

St Patrick`s P.S. Portrush



First Aid and Administration of Medicine Policy

Policy No	Signed by Chair BOG	Date Ratified by BOG
10		
Agreed Date	Review Date	Person Responsible for Review
	October 2023	Mr Dinsmore

All staff please sign and date below in line with the review of this policy

Mission Statement

As a partnership of Children, Parents, Staff, Governors and the wider Community we aim to;

- Promote equality of opportunity for all children and staff.
- Ensure that everyone will experience an inclusive education where tolerance and understanding are promoted.
- Meet children's individual and collective needs.
- Provide a stimulating, secure and nurturing environment.
- Promote an ethos that is highly motivating and encourages all to take responsibility for their own learning.
- Provide an environment where we all feel secure, valued, respected and understood.
- Encourage all to have a positive self-image, high self-esteem and increasing confidence.
- Provide an environment which encourages active learning, investigation, creativity and challenge.
- Value and celebrate the richness and diversity of cultures and beliefs in our community.
- Celebrate achievement and progress in all areas of development.
- Display high standards of courtesy at all times.
- Encourage all to have a sense of responsibility for themselves, for each other and for their environment.

Introduction

While staff are deemed to be in 'loco parentis', it should always be recognised that no members of staff have expertise in health-related matters and should always seek assistance from qualified persons if the situation requires it. This policy outlines the school's approach to first aid provision and administering medication for pupils, staff, parents and visitors.

Aims

To identify the first aid needs of the school in line with the Code of Practice and Health and Safety (First Aid) Regulations 1981.

To ensure that first aid provision is available at all times.

To ensure that children's health and welfare needs are supported in school.

Objectives

To ensure first aiders are trained to meet the needs of the school.

To ensure all staff are aware of the procedures outlined in this policy.

To provide sufficient and appropriate resources and facilities.

To consult with pupils/parents/carers about school's first aid arrangements.

To retain accident records and to report to the Education Authority as required.

To retain records of medication held in school and medication administered to pupils.

Principal

Ensures that a risk assessment of the school is undertaken and that training and resources for first aiders are appropriate and in place.

Ensures that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment and training.

Is responsible for putting the policy into practice, for developing detailed procedures and ensuring that the policy and information on the school's arrangements for Administering First aid and medicines are made available to pupils/parents/carers.

Staff

All staff have responsibility for the welfare of pupils at all times.

It is the responsibility of each member of staff to report any new medical needs that they have been made aware of to the Principal.

It is the responsibility of each class teacher to keep updated on medical issues for children in their class.

Confidential medical records are maintained by the Principal. All staff should inform the Principal about their medical/ health needs, in order that they may be supported to carry out their terms of employment.

It is the responsibility of staff to inform the Principal of any such conditions.

Qualified First Aiders (at work)

Staff trained as first aiders are selected from across the school including teachers, lunchtime supervisory staff, and after school staff.

All staff are aware of the first aiders within the school.

There must be first aid response cover in place within school at all times.

First aiders in St Patricks have completed training approved by the Education Authority.

Emergency cover should be in place if first aiders are not onsite.

The emergency cover includes staff working with children in extended school provision.

At least one person who has a current paediatric first aid certificate will be on the premises at all times when children are present.

There will be at least one person on Early Years Foundation Stage visits who has a first aid qualification.

Administering First Aid

Staff with a certificate in First Aid at Work are qualified to administer basic First Aid. These staff should be the first point of contact for any incident/accident. There will be at least one member of staff with first aid training on out of school visits.

Recording Incidents

All incidents must be recorded on Medical Forms in the office as soon as possible by the first aider/Staff member on duty.

Only staff who have a first aid qualification should treat pupils.

If there is any injury to the head, parents must be informed immediately, by telephone where possible and written notification should be sent home with the child at the end of the day. Parents are to be advised of the potential risk of concussion at this point.

EA must be notified of fatal and major injuries and dangerous occurrences without delay in line with critical incident policy.

At St. Patricks all accidents and injuries are recorded and parents are informed as required.

The first aider and all staff have access to the accident forms.

Any accident or injury that has resulted in the skin being broken e.g. grazes or first aid being applied must be reported to parents/carers as soon as possible.

If the child is being collected from after school provision, the first aid incident information should be sent internally using Class Dojo. The first aider may ask the relevant teacher to forward details to parents.

During lunch time, the lunch time supervisors have access to Accident forms.

Entries onto Medical/ Accident forms are secure and confidential.

First Aid boxes

The Secretary's office has a fully equipped first aid box., which is accessible by all staff.

A First aid kit must be taken on all visits along with a school mobile phone.

It is the responsibility of first aiders to ensure that each box remains fully stocked at all times.

Additional supplies can be obtained through iprocurement requisition.

The secretary takes responsibility for ordering stock on the advice of the first aider

Period Dignity

All girls at St Patricks have access to information, support and resources to support their needs. We have `Girls' team` to support pupils.

Classroom Medication Boxes for emergency prescribed medicines

Inhalers, epi pens and other emergency medication which the child must have access to is kept in a secure container in the child's classroom marked with a white cross on a green background.

The box contains the child's medication clearly marked with the child's name and photograph of the child.

When required spare epi pens for each pupil are to be kept in the Secretary's Office; the medication is clearly marked with the child's name and photograph.

A care plan developed with the child's parents should be produced for any child who has emergency prescribed medicines. This should be stored along with the medication.

Any staff that has contact with the child should be aware of the contents of the care plan.

Usage should be recorded by the person administering the medication.

It is the responsibility of the child's parent to ensure that the medication is within its date.

For safety reasons the box should be stored on a high shelf in the secretary's office.

It should remain easily accessible during the school day.

If children are going off site or are undertaking physical activity it is the responsibility of the class teacher to make sure that the child has their medication.

Emergency Epi pens

Adrenaline Auto-Injectors (AAIs).

Spare AAIs will only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided.

Spare AAIs can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

Spare AAIs are kept in designated place in the school office.

Any AAls held by school should be considered a spare / back-up device and not a replacement for a pupil's own AAI.

Lunchtime Arrangements

Any serious incident should be referred immediately to the Principal. Teachers should be informed of any serious accidents or bumps to the head sustained by pupils in their class. Principal must be informed immediately if any child has a bump to the head so that the parents can be contacted by the secretary.

After School Arrangements

Where a child attends after school provision within the school and has prescribed emergency medication, parents should provide duplicate medication to ensure that it is readily available for the child at times outside of the school day.

Inhalers, epi pens and other emergency medication should be kept in a secure container. The box should contain the child's medication clearly marked with the child's name and photograph of the child. Any information from the child's parents should be stored along with the medication.

Teachers are to inform a member of staff involved in the afterschool club if a child has had an accident during the school day.

The First aiders meet termly with the Principal to evaluate the provision

Record Keeping

When children are first admitted to school, parents are asked to complete a data collection. This form allows parents to inform the school of any medical needs. This information, is copied into SIMS by the school secretary at the start of the school year. Hard copies are retained securely in the Principals Office.

Administration of Medication

In circumstances where the designated First-Aiders are absent, teachers may assume all responsibilities, or nominate a replacement, to ensure the welfare of the child.

Parents are encouraged that children who are prescribed medication should receive their doses at home.

If it is necessary for medication to be taken during the School day, older children should be encouraged to take some personal responsibility for this. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.

Staff may only administer medication to the child if it is prescribed by a GP, and if the request form is completed and signed by the child's parent/carer.

Parents should be aware that all staff have the right to decline a request from a parent/carer to administer medicine. Staff are likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training. Parents/Carers will be notified.

The Procedure for Administering Medication at the School is as follows:

Medication will never be administered without the prior, signed, completion of the request form by the parent/carer and a written and signed instruction from the child's GP, including frequency, dosage, any potential side effects and any other pertinent information.

A member of staff will be assigned to administer medication for each individual child concerned.

They will also be responsible for ensuring that:

Prior consent is arranged

All necessary details are recorded

That the medication is properly labelled and safely stored.

Another member of staff acts as a witness to ensure that the correct dosage is given

If for any reason a child refuses to take their medication, parents will be contacted and this will be recorded on the request form.

Staff will not administer 'over the counter' medication.

Where children carry their own medication (asthma pumps or insulin for example), the medication may be retained by the teacher until it is required. This is to minimise possible loss or damage and to ensure the safety of other children.

Inhalers should always be labelled with the child's name.

If there is any change in the type of medication - whether regarding dosage or other changes to the information given on the administering medication form - a new form must be completed.

Contacting parents

If a child sustains a head or other serious injury at school, the parent will be contacted immediately by telephone through the school secretary.

If a child is unwell at school, parents will be informed by telephone through the school secretary. If the parent/carer doesn't respond the emergency contact person will be contacted.

Where a child has received treatment for an injury in school, the parent/carer will be informed at the end of the school day, referencing the accident/ medical record.

If a member of staff is concerned about the well-being of a child the class teacher should decide if parents need to be contacted, and take or send the child to the secretary's office who will contact parents if instructed. The secretary may refer to the Principal if