

First Aid & Medication in School Policy



Introduction

St Cuthbert's and St George's Catholic Primary School believe that every member of the school community has the right to feel safe and secure during their time at school. This means that pupils, staff and visitors are supported if they feel anxious and worried, if they hurt themselves or become injured whilst at school or on an excursion that has been organised by school. We believe that our community should have access to excellent mental health and medical support so they can be the very best that they can be within our diverse society.

Staff

At both schools, we ensure that all teaching support staff receive expert, current medical training so they can support our community as effectively as possible. First Aid training is held every 2-3 years for designated members of staff. When qualifications are nearing their end date, these are renewed with a recognised and qualified First Aid provider. Every class has access to a member of staff with a valid First Aid certificate.

If pupils have specific medical needs, school will endeavour to support staff access training and guidance in order to provide the very best care for pupils. This often means that staff receive specific and bespoke training from school health with health care plans devised and implemented within school.



First Aid Support

In school, pupils and staff can become injured. These accidents can occur through every day activities and some can be a little more serious. Here is what happens:

- If a pupil falls over and receives a bump/scrape, they are seen by a qualified first aider. Different strategies may be used to assess the discomfort they are feeling. More often than not, if the injury is minor, the wound would be cleaned and a cool pack applied. Sometimes there is a need for a plaster to be administered. The incident is recorded in the First Aid Book and shared at the end of the school day as the pupil is being collected. If a named other person is collecting the pupil, the class teacher would phone the parent and inform them of the incident along with the actions taken. Where an injury is discussed with a member of the SLT, school may ring the main parent/carer to inform them during the school day.

- If the pupil receives a similar injury as explained above but this is to the head, yet they are not suffering from concussion, school would share the incident verbally along with a 'head injury information' sheet for families to refer to should they be worried after the school day.

- If the pupil receives a head injury that is more serious then stated above, school would contact the family and explain the incident, requesting that the family collect the pupil and take them to be checked by a medical professional. An accident/illness form will need to be completed by the member of staff who is sending the pupil home. This is counter signed by the lead first aider and agreed with the Headteacher or Senior Leader. This document is scanned and filed on CPOMS and stored in the designated First Aid File for reference.

- If the injury is serious and the pupil is unconscious or has momentarily been unconscious then school would follow their safeguarding policy and phone 999 for medical assistance and then contact the family. A member of the Senior Leadership would accompany the pupil to hospital and meet the family there. The SL would act as 'loco parentis' until the parent joins the pupil.

- The above procedure would apply for staff and visitors in school. If an adult is injured onsite, school would complete an accident form specified by the Trust/Local Authority.

- When a pupil joins school, the parents/carers will complete an information sheet which asks for any allergies or known barriers regarding health and medication. It is very important for parents/carers to update this by contacting school should their child be or become allergic to medical dressings or other items/foods etc.

- Staff who are administering any first aid have access to disposable gloves, aprons and facemasks.

- All injuries to the head are reported to the school office. These are recorded on CPOMS with the relevant head injury category by the school office.

Illness

Part of growing up is catching different childhood viruses and bugs. During the school day, pupils are regularly encouraged to wash and sanitise their hands to minimise the spread of germs. Unfortunately, sometimes this is not enough to protect against certain germs so if your child is unwell enough to attend school, please ring the school office promptly that morning and inform the school with a reason. If a pupil is unwell at school, designated staff will contact families to collect their child and take them home until they are well enough to return to school.

There are specific childhood illnesses that require a specific length of time to remain away from school. These are shared through the link below.

https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

Medicines

Sometimes, pupils require specific medication in order to be well enough to attend school. School will endeavour to support families with bringing their child/children to school so they can access teaching and learning and make good progress. School supports pupils to receive prescribed medication. The medicine must have the prescription label visible on the box/bottle. This is so staff can ensure that the correct amount of medication is administered to the pupil. A medicine consent document must be completed and signed prior to this being administered.

If medicine is not prescribed and bought over the counter, school will support the administering of the medicine as long as the box/container showing the dose and age of the child is present. Parents/carers will continue to complete and sign a medication form.

Each class has a medical box that is kept in a safe space that is not accessible to children. A copy of the medication consent form is kept with the medicines in this box and administered by a member of staff as set out in the prescription information. This is recorded in the medical booklet to show the date, time and who administered the medication.

There **MUST be two school signatures** on the **medication form**:

-The school office then shares the form and the medication with the child's class teacher who completes the same checks and signs the form.

-The class teacher then shares or directs a teaching assistant to share the form and the medication with the First Aid Lead they must carry out the same checks on the form and the medication.

- Once the two signatures are gathered, the class teacher or teaching assistant must photocopy the form and give a copy to the school office.

-The school office will upload the copy onto the child's CPOMS record and alert all SLT and the class teacher. THIS MUST BE COMPLETED ASAP AND NO LATER THAN 10 AM.

-The original MUST be placed in a polypocket along with the medication and then stored in the child's class' refrigerator or safe place if the medication should not be stored in the fridge.

The Managing, Administering and Storing of Medication is the class teacher's responsibility.

When administering the medication, the staff member administering MUST:

1. Check the form and all of the details for administration again.

2. Check the name on the medication again.

3. Administer the correct dose of medication to the correct child.
4. Complete the administering medication book and sign.
5. If unsure, check with the class teacher, First Aid Lead, SLT or the school office.
6. ANY CONCERNS MUST BE REPORTED TO THE MOST SENIOR MEMBER OF STAFF ON SITE IMMEDIATELY.
7. Each class has a locked mini-fridge to store medicines that require a cool temperature alongside a gel pack for bumps.
8. Where pupils are going to stay with a different trusted adult after school and they need medication, please discuss this with the class teacher so appropriate safeguarding support can be in place.

In Key Stage 2, some pupils for example, prefer to carry their own inhaler so they can take this and administer this without adult support. School supports this, but a medical consent form must be completed prior to the pupil carrying their own inhaler.

Health Care Plan

This is different to an EHCP (Education and Health Care Plan).

A Health Care Plan is an agreement between home and school to provide specific care for pupils with specific needs. This could be to support a pupil return with a broken limb, or a type of fit, or a specified plan from the NHS to help a pupil recover from surgery. This would include any pupil with an ongoing condition that requires regular medication and /or could have a reaction to an allergen. (Food allergens/asthma etc)

School would invite the family into school to talk around the best support for the pupil so they can access school life. This would include discussing scenarios so agreed actions can be negotiated along with what to do in different scenarios.

This document is agreed and signed by both parties and the family receive a copy.

Relevant staff are provided with a copy of the health care plan to follow.

This is scanned and placed on the pupil's CPOMS file along with the relevant medical file. HCPs are reviewed every half term.

Food Allergens

Whilst symptoms and medications are shared and recorded on individual 'Health Care Plans,' pupils and staff with food allergens must have their photograph taken at the beginning of each academic year along with bulleted allergy information listed below the image. This is shared with the school office/school business manager for them to share with the school kitchen staff.

It is the responsibility of all staff to ensure that this information is gathered, recorded and shared as soon as the information is shared in school.
The images and allergen information is also shared on the inside of a designated cupboard/space in class so that all staff who are in the class know and understand the medical implication and support procedures.

Related School Policies

- Safeguarding
- Health & Safety
- Allergy Awareness Policy

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