

WRENTHORPE ACADEMY

FIRST AID AND MEDICATION POLICY



Reviewed: September 2020

Next Review: September 2022

ADDENDUM

This policy has been updated in light of the current restrictions in place due to COVID- 19. A risk assessment is in place. This has been shared with all staff. The risk assessment outlines new procedures to be used.

PPE should be worn, in the form of gloves, mask/and visor. Before putting on and after taking off PPE appropriate handwashing/sanitising should take place. This should be bagged and disposed of in the bins at the front of school.

Currently parents cannot come into school to administer medication. Medication will be administered by one of the designated staff as detailed in the policy or by a member of the bubble team if this is more appropriate.

First Aid and Medication in School.

Policy Statement.

The Governors and Headteacher of Wrenthorpe Academy accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school. The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations 1995. The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

There is a duty:

- on the Governing body to approve, implement and review the policy.
- on all employees to be aware of the shared responsibility.
- to report, record and where appropriate investigate all accidents.
- to records all occasions when first aid is administered to employees, pupils and visitors.
- provide equipment and materials to carry out first aid treatment.
- make arrangements to provide training to employees, maintain a record of that training and review annually.
- establish a procedure for managing accidents in school which require First Aid.
- provide information to employees on the arrangements for First Aid.

Arrangements for First Aid.

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'. The location of First Aid Kits in school are:

- First Aid area outside Staffroom
- Every class – has small basic kit

It is the responsibility of staff to check the contents of their classroom kit and refill it from supplies kept in the First Aid area outside the Staff Room. When supplies in the First Aid cupboard are running low they should report which items need replacing to the School Office. Staff training on First Aid (6 hour course) is completed every 3 years and provides a Level 2 Emergency First Aid at Work Certificate. Any person who is acting as a First Aider may like to seek the reassurance from a colleague that the correct action has been taken. However if staff are ever in any doubt, then contact with parents must be made. First Aid over the dinnertime period will most often be administered by the dinnertime supervisors who will seek advice or a second opinion with either Mrs Sanders or Mrs Coyle if required.

Off site activities.

At least one first aid kit will be taken on all off site activities, along with individual pupil medication such as inhalers, epipens etc. A person who has been trained in first aid will accompany all off site visits.

Residential Trips

Parents of pupils who require regular medication should complete a form which the teacher in charge is responsible for. Each time medication is administered the form should be signed and dated appropriately. A person who has been trained in first aid will accompany all off site visits.

Information on First Aid arrangements.

The Head Teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.

Accident Reporting.

The Governing body will implement the LA's procedures for reporting:

- all accidents to employees.
- all incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR (**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**) in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury.
- if it is an accident in school which requires immediate emergency treatment at hospital.

For each instance where the Head Teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought. Where a pupil has an accident it will be reported to the LA. All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

Head Injuries.

Wrenthorpe Academy recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects will only become noticeable after a period of time. Where emergency treatment is not required, a 'Bumped Head letter' will be sent home to the child's parents or guardians. These letters are kept in the First Aid area outside the staffroom.

Inhalers in School.

Each year parents are required to complete and sign a form which details all necessary instructions about the use of the inhaler whilst in school. Parents are invited into school to complete this form alongside the class teacher who can then ask for further information and/or clarification where necessary. It is the responsibility of the class teacher to keep the inhaler in the classroom (to be available in emergency) but out of reach of all other pupils. The class teacher will take inhalers into the hall during indoor PE and outside during outdoor PE activities so that it is available at all times. Each class has an Inhaler Book in which teachers log if a child has used their inhaler. Parents will receive a phone call to tell them that their child has had to use their inhaler. An emergency inhaler is in a basket near the phone in the Staff Room.

Epipen in School

Each year parents are required to complete and sign a form which details all necessary instructions about the use of the Epipen whilst in school. Parents are invited into school to complete this form alongside the class teacher who can then ask for further information and/or clarification where necessary. It is the responsibility of the class teacher to keep the Epipen in the classroom (to be available in emergency) but out of reach of all other pupils. The class teacher will take Epipens into the hall during indoor PE and outside during outdoor PE activities so that it is available at all times.

Transport to hospital or home.

The Head Teacher will determine what reasonable action to take on a case-by-case basis. Where the injury is an emergency an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then the Head Teacher will contact the parents for them to take over responsibility for the child. If the parents cannot be contacted then the Head Teacher may decide to transport the pupil to hospital by taxi. Where the Head Teacher makes arrangements for transporting a child then the following points will be observed:

- No individual member of staff should be alone with a pupil in a vehicle.
- Staff vehicles should not be used to transport children to hospital.

Personnel

Appointed persons in case of emergencies:

J Coyle
K Sanders
J Moodley
S Mayman

Medication in School

We encourage all pupils who are fit, but who still need to complete a prescribed course of medicine, to attend school. It is not the expectation that staff will administer medication. Some designated staff will administer medication: Mrs Coyle (Head Teacher), Mrs Sanders (Deputy Head Teacher), Mrs Mayman and Mrs Moodley (SLT). We would like to encourage pupils who are completing prescribed medicine to take it before and after school and before bedtime, if possible rather than bring it into school. Parents who prefer their children to take prescribed medicine at school can come into school to administer it if they wish.

Children who require long term medication for conditions such as asthma, allergies or diabetes may bring medication into school. Parents should see the child's teacher who will explain the procedures in place. Training will be sought from outside professionals for class teachers and staff designated to deliver medication on a yearly basis. Wrenthorpe Academy recognises that teachers may refuse to take responsibility for administering medication and will support staff who make this decision. In this case the Head Teacher would be responsible for ensuring alternative arrangements were made.

Off-the shelf medicines, throat lozenges and other non-prescribed medication are not allowed in school.

Parents are asked to report all allergies their child may have to the School Office.