



# First Aid & Administration Of Medicines Policy

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## **Introduction**

The academies comprising the Five Rivers Multi Academy Trust are committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. Each academy must take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies: Health and Safety Policy; Safeguarding Policy, Spillage Policy and Incident & Near Miss Reporting Policy.

The Administrative Team has overall responsibility for ensuring that the academies have adequate and appropriate first aid equipment, facilities and first aid personnel, and for ensuring that the correct first aid procedures are followed.

This policy aims to comply with Part Three of the *Education (Independent School Standards) (England) Regulations 2014*, the *Health and Safety at Work etc. Act 1974* and subsequent regulations and guidance including the *Health and Safety (First Aid) Regulations 1981* (SI 1981/917) and the *First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance*.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury, and ensure that this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours to secure the welfare of the pupils. Anyone on academy premises is expected to take reasonable care for their own and others' safety.

## **Aims of this Policy**

- To ensure that each academy has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures to be followed in the event of any illness, accident or injury.
- To ensure that medicines are administered at the academy only when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.
- Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for an emergency.

## **To achieve the policy aims, each academy will do the following:**

- Have suitably stocked first aid boxes (responsibility of the First Aiders).
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or illness.
- Regularly monitor play equipment in order to minimise the likelihood of accident or injury.
- Appoint sufficient First Aiders (qualified by training) to take charge of first aid. The certification will be reviewed regularly to ensure that it is current. If possible, all full time TAs are to be first aid trained. The academy will maintain a record of employees who have undergone first aid training. This can be requested from the Principal/Head of School.
- Provide information to employees, pupils and parents on the arrangements for first aid.

- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- For any minor accidents on the playground or around school that need first aid, a yellow accident slip must be completed and sent home to parents and a record made in the First Aid book.
- For all staff accidents and any serious accidents involving children, please see the accident investigation procedures within the Incident & Near Miss Reporting Policy.
- Ensure that procedures within the accident/incident policy are followed at all times, and ensure that any accidents involving pupils that require first aid treatment are recorded using an accident slip and sent home to parents, this must also be recorded within the first aid book.
- Ensure that a holder of a current First Aid certificate accompanies all trips, walks and field trips. A portable first aid kit will be taken on such trips.
- Ensure that notices are clearly visible throughout the academy indicating the location of the first aid boxes and the names of the academy First Aiders.
- Ensure that appropriate hygiene is observed at all times. Rubber surgical gloves will be provided and used in any instance involving blood.
- Review and monitor arrangements for first aid as appropriate on a regular basis (and annually at the very least).

## First Aid Boxes and First Aid Travel Kits

Please see the Appendix for a list of locations of First Aid boxes.  
First aid travel kits for off site visits are located in each class.

Due to the Covid 19 Pandemic PPE must be worn when administering First Aid/Medication. Further information can be found in the **Covid 19 MAT risk assessment**.

*“Children, young people or learners who require first aid should continue to receive care in the same way. If a member of staff has momentary contact when administering first aid then they must wear the following PPE: disposable gloves, apron, face mask, face shield.*

*You should put on and remove your PPE in line with Public Health advice. Donning and doffing according to standard protocols and dispose of the PPE by bagging and placing in a lidded bin. Wash hands and ensure the affected area is cleaned upon completion. All first aid waste and PPE should be disposed of by double bagging and put in the clinical / external waste.”*

## First Aiders

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed, and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the administrative staff. **Each classroom’s First Aiders have a responsibility to ensure all first aid kits are properly stocked and maintained.** The First Aid Appointed Person(s) will be responsible for maintaining supplies. The current First Aid Appointed person(s) are named in the Appendix. First aid kits are checked and restocked each half term by the named Lead First Aider in the Appendix.

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action; this may involve calling immediately for an

ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration. In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the designated First Aider indicates a **moderate to serious injury** has been sustained, then one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be summoned. Also, in some situations, action can prevent the accident from getting more serious, or from involving further victims.
- Call an ambulance or a doctor. Moving the victim(s) to medical help is advisable only if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or by removing people from the scene where possible.
- See to any children who may have witnessed the accident or its aftermath and who may be worried/traumatised in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be summoned immediately.
- When the above action has been taken, the incident must be reported to:
  - a) the Principal/Head of School;
  - b) the parents (or other closest relatives) of the victim(s), and
  - c) the police, if a criminal offence may have occurred.
- Allocate staff resources carefully between helping the victim(s) (e.g. by accompanying them to hospital), dealing with the direct aftermath of the accident, and looking after pupils not affected by the accident. All three activities are important.
- Require (insofar as it is reasonable to do so) all adult witnesses and older children who are witnesses (including those arriving on the scene after the accident), to write down in their own hand and in their own words exactly what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident.
- Complete an Accident/Incident/Illness Report Form.
- If the accident is serious, a member of SLT will report the matter to the Five Rivers Multi Academy Trust and the academy insurers.
- Decide whether the whole academy needs to be informed and, if so, what to say in class or assembly and when to say it.
- Without delay, begin to consider ways of preventing such an accident from happening again and implement those preventative measures without delay.
- If the accident is very serious, or fatal, report the matter to the Health and Safety Executive.
- Make arrangements for the return to the academy of the accident victim(s) and of those worried or traumatised by the accident.

If the initial assessment indicates that a minor injury has taken place, then one or more of the following actions will be taken:

- First Aid administered as necessary by designated First Aider
- Complete an Accident/Incident/Illness Report Form
- Parents to be informed (generally at the end of the day).

