue:</b> _____
<b>Proposed date of visit:</b> _____ <b>Transport Req'd YES / NO</b>	
<b>Pick up from OLA :</b> _____	<b>/Collection pick up time from venue:</b> _____

<b><u>Primary Purpose of visit:</u></b>	
<b><u>Secondary Purpose of visit:</u></b>	
<b><u>Intended outcome of visit:</u></b>	
<b><u>Existing knowledge of place to visit:</u></b>	
<b><u>Potential hazards:</u></b>	
<b><u>Group leader:</u></b>	<b><u>Mobile No.</u></b>
<b><u>Accompanying Staff/Volunteers Names:</u></b>	
<b><u>Pupil group and staffing arrangements</u></b>	
<b><u>Medical issues for pupils or staff</u></b>	
<b><u>Opportunities for collective worship :</u></b>	
<b><u>Estimated costs</u></b> _____	<b><u>Cost per pupil:</u></b> _____
<b><u>Spending Money Yes / No</u></b> _____	<b><u>How much ?</u></b> _____
<b><u>School Uniform: Yes / No</u></b>	

**Signature**.....**Person submitting request for visit**  
**Date:**.....

**For Headteacher / Governor use:**  
**Approved by :** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Items to consider:**

**If approved - turn over for trip planning**

### Planning arrangements

Once trip is approved, the school office need to login to EVOLVE and enter trip planning arrangements

Item	Needed	For Office only : Date booked / letters sent etc
Complete SIMS order form	Y / N	
Free school meal packed lunches booked with kitchen	Y / N	
Letters to parents needed - if office need to do this speak with office	Y / N	
Coach needed / Number of seats	Y / N	
Out of Coventry consent form required	Y / N	
Risk Assessment completed	Y / N	
Hard copy given to C McKay	Y / N	
School Risk Assessment put onto EVOLVE	Y / N	
Have you read the risk assessment from the provider	Y / N	



**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

END