



## ST IVO SCHOOL

# First Aid Policy, including Administering Medication

Approved: May 2017, Governors Personnel Committee

Next review due: May 2019

*This policy statement should be read in conjunction with the St Ivo School Health & Safety policy which is available on the school website. Hard copies of all policies are available at school Reception on request.*

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice and DfE requirements, St Ivo School will ensure that:

A **first aid risk assessment** is carried out to ascertain the needs of the school and the level of provision required. It will take into account:

- The number of staff / students on the site
- The location of sites and higher risk parts of the school site
- The full range of activities undertaken by staff and students on the school premises during the normal school day, and as appropriate off-site and outside normal school hours

The school will endeavour to ensure that there is always a suitably qualified first aid person on the school premises during normal school hours and that those persons to have access to a private treatment area (Medical Room). The Medical Room shall be cleaned regularly and shall contain basic first aid items as contained in a first aid kit available. In addition seating and a bed is to be in place and selected advanced equipment for the use of suitable trained persons. The necessary first aid equipment and facilities will be provided at appropriate locations throughout the school, as well as an adequate number of appropriately qualified first aiders.

### **The first aid team**

The school employs a Medical Officer who will normally be available throughout the school day during term time. Where the Medical Officer is not available, a rota of first aiders will be put in force. In addition, a first aider will usually be present at other times such as early mornings, evenings, weekends and holidays, when students and staff are on the site. The Medical Officer or his/her cover, will normally administer first aid and organise an injured person's transfer to hospital in the case of an emergency.

Staff are invited to volunteer to become appropriately qualified, and the school provides the necessary training to enable them to administer first aid, or to organise an injured person's transfer to hospital in the case of an emergency.

A list of First Aiders names and locations is displayed in staff rooms. The medical room holds the register of trained staff together with dates of training and programme for refresher courses. New first aiders are appointed as necessary.

### **First Aid Kits**

These are available at various locations across the school. The Medical Officer is responsible for stocking and checking the first aid kits on a regular basis, thus ensuring that stocks are present and in date. Records are made of when the boxes have been checked. Additional supplies are available from him/her if necessary.

### **Duties of staff and students**

All staff are made aware of first aid arrangements and such information is included in the induction process for new staff. In addition, staff are made aware of any medical conditions of students, together with a brief synopsis of the ailment, which may affect them on a day to day basis. This is strictly confidential. Each member of staff is issued with a special medical card and the procedure for sending students to the medical room during lesson time.

This system, together with what to do in the case of someone requiring first aid, is also explained to students. They are also made aware of the times when they can seek help or advice from the Medical Officer for non-emergency situations, e.g. headaches, or to discuss any concerns.

### **Information to parents**

Parents are made aware of the school's first aid arrangements and the procedures for informing them if their children have received first aid treatment at school. They are also made aware of the procedure for students require medication in school.

Parents and students are aware of the procedures to follow if a student is not well enough to attend school, or if they become ill at school and need to be taken home.

### **Record keeping**

- All incidents involving the administering of first aid treatment must be logged in the local log which is kept in the medical room.
- In addition some departments carry additional department log books where incidents are also logged. This enables the head of department to analyse the reports, identify any trends or patterns and act appropriately.
- A record is kept of all injuries to staff and pupils occurring both on and off the school premises as a result of school activities. Records will be kept in accordance with the County policy on the retention of documents.
- Incidents (students, staff or visitor) of any serious nature that require further reporting must be completed within 5 days of the incident using the County online IRF96 form.
- 'Dangerous occurrences' and significant 'near misses' are also recorded.

### **Administering Medication**

Medical forms as completed by parents/guardians to be kept in the Medical Room and be available for any authorised person to view. The storage cupboard containing the medical records is to be locked at night and when the school is closed.

Prescription drugs for students are to be kept in the Medical Room and stored in an appropriate manner, except for items where immediate access is required, such as asthma inhalers and epipens.

No other drugs may be held in the Medical Room with the exception of Paracetamol that may be dispensed to those where parental/guardian permission (for those students under 16 years) has been given in writing and the school protocol satisfied. Any student over 16 years or staff member must sign the local log if Paracetamol has been dispensed to them. Dispensing of Paracetamol will be solely at the discretion of the Medical Officer and they may refuse to do so if they feel it would be

either inappropriate or they do not feel comfortable giving this medication. Parents/guardians of any student under the age of 16 years will be informed either by phone or letter if Paracetamol is dispensed stating the time and amount given.

### **Unnamed Asthma Inhaler Protocol**

St Ivo School has agreed that emergency Salbutamol inhalers should be kept on the school premises and used under the following conditions:

- Such an inhaler may be used only by students for whom written parental consent has been given.
- Such an inhaler may be used only by students that have been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as a reliever medication.
- The inhaler can be used if the student's prescribed inhaler is not available (for example, because it is broken, empty or not been brought into school).
- St Ivo School will keep a register of students in the school that have been diagnosed with asthma and a copy will be kept with the emergency inhaler.
- Only staff with the appropriate training will administer the inhaler.
- Parents will be informed if it has been necessary to use an emergency inhaler.
- A record will be made in the "record of administration" held with the emergency inhaler and in the local log held in the Medical Room if an emergency inhaler is used.
- The Medical Officer will be responsible for ensuring all emergency inhalers are in date and replace any before the expiry date. The Medical Officer will also be responsible for completing the monthly checks record.
- The suitable qualified person administering the emergency inhaler will be responsible for completing the local log, cleaning the spacer/plastic chamber in accordance with the cleaning recommendations and informing the Medical Officer of its use.
- The Medical Officer will prepare a list of students diagnosed with asthma that have been prescribed an inhaler, or who have been prescribed an inhaler as a reliever medication based on the information supplied by parents/carers.
- The Medical Officer will update the above list with those students for whom written parental consent has been given.

### **Confidentiality**

All information given to a first aid trained person while administering first aid will be confidential unless they are required to report a concern to the Child Protection Officer or another person such as the pastoral team.

### **School trips**

The Medical Officer checks medical details of students participating in educational visits. During school visits off the school premises, there will be a designated visit leader, who will have access to a travel first aid kit. Any accidents will be reported in the normal way as outlined above.

### **Training**

The Medical Officer liaises with the Deputy Head (Personnel) to arrange staff training with respect to epipens, asthma and diabetes.

### **Review of policy and practice**

First-aid and accident reporting arrangements are reviewed annually. Trends of accidents and visits to the medical room are studied half termly and acted upon as necessary. These profiles are reported to the termly meetings of the Health & Safety Committee, and to Governors Premises Committee.

## **Appendix 1**

### **Procedures in the event of an emergency**

Examples of emergencies which require immediate first-aid assistance include:

- Severe allergic reactions
- Asthma attacks
- Epileptic fits
- Difficulty in breathing
- Fainting
- Hypoglycaemia in diabetics
- Bleeding
- Breaks or sprains
- Concussion

All staff and pupils are made aware of the procedures to take in the event of a first aid emergency, the advice given below being included in the medical booklet to staff and being communicated to pupils via assemblies:

- If you witness an incident and the injured person is able to walk, take them to the medical room. If the Medical Officer is not there send a message to Reception to ask them to contact a First Aider. Do not leave the person unattended.
- If you witness an incident and the injured person does not seem able to move, do not try to help them move; stay with them and send a message to Reception to ask them to contact the Medical Officer or a First Aider.
- If a first aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance.

## **Appendix 2**

The list of first aiders (same as on H&S policy)

## **Appendix 3**

Location of first aid kits (same as on H&S policy)