## **Ambulances**

The designated First Aider must always call an ambulance on the following occasions:

- In the event of a serious injury.
- In the event of any significant head injury.
- In the event of a period of unconsciousness.
- Whenever there is the possibility of a fracture or where this is suspected.
- Whenever the first aider is unsure of the severity of the injuries.
- Whenever the first aider is unsure of the correct treatment.

If an ambulance is called, then the First Aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardians or their named representative, is present. A member of staff will remain with the pupil until one of the pupil's parents, guardians or a named representative appointed by a parent, arrives at the hospital.

### **Procedure in the event of contact with blood or other bodily fluids**

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron, where splashing may occur;
- use devices such as face shields where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- take medical advice (if appropriate).

### **Reporting to parents**

In the event of accident or injury to a pupil, at least one of the pupil's parents must be informed as soon as it is practical. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. In the event of serious injury or an incident requiring emergency medical treatment, the pupil's class teacher, in consultation with SLT, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at Reception.

Due to restrictions placed upon school following the Covid 19 pandemic, a OneDrive system has been set up to log all first aid incidents. It is for the staff member dealing with the child to update this log when any first aid has been administered. The lead first aiders/SLT can then log any actions against the incident. All staff will have access to this log.

### **Visits and events off site**

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Principal of School or Assistant Head Teacher before the event is organised. Please see the separate **School Trip Policy** for more information about the academy's educational visit requirements.

## **Storage of medication**

Medicines are always securely stored in accordance with individual product instructions. All medicines are to be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and are to be properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent when no longer required, to arrange for safe disposal. An emergency supply of medication should be available for pupils with medical conditions that require regular medication. Parents should advise the academy when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this would be epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

In general, staff will not administer any form of medication unless there is an emergency and then on the advice of the emergency services/on-call doctor.

## **Procedure for the administration of medicine**

Medication/health records are to be obtained annually every September from parents on a form via Reception. Only medicines prescribed by a doctor will be administered to a child. Parents are encouraged to administer medicine at home where possible.

Medication takes two forms:

- Regular medication for an ongoing condition e.g. asthma
  - A short course of prescribed medication e.g. antibiotics
- 
- Parents must fill in a Permission to Administer form which includes times and dosage.
  - Only staff who hold current paediatric first aid training are able to administer medicine. They must also hold a managing medicine certificate to administer medicine.
  - The member of staff administering must fill in and sign the form.
  - Medicine must be in the original packaging with clear instructions for dosage amounts and times. Staff can administer only the stated dosage at the stated time.
  - If long term medication is administered then the staff member will fill in the receipt book and a copy should be given to parents.
  - If short term medication is administered then the back of the form is completed by the member of staff which is stored in the office.
  - If a child administers their own medication e.g. inhaler, the member of staff present should fill in the receipt book and a copy should be given to parents.
  - A copy of the receipt must be kept by the academy office in the central records.
  - If the administering of any medication requires specific training, this must be in place before any medication can be given.

Short term medication:

A short term medication form will be completed for short term medication. This would typically be antibiotics, eye drops or a one off prescription from the doctor required 4 times a day. Parents will complete the form and sign and date. Once completed this needs to be returned to the office. The named people for medication will be informed. These forms are stored in the main reception office. Class teachers will be informed and the medication will be stored appropriately against what has been recorded on the form. Usually in the medical fridge in the office or locked in the medication cupboard in the office. A receipt is completed when the medication is given and this is given to the parents at the end of the day. A record is also held by school on the back of the short term medication form.

Long term Medication:

A long term medication form will be completed for long term medication. This would typically be for inhalers, cream and antihistamine. Parents will complete the form and sign and date. Once completed this needs to be returned to the office. The named people responsible for medication will then update the medical register. Class teacher will be informed as soon as the completed form is returned to the office and the medication taken to class and stored in the medication box, with a secure lid out of reach to children. A receipt is completed when the medication is given and this is given to the parents at the end of the day.

## **Illness**

A quiet area with easy access to a WC and hand washing facilities will be set aside for withdrawal and for pupils to rest while they wait for their parents/guardians to arrive to pick them up. Pupils will be monitored during this time. If a child becomes ill during the day, the parents/guardians will be contacted and asked to pick up their child from the academy as soon as possible.

## **Medical Consent**

On admission meeting to join the Academy, any child who is on long term medication the parents will be asked to complete and sign a Medical Consent Form. This form includes emergency numbers and consent for the administration of emergency first aid. These forms will be updated periodically. Details of allergies and chronic conditions will be included on this form. Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind. - Medical form if needed

## **APPENDIX**

### **Names of role holders with responsibility for First Aid - ABBEYFIELD**

Principal: Helen Best

Deputy Headteacher: Kate Abell

Assistant Head: Louisa Duck

Head of Estates and Facilities manager: Jamie Clarke

Caretaker: Chris Oldfield

Current First Aid Appointed person(s): Sam Hobson & Kirsty Andrews

Staff who can administer medication:

Sam Hobson

Shabana Behzad

Kate Abell

Louisa Duck

Sarwat Begum

### **Responsibilities:**

#### **To ensure first aid boxes are adequately stocked**

Academy: Abbeyfield Primary Academy

Responsible person: Sam Hobson\_\_\_\_\_

Signature\_\_\_\_\_

Date \_\_\_\_\_

### **Locations of First Aid Boxes:**

**Main Reception Office**

**Kitchen**

**SLT office KS2**

**All classrooms have a green first aid bag for use in class and to be taken on the yard for breaks, PE and trips.**