

St Josephs Primary School

First Aid Policy

(Including Administration of Medicines)

The health and safety of all children at St Josephs Catholic Primary School is of the highest importance to all staff.

This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions. The school has six fully qualified first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. They are:-

Mrs Gill

Mrs Burdett

Miss Balding

Mrs Adams – up to Year 5

Mr Crowe – Up to Year 5

Mr Destouche – Lunchtime

First aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re qualify as a first aider and annually in emergency first aid.

First Aid equipment is kept in the first aid cupboard in the medical room in key stage 1 Building and in the cabinet in the copy room in key stage 2 building. Cuts are cleaned using, where appropriate running water and/ or alcohol wipes and if needed, plasters are available.

Gloves are worn by staff when dealing with blood and these are located next to the plasters and wipes. A cold compress will be used for head injuries. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.

All medical waste is disposed of in a medical disposal unit.

Dealing with bodily fluids – blood ect

Aims:

- To administer first aid, cleaning, etc, for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area.
- Always use disposable gloves and apron (located in the First Aid Box) NEVER touch body fluids with your bare hands
- Clean the spillage area with diluted bleach in ration of 1:10 (containers for which can be located in the Caretaker's room)
- Use bucket and mop with red mark from Caretaker's room (inform Caretaker if used by leaving a note)
- Double bag all materials used and dispose of in outside dustbin.
- Blood loss – if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

Off-Site Visits

It is the responsibility of the teacher in charge to take a first aid box with them on the visit.

Small first aid packs are available in all classrooms and in bags used by the midday assistants.

All teachers taking

children out of school for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children. The first aid equipment is regularly checked and managed by Mrs Gill. All accidents are recorded on a minor accident form and these are stored in the Administration office. Any head bumps are recorded and parents are informed by telephone and 'head bump' letter. In the event of serious injury or concerns, first aiders must complete an accident/ incident report form, sending a copy to the Local

Authority and directing the child/ adult to see a doctor or visit an accident and emergency department to seek further advice.

Medical information about a child is gathered through the data collection sheets, which are issued annually, as well as through information provided by parent or carer. All important medical information is provided for class teachers and kept in classrooms. Records about those children with particular medical conditions or allergies are kept on the notice board in the staff room and kitchen.

All emergency phone numbers are kept on Sims and in the pupil file in the office.

There is a brief detailed form within the first aid cupboard in the Infants area with regard to allergies. Each new child that starts within the school supply information regarding health issues, there are passed on to all relevant members of staff.

The school cook is notified of all children with food allergies. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.

St Josephs Catholic Primary School will not discriminate against pupils with medical needs

In certain circumstances it may be necessary to have in place an Individual Health Care Plan.

This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals. They will include the following:-

- Details of the young person' condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side affects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play

Administration of medicines

Ideally it is preferable that parents, or their nominee, administer medicines to their children, this could be effected by the young person going home during a suitable break or the parent visiting the school. However this may not be appropriate. In such cases a request must be made for medicine to be administered to the young person at school using the appropriate form.

(Appendix 1). This must contain clear instructions regarding dosage. These are kept in the administering medication folder in the office.

Medicines

Medicines that have been prescribed by a doctor, dentist or nurse prescriber should always be provided in the original container as dispensed by a pharmacist and include the prescribers instructions for administration. **We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions.** Ideally if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, parents could be encouraged to ask their prescriber about this.

In some instances we will administer medicines that have been bought over the counter such as Piriton and Calpol however staff will **never** give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents. **A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

Medicines brought into school **are kept in the school office or the lockable fridge in the Nursery.**

They are stored strictly in accordance with the product instructions and in the original container in which dispensed. Staff ensure that the supplied container is clearly labelled with the name of the young person, name and dosage of the medicine and the frequency of administration.

All Medicines, including controlled drugs, will be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines they should be taken to a local pharmacy for safe disposal.

Educational Visits

Prior to any residential visit taking place medical forms will be completed by the parents/carer of all pupils. This will allow the school to consider what reasonable adjustments may need to made to enable young people with medical needs to participate fully and safely on visits. Arrangements

for taking any necessary medicines will need to be taken into consideration. Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of pupils in their care.

Copies of medical forms will be taken on the visit and relevant information also stored in school. If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant.

Prior to the residential medication should be handed to the first aider by parents/ carers.

Following the visit, the first aider will hand back any medication to the child's parent. (Medication should not be handed back to the child).

Asthma

Parents of asthmatic children are asked to complete an AM5 Asthma medication form and to ensure that their child is equipped with a labelled inhaler.

Inhalers must be taken to each PE lesson by the child requiring this medication

Appendix 1

ST JOSEPHS CATHOLIC PRIMARY SCHOOL

HEADTEACHER: [Mrs Catherine Markham](#)

Dear Parents

The Administration of Medicine within school It is important for the safety of our children that school has a safe, clear, smooth-running system of administering medicines to children during the school day.

The policy document has recently been updated and the new procedure is outlined below.

There are two main sets of circumstances when parents require medication to be administered to children in school:

- cases of chronic illness or long-term complaints such as asthma or diabetes;
- cases where children are recovering from a short-term illness but are fit enough to come to school although require the completion of a course of medication, e.g. antibiotics

Where possible, it is preferable that parents (or an adult nominated by the parent) administers' medication to their children.

However, there are times when this might not be practicable. In these cases a written request must be made for medicine to be administered to your child in school. Health and Safety guidelines and procedures outlined below:

It is the parent's responsibility:

- to ensure the appropriate form 'request for school to give medication' (available from School Office) to be completed;
- to hand the completed form to School Office for approval;
- once approved, to hand the medication to the above, clearly labelled with the owner's name, contents, and dosage, in the smallest practicable amount. No medicine can be accepted from a child;
- to collect the medication at the end of the day and to ensure that it is returned each day for the agreed period of administration. The purpose and clarity of these procedures is important in ensuring the safety of all the children. For your information we have included a copy of the 'Request for School to give Medication' form on the reverse of this letter.

Thank you for your support.

Yours sincerely

Mrs Markham

St Joseph's Catholic Primary School

Parental Permission to Administer Medication in School

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname: _____ Forename: _____

Date of Birth: _____ Class: _____

Address: _____

Condition or illness: _____

MEDICATION

Name/Type of Medication (as described on the container)

For how long will your child take this medication: _____

Date dispensed: _____

Full Directions for use:

Dosage and method: _____

Timing: _____

Special Precautions: _____

Side Effects: _____

Self Administration: _____

Procedures to take in an Emergency: _____

CONTACT DETAILS:

Name: _____ Daytime Tel No _____

Relationship to Pupil: _____

Address: _____

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this

is a service which the school is not obliged to undertake.

Date: _____ Signature _____

ASTHMA MEDICATION

This form must be completed by parents/guardian.

Pupils Name: _____

Class/Form: _____

Address: _____

Condition or Illness: _____

Inhaler Type: _____

Number of inhalations needed: _____

How often required: _____

Administered by pupil or needs assistance? _____

Procedures to be taken in an emergency:

CONTACT INFORMATION

Name: _____

Daytime Telephone no: _____

Relationship to Child: _____

I would like my son/daughter to keep his/her medication on him/her for use as necessary.
I will take full responsibility for any loss or misuse of the medication.

Signed: _____

Date: _____

Relationship to Child: _____