
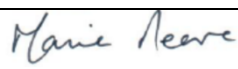




# First Aid & Medicines Management Policy

Updated: January 2023



Responsible Person	Emily Thompson
Signed by Chair of Governors	
Signed by Executive Headteacher	
Date approved	January 2023
Review date	January 2025

# **First Aid & Medicines Management Policy**

This policy outlines Drumbeat School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy should be read in conjunction with the DfE (1998) Guidance on First Aid for Schools.

This policy is reviewed every 2 years.

## **Aims**

- To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

## **Objectives**

- To appoint the appropriate number of suitably trained people as Appointed Persons (see Annex A) and First Aiders (See Annex A) to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.
- To undertake a risk assessment of the first aid requirements of the school.

## **Personnel**

- The LA and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.
- In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Loco Parentis'
- Drumbeat School receives support from the school nursing team for pupils with medical needs within the school.
- A list of First Aiders and Appointed Persons are kept with this policy (see Annex A)

## **Duties of an Appointed Person (Guidance on First Aid DfE 1998)**

- Takes charge when someone is injured or becomes ill
- Looks after the first-aid equipment eg restocking the first aid container, ordering equipment.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- In addition to the above, Appointed Persons are required to follow the procedures outlined in this policy.

## **Main Duties of a First Aider (Guidance on First Aid DfE 1998)**

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- In addition to the above, First Aiders are required to follow the procedures outlined in this policy.

## **First Aid Equipment and Facilities**

- The Appointed Persons, directed by the Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary. (Record of this will be kept within the First Aid Kits)
- All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DfE Guidance on First Aid for Schools). (For location of First Aid Boxes see Annex A)
- First aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

## **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.

## Pupil accidents involving their head

- The School recognises 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, all bumps to the head will be reported to parents with a phone call and a written note in the home/school book (see procedures below 'Record Keeping and Reporting Accidents').

## Record Keeping and Reporting Accidents

- All minor injuries and First Aid Treatments given are recorded by the first aider in the treatment book kept in the first aid room. They must then add it to CPOMS under 'non-behaviour related' for accidents.
- Parents are notified in the home/school book if any First Aid has been administered.
- Parents are contacted by telephone and a written note in the home/school book if a child has received a bump to the head, a wasp or bee sting or a significant incident.
- For more serious injuries, a Lewisham Council Accident Form is completed (CS2)
- In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Loco Parentis'.

## Statutory requirements for 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 seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven 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 Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

See additional guidance attached to this policy  
**Reporting Accidents and Incidents at Work April 2012**  
<http://www.hse.gov.uk/pubns/indg453.pdf>

## Transport to hospital or home

The Headteacher or most senior person on site 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 cannot be contacted then the Head teacher may decide to transport the pupil to hospital. Where the Head teacher makes arrangements for transporting a child 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.

## Children with Medical Needs

- Children with medical needs have the same rights of admission to a school as other children.
- Parents/carers have the prime responsibility for their child's health and should provide school with information about their child's medical condition.
- An Individual Health Care Plan will be put in place, if required by the school nurse, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk. Any pupil receiving medication for a long term condition, including asthma, epilepsy and allergies will have an individual health care plan produced by the school nurse.

## Administering medicines in school

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

**If a child is taking a prescribed medicine it is the parent's/carer's responsibility to ensure that the medication comes in to school in it's original packaging issued by the pharmacy with the printed prescription instructions on it.**

- All prescribed medicines that are due to be administered must be kept in the locked first aid cabinet in the office store room.
- A member of the leadership team will transcribe a record of any prescribed medication coming in to school. This is kept in Head of School's office.
- Records will be kept of all prescribed medicines administered.
- Non prescribed medicines are not allowed in school.
- If a child refuses to take medication staff will not force them to do so. The parents will be informed of the refusal as a matter of urgency on the same day. If refusal to take medication results in an emergency the school's emergency procedure will be followed.

## **Asthma Treatment and Inhalers**

- A list of pupils with asthma is kept within the School Office.
- Asthma treatments for pupils (inhalers etc) are kept in the locked first aid cabinet in the school office store room on a shelf labeled by department in a plastic wallet with the child's name and class.
- Asthma treatments are to be administered by trained school staff. After a treatment has been administered, the staff member records the date and time.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.
- The pupil's parents and the school staff have a shared responsibility for checking that the treatments are within their 'Use by dates'.

## **Emergency Epilepsy Treatment**

- A list of pupils with epilepsy is kept within the School Office.
- Epilepsy treatments for pupils (buccal medazolan etc) are kept in the locked first aid cabinet in the school office store room on a shelf labeled by department in a plastic wallet with the child's name and class.
- Epilepsy treatments are to be administered by trained school staff. After a treatment has been administered, the staff member records the date and time.
- Epilepsy treatments are taken on Educational Visits and 'off site' sporting activities.
- The pupil's parents and the school staff have a shared responsibility for checking that the treatments are within their 'Use by dates'.

## **Epipens and Anaphylaxis Shock Training**

- A list of pupils with anaphylaxis is displayed in the main office.
- Epipens, for these pupils, are kept in a locked cupboard in the individual pupil classroom.
- Epipens can only be administered by members of staff who have received epipen training.
- Each pupil with anaphylaxis has an individual protocol to follow when receiving the treatment in the form of a care plan. The trained staff are aware of the procedure.
- The school kitchen has an up to date list of pupils with food allergies. This list is updated when a new pupil joins or if the care plan changes.
- Epipens and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.
- The pupil's parents and the school staff have a shared responsibility for checking that the treatments are within their 'Use by dates'.

## **Administering First Aid Off-Site**

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- The group leader will be responsible for first aid and will carry a first aid kit.
- The group leader must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.

- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return and will ensure that the pupil's parents are informed.
- If a pupil is taking a prescribed medicine, their medication and care plan will be taken on the trip with them and an appropriate member of staff trained in administering the medication.

## **Appendix A**

### **Appointed People**

CHARLOTTE FINCH  
 KATIE DENTON  
 MARINA OLYMPIDIS-SLATTERY  
 BRYONY BOWEN  
 DENISE GALLAGHER  
 REBECCA DAY

### **First Aiders**

#### **Downham**

KS1 – 7  
 KS2 – 5  
 KS3 – 5  
 Admin – 4

#### **Brockley**

KS4 & KS5 – 3  
 Admin – 1

#### **Turnham**

KS1 & KS2 - 4

## **Location of First Aid boxes**

### **DOWNHAM, BROCKLEY & TURNHAM**

First Aid room  
 Main office  
 Classrooms  
 Mini-buses