



# Our Lady of the Assumption Catholic Primary School



## First Aid Policy Incorporating Administration of Medicines

Approved by Governing Body : 1<sup>st</sup> February 2017

Signed *A Kiely* : Chair of Governors

To be reviewed : February 2019 ( 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 and volunteers to share this commitment.'***

### **Our 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.

### **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 four qualified first aiders, two 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 - LK checks EYFS / DL checks Years 1 and 2 / GL to check Years 3-6 / RW checks office, staffroom and the lunchtime supervisors bags. First aiders initial and date a sticker held on the inside lid of the first aid boxes.

- The Pastoral Manager orders first aid supplies as necessary.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of epipen.
- 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 and listing all first aiders and the expiry date of their qualification. (see Appendix A – for staff and Appendix B for pupils)

### **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.
- 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.
- No member of staff or volunteer helper should administer First Aid unless he or she has received proper training, except in the case of minor cuts and grazes.
- 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 specific cover from their insurance company or verbal permission from parents.
- 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.

### **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 B.
- 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.

### **Incident Reporting**

- All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, kept in the school office.
- In line with the Welfare Standards, all accidents/incidents concerning children within the Nursery and Reception classes will be recorded in the relevant first aid book. All incidents will be read and signed by parents at the end of the school day.
- Parents are informed of a head injury by telephone.
- 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 C) 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.

END

## Risk Assessment – First Aid Needs

|  |  |
|--|--|
| <b>School:</b>                                   | <b>Our Lady of the Assumption Catholic Primary School</b>      |
| <b>Department:</b><br><i>(if not whole site)</i> | <b>Whole School incl. visits</b>                               |
| <b>Assessment Date:</b>                          | <b>January 2017</b>  |
| <b>Assessor(s)</b>                               | <b>Carolyn McKay and Clive Billington (H&amp;S Consultant)</b> |
| <b>Review Date:</b>                              | <b>September 2018</b>  |


| <b>Overall workplace risk</b>   | <b>No. of employees</b><br><i>(i.e in the premises or as part of the activity this covers)</i> | <b>Basic minimum.</b><br><i>For all, consider holiday/ sickness cover</i>     | <b>Other considerations that may require additional provision to be identified, based on the risk groups and work activity risks</b><br><br><i>More trained personnel may then be required or cover may be provided by a neighbouring team in large shared buildings</i>  |
|---|--|---|---|
| <input checked="" type="checkbox"/> <b>Low</b>                        | <input type="checkbox"/> Less than 25  | <input type="checkbox"/> One emergency first aider trained to EFAW            | <p><i>In addition to whether your school risk is low, medium or high – any of the following may require you to increase your provision from the basic minimum or you may be able to provide it in another way. Tick all that apply and make comments in the box below as necessary:</i></p> <input checked="" type="checkbox"/> Proximity to hospital, doctors, fire brigade<br><input type="checkbox"/> Proximity to an AED<br><input type="checkbox"/> Remoteness of location<br><input type="checkbox"/> Size, scale and layout of site<br><input type="checkbox"/> Potential for burns, scalds, eye injury, chemical injury, anaphylactic shock, fracture injuries, falls from height.<br><input checked="" type="checkbox"/> History of previous accidents<br><input checked="" type="checkbox"/> Pupils on premises<br><input checked="" type="checkbox"/> School off-site activities/trips<br><input checked="" type="checkbox"/> Out of school hours' arrangements e.g. lettings/parents evening<br><input checked="" type="checkbox"/> School provision for lunch and breaks<br><input checked="" type="checkbox"/> Visitors to building<br><input type="checkbox"/> Number of visitors on site<br><input type="checkbox"/> Members of the public<br><input type="checkbox"/> Contractors working<br>Cover over holidays when site services team |
|   | <input checked="" type="checkbox"/> 25 – 50  | <input checked="" type="checkbox"/> One emergency first aider trained to EFAW |   |
|   | <input type="checkbox"/> 50 – 100  | <input type="checkbox"/> Two emergency first aider trained to EFAW            |   |
|   | <input type="checkbox"/> 100 +   | <input type="checkbox"/> Two emergency first aider trained to EFAW            |   |
| <input type="checkbox"/> <b>Medium</b><br><br>Examples:<br>• Catering | <input type="checkbox"/> Less than 25  | <input type="checkbox"/> One First aider trained to FAW                       |   |
|   | <input type="checkbox"/> 25 – 50   | <input type="checkbox"/> One First aider trained to FAW                       |   |
|   |  | <input type="checkbox"/> Two First aiders trained                             |   |

|   |   |        |   |
|---|---|--------|---|
| <ul style="list-style-type: none"> <li>• Workshops</li> <li>• Using chemicals</li> <li>• Using machinery</li> </ul> | <input type="checkbox"/> 50 +   | to FAW | and contractors on site will require review. Need to make contractors aware that they need to provided their own first aid <ul style="list-style-type: none"> <li><input type="checkbox"/> Distribution of workforce</li> <li><input type="checkbox"/> Lone working</li> <li><input type="checkbox"/> Employee and/or visitor disabilities</li> <li><input type="checkbox"/> New and expectant mothers</li> <li><input type="checkbox"/> Young/inexperienced workers</li> <li><input type="checkbox"/> Employee existing health problems</li> <li><input type="checkbox"/> Construction work</li> <li><input type="checkbox"/> Shift work</li> <li><input type="checkbox"/> Low risk environment /low number of staff (i.e less than 5) *</li> <li><input type="checkbox"/> Working with foundation stage children**</li> </ul> |
| <input type="checkbox"/> Appointed Person*  | <p>In exceptional circumstances there may be some workplaces that are low risk with low number of staff whereby the manager/ Site Responsible Person may deem a trained first aider as not being required. In these instances, an Appointed Person may be appointed. However, before the appointment of Appointed Persons the manager/ Site Responsible Person <b>must contact the Health and Safety Consultant</b> so as to ensure appropriateness of this first aid provision.</p> <p>Please note: Even in these small, low-hazard areas where first aiders are considered unnecessary, there is always the possibility of an accident or sudden illness so someone must always be available to take charge of the arrangements (i.e. equipment and facilities) and call the emergency service.</p> |        |   |
| <input checked="" type="checkbox"/> Paediatric first aid **   | Paediatric first aid is the requirement of the Early Years Statutory Framework: foundation stage classes in nursery, infant and primary schools must have at least one person with a current paediatric first aid certificate on the premises at all times when children are present. They must also accompany children on any off site visits/trips.   |        |   |
| Proximity to hospital, doctors  | The A&E is approx. 30 mins from the school and the nearest doctors' surgery is Approximately .25 mile away.   |        |   |
| History of previous accidents and sickness  | Some burns and scalds, currently there is more a problem with head bumps and bruises.<br>Most breaks, sprains, strains, cuts, grazes occur from playing on playgrounds and play equipment etc.  |        |   |
| Off-site activities, trips, etc.  | The member of staff organising a trip will give the colleague responsible for maintaining Evolve a list of pupils, and she will sort out care plans and any medication that is required. Also a first aid kit is put together to be with them. In most cases a qualified first aider accompanies off site visits.   |        |   |
| Letting and   | No Lettings at present. After school activities finish at 4.15pm and there is always a  |        |   |


|                    |                                      |
|--------------------|--------------------------------------|
| evening activities | first aid trained colleague on site. |
|--------------------|--------------------------------------|

**Summary of first aid needs based on the assessment**

|   |   |                      |
|---|---|----------------------|
| <b>First aid personnel required</b><br><br><i>(including training type – e.g. EFAW, FAW, Paediatric; and numbers required)</i>          | 3 First Aid<br><br>2 Paediatric First Aid   |                      |
| <b>Deputy/cover arrangements</b>  | Wraparound staff member First Aid qualified   |                      |
| <b>First aid equipment needed and numbers</b><br><br><i>(e.g. boxes which includes the 'Basic Advice on First Aid at Work' leaflet)</i> | All lunchtime staff have first aid pouch<br><br>First aid kits available around site and clearly labelled – these are in every classroom , staffroom , main school office, Pastoral Manager Office and within the Wraparound Club . |                      |
| <b>Actions taken following completion of this assessment</b><br><br><i>(e.g. arrange training)</i>                                      | <b>Action taken</b><br><br>N/A  | <b>Date actioned</b> |

|                           |   |             |         |
|---------------------------|---|-------------|---------|
| <b>Assessor Signature</b> |  | <b>Date</b> | 7/12/16 |
|---------------------------|---|-------------|---------|

**Review Log**

|  |   |             |         |
|--|---|-------------|---------|
| <b>I can confirm that there are no changes to this assessment.</b> |   |             |         |
| <b>Assessor Signature</b>  |  | <b>Date</b> | 7/12/16 |

**Names of first aid personnel, deputies, training required, refresher date and their location of work.**

*Inform others of their first aid arrangements as soon as this provision has been implemented.*

| <b>Name</b>     | <b>Location/ room number</b>                    | <b>Contact number</b> | <b>Training required</b><br><i>(e.g. type – EFAW, FAW)</i> | <b>Date attended</b> | <b>Date refresher required</b> |
|-----------------|---|-----------------------|--|----------------------|--------------------------------|
| Geraldine Lucas | Integrated Services and Well Being Manager room | 76466655              | FAW  | April 2016           | March 2018                     |
| Lizzie Kelleher | Reception class                                 | 76466655              | FAW<br>Paediatric FA                                       | April 2016           | March 2018                     |
| Rebecca Wray    | Various   | 76466655              | Paediatric FA  | April 2016           | March 2018                     |
| Dawn Lucas      | Wraparound                                      | 76466655              | FAW  | November 2016        | October 2018                   |
|                 |   |                       |  |                      |                                |
|                 |   |                       |  |                      |                                |



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

|                                       |                          |
|---------------------------------------|--------------------------|
| <b><u>Year group:</u></b>             |                          |
| <b><u>Proposed date of visit:</u></b> | <b><u>Duration:</u></b>  |
| <b><u>Venue:</u></b>                  | <b><u>Transport:</u></b> |

|   |  |
|---|--|
| <b><u>Purpose of visit and specific educational objectives:</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>No. of additional adults</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:</u> Yes / No</b>      |                                     |

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

**Date:.....**

**For Headteacher / Governor use:**

|  |                    |
|--|--------------------|
| <b>Approved by :</b> _____                       | <b>Date:</b> _____ |
| <b>Items to consider:</b>                        |                    |
| <b>If approved - turn over for trip planning</b> |                    |

### **EDVIS 1 Cont. Planning arrangements**

Once trip is approved, classteachers need to login to EVOLVE and enter trip planning arrangements

| <b>Item</b>   | <b>Needed</b> | <b>For Office only : Date booked / letters sent etc</b> |
|---|---------------|---|
| Packed lunches ordered with kitchen                 | Y / N         |   |
| Free school meal packed lunches booked with kitchen | Y / N         |   |
| Letters to parents needed                           | Y / N         |   |
| Coach needed / Number of seats                      | Y / N         |   |
| Out of Coventry consent form required               | Y / N         |   |
| Risk Assessment completed                           | Y / N         |   |
| Approved by Headteacher                             |               |   |
| 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 ADMINSTERED 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