



Heronswood Primary School and Pre-School

First Aid and Adminstrating Medication Policy

At Heronswood the aim of First Aid is to reduce the effects of injury or illness suffered. It is important that people receive immediate attention and that an ambulance is called where necessary. First Aid can save lives and prevent minor injuries becoming major ones.

First Aid provision must be adequate and appropriate in all circumstances. This means that sufficient First Aid personnel and facilities should be available:-

- To give immediate assistance to casualties with common injuries or illness;
- To summon an ambulance or other professional help.

DEFINITION

First Aid means, as far as the regulations are concerned:-

- Cases where a person will need help from a medical practitioner; treatment for the purpose of preserving life and minimising the consequences of injury or illness
- Treatment of minor injuries, which would otherwise receive no treatment or which do not need treatment by a medical practitioner

POLICY STATEMENT

Heronswood is committed to providing sufficient numbers of First Aid personnel to deal with accidents and injuries occurring. The School will provide information, instruction and training to specific employees to ensure that statutory requirements and the needs of the School are met.

FIRST AID ARRANGEMENTS

Personnel

First Aid personnel are members of staff who have volunteered for the role or are designated First Aiders and who have been assessed as being suitable. The identities of First Aid personnel are displayed on First Aid notices identified by a white cross on a green background located at positions around the School.

In the case of visits, excursions and events, risk assessment is carried out to take account of the First Aid requirements.

All First Aiders **must** hold a valid certificate issued by an organisation approved by the Health and Safety Executive. First Aid certificates are valid for three years, and refresher training must be arranged before the certificate expires.

All First Aiders have Epipen training and most school staff have been trained in the use of an Epipen, with yearly up dates of training provided.

Materials

A First Aid cupboard and bags are provided by the School to ensure that there are adequate supplies for the nature of the accidents occurred. First Aid personnel are responsible for their contents and maintenance. The School will replenish stocks as required if items have been used or their expiry dates have passed.

RECORDING ACCIDENTS

All accidents need to be recorded, however minor. A School Accident Report must be completed as soon as possible after the injury has occurred and signed.

Form PAF 1 (Pupil Accident Form) should be completed for pupils whenever injuries occur involving:-

- Assault by another person



- Fractures or suspected fractures
- Medical/hospital treatment
- Head injuries giving rise to concern (eg. Concussion or unconsciousness)
- Defects in equipment, furnishings or premises.

This form should be sent to the LA within **2 Days** of the accident.

Accidents involving death or very serious injury should be reported to the LA's Health and Safety Co-ordinator **immediately** by telephone.

TRANSPORTATION OF CASUALTIES

First Aid personnel are not expected to accompany a casualty to hospital or transport them anywhere. If a situation arises where hospital treatment is required an ambulance is called and the Parent/Carer is contacted.

If a hospital recommendation is made by the First Aider (but not an emergency) Parent or Carers are contacted and it is their responsibility to transport their child.

In the unusual event that a Parent/Carer cannot be contacted, a member of staff will accompany the child if they are in immediate danger or need immediate hospital treatment.

ADMINISTRATING MEDICATION TO PUPILS

First Aiders and staff are not contractually obliged to give medication to or supervise a pupil taking it. It is therefore a voluntary activity. Only prescribed medication by a Doctor (e.g. Inhalers, Insulin, Epipens, Antibiotics) will be given, and this must be accompanied by a completed medical consent form.

In cases where Ritalin or similar medication is prescribed, 2 members of staff will administer and sign to say medication was given. This medication must be handed into the office where it will be stored in a locked container.

School reserves the right to refuse admittance to school if a child's (known to school) medication is not on the premises and in date.

PARENT/CARER RESPONSIBILITY

Prime responsibility for pupil's health rests with Parents and Carers. In order that medication can be administered in school Parents/Carers must complete a medical consent form.

In cases where Ritalin or similar medication is prescribed this medication must be handed into the office where it will be stored in a locked container.

It is Parents/Carers responsibility to ensure medication is in date and there is an adequate supply in school.

If a child needs non-prescribed medication during the school day (e.g. Calpol, Nurofen, Piriton) it is Parents/Carers responsibility to come into school to administer it.

Adopted - July 2016

Agreed by Governors – July 2016

Review Date - July 2018