

Totley Primary School



First Aid and Medication Policy

Date Reviewed:	January 2017
Reviewed by:	Nicola Wileman
Policy to be reviewed by:	January 2019

Totley Primary School

September 2015

Policy for First Aid and Administration of Medication

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for schools'.

The location of the main First Aid Kit in school is in the Main Office. Kits are also located by the doors leading to both the Infant and Junior playgrounds. These can be used by teaching and non-teaching staff, including lunchtime supervisors.

The contents of the kits will be checked on a regular basis by Mrs Mel Fetch, who is the appointed person for First Aid. She holds the "First Aid at Work Qualification" (4 day course).

Mrs T Nicholson and Mrs Bridget Read have completed a Paediatric First Aid course as part of their Early Years training.

7 staff members have been trained to use the DeFib machine, which is stored next to the sink in the Main Office. This is clearly labelled and can be used alongside CPR.

Whole staff training on Basic First Aid (1 day course) has been undertaken and will be renewed every three years, with all teaching and support staff being invited to attend. This was completed February 2013.

The next whole school staff First Aid Training is organised for the academic year 2015-16.

Off site activities.

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc. This will be stored in a labelled medication bag in each classroom on a day to day basis.

A person who has been trained in first aid will accompany all off site visits.

The visit leader will carry an "emergency procedures card" with instructions to follow in the event of an accident.

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.

In addition the head teacher will ensure that signs are displayed throughout the school providing the following information:

- names of employees with first aid qualifications.
- Location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

Administration of Medication

School staff will not administer medication to pupils unless:

- A consent/information form has been completed and signed by a parent/carer. (See appendix 1)
- Medication is labelled clearly with instructions and the pupil's name, and stored in the medication drawer in the head teacher's office or the school refrigerator if necessary.
- Only the head teacher or SLT are to administer any such medication.

Red Spot

All teaching and non-teaching staff carry a red spot card. This is used in case of emergency, when it can be sent with another adult or responsible child to ask for help.

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 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, or;
- 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.

Pupil accidents involving their head.

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, an "Illness/Injury" slip will be completed for the school records and a duplicate will be sent home to the child's parents or guardians.
- Illness/Injury forms are kept in the main office and are completed by Mrs Fetch or the Head teacher. Lunchtime supervisors have their own version of this form, kept by the doors out to both the Infant and Junior playgrounds. These are used to inform teachers about any head bumps which have occurred during playtimes. Younger children are given head bump stickers to make their teachers aware of the situation.

Transport to hospital or home.

- The head teacher will determine what is a reasonable and sensible action to take in each case.
- 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 can not be contacted then the Head teacher may decide to transport the pupil to hospital.

Where the Head teacher makes arrangements for transporting a child for further treatment then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.



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Headteacher: Mrs Nicola Wileman BA (Hons) PGCE
Assistant Headteacher: Mr Ben Paxman BA (Hons) PGCE

Dear Parent and Carer,

Re: Administration of Medicines to Children

The Local Authority advice to schools is that parents should administer all medicines to their children. Headteachers can however use their discretion in this.

I feel that it is unreasonable to expect parents to travel to school and give their child their medication during the school day. With this in mind I agree to administer medication to children if the following agreement has been followed:

- All medication is handed to either myself or Mrs Fetch by parent/carer
- No child brings medication into school by themselves.
- All medication is accompanied with the attached request form signed by the parent/carer detailing the name of your child and the dosage instructions.
- All medication is collected by the parent/carer at the end of the school day.

I have attached a copy of the request form which is also available on the school website.

I hope this clarifies the matter and that you find this useful

Yours sincerely,

A handwritten signature in black ink that reads 'Nicola Wileman'.

Nicola Wileman
Headteacher



Administration of Medication Request Form



Child's name:		
Class:	Date:	
Name of medication		
Has this medication been prescribed by a doctor?		
Details of illness		
Dosage instructions (including amount, timing, where to be stored, eg fridge)		
Date administration of medicine will end:		
Signed:		
<u>Office use:</u>		
<u>Administered by</u>	<u>Date:</u>	<u>Time:</u>