



Holy Trinity C of E Primary School

First Aid and Administration of Medicines

Policy

THIS DOCUMENT MUST BE READ IN CONJUNCTION WITH
SANDWELLS AGREED MEDICAL POLICY

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Holy Trinity First Aid and Administration of Medicines Policy

Vision Statement

We believe that all people are precious and honoured in God's sight. From this comes a desire for all in our care and in our partnerships to experience life in all its fullness, as promised by Jesus. We embrace the spiritual, physical, intellectual, emotional, moral, and social development of our young people.

Introduction

The staff of the school stands in loco parentis for all children during the school day. It is the professional responsibility of every member of staff to care for the children as they would care for their own child. Holy Trinity Primary school is a fully inclusive school and will make all reasonable adjustments to ensure where practical and safe that all children regardless of their medical condition can attend school and also participate in all aspects of schooling including educational visits and residential visits. Any child that requires medication or has a known medical condition and is attending an educational visit or residential will be identified on the risk assessment for that activity.

Supply teachers are made aware of children who have individual care plans via the support assistant in that class/phase in addition a list of medical needs are displayed on the back of stock cupboard doors, supply teachers are also made aware of this.

Children do have accidents during the school day and they must be dealt with quickly and sympathetically in line with the following procedures.

A child requiring medicine during the school day does not necessarily have to stay away from school, but parents and staff must follow the written procedures for the administration of any medicine.

First Aid

First Aiders

A number of members of staff have the required first aid training. The duty rota ensures that there are staff responsible for first aid at playtimes and there are usually additional first aiders within school in the Key Stage 1 Hall on duty at lunchtimes. All staff know who the trained first aiders are within each phase and they can be accessed during teaching time. If there is a planned absence, eg course it is the responsibility of that member of staff to arrange for the duty to be covered if the absence is due to illness a qualified first aider will be asked to cover.

Minor Accidents

All staff are responsible for dealing with the initial help that a child needs but the named first aider may be called if necessary.

If a child complains of feeling unwell in the classroom they should be referred to the office who will, if necessary, request permission from the senior member of staff to call a first aider. Parents will be contacted if necessary and the appropriate records will be kept.

Any treatment given by the first aider must be logged on the electronic recording system.

An email will be sent home following treatment.

Contact will be made with parents if a child has a bump to the face or head which leaves a mark.

Any injuries which are above the neck must be reported to a member of the senior management team.

If there is an open wound or nosebleed, then disposable gloves must be worn.

Suspected Fractures

The First Aider must be called immediately and the child must not be moved. The First Aider will phone for carers / ambulance as appropriate.

The adult in charge of the child at the time of the accident must complete an incident report form, available from the school office or staff room. This needs to be given to the Head Teacher as soon as is practicable.

Epileptic Fits, Unconsciousness, Anaphylactic Shock, Asthma attacks.

In all of the above cases the First Aider must be sent for she/he will deal with the situation to the best of his/her ability.

Accidents to adults on site must follow the same procedures as those for children.

Administration of Medicines

If a parent wishes the school to administer medication during the school day then they must complete a copy of the Request for Administration of Medicines form at the school office. Without a copy of this form the school will not administer medicine. When medicine is administered a record must be made in the log book for this purpose.

Staff administering medication must do so with a witness. The staff member administering will ask the child their name first, both staff members will check the child's name against that on the medication. Staff may ask the child if they know what the medication is for, or if they have been poorly recently. If staff have any concerns that the child does not know that they need medication or do not understand what it is for they will raise this with a senior leader before administering the medicine.

Chronic Health Conditions

Care Plans

Pupils with chronic medical conditions that require individualised specific treatment have a care plan. Care plans can be found in the staff room on the notice board and in the school office medical folder. Class teachers will also have relevant care plans for pupils in their class.

Asthma

- All children with asthma keep their inhalers in the classroom in the medical box.
- In the box there should be a card with details of how often the inhaler is used etc
Pupils should be given a sticker to wear to show that they have had their inhaler at school so that parents are aware.
- Inhalers must be taken with the child whenever the child goes off site during the school day; educational visits, swimming etc.
- Each child should know where their inhaler is kept.

- It is the responsibility of the parent / carer to ensure that the medication is up to date.

- A list of asthmatic children can be found in each classroom in the teacher's class file.

Diabetes

- A care plan will be in place for any child with diabetes and the immediate treatment.
- It is the responsibility of the parent to provide the school with the correct food and drink to control the diabetes.
- Appointed First Aiders will assist the child in testing blood sugar levels. Two trained members of staff must be present.
- Those members of staff who are aiding the administration of insulin must sign the insurance indemnity declaration.

Anaphylactic Shock

- If a pupil requires specific care eg Antihistamine medication or an epi-pen a care plan will be in place.
- EPI Pens will be stored in the school office for emergency access, other medication is stored in the medicine cabinet in the disabled toilet.
- All school staff will receive updates on training to deal with incidents.
- The school cook must be made aware of the dietary requirements of the child.

Other Conditions

From time to time a child may need medication for a minor health complaint. When a child is ill the best place for the child is at home but as they begin to feel better they may be well enough to come back to school but to not have completed the course of medication. In such cases the school will administer the medicine providing the relevant forms have been completed.

- The school will only administer medicine if it has been prescribed for the child by a doctor and is required more than 3 x per day.
- Medicine requiring 3 doses in 24 hours will not be administered in school.
- The parent is responsible for sending in the medicine each day.
- Medicines will be stored in a locked cupboard.
- A record will be kept stating dosage given and the name of the staff member who administered the dose.

Management of Children with Medical Needs

Medical needs identified for specific children are recorded on SIMs, staff have access to the system but are also provided with a list of medical needs for their class annually.

Those children with individualised specific needs will have a care plan which has been written in consultation with the school nurse, parents & school, which is reviewed annually.

If any child who has a care plan needs medical attention a member of senior management must be informed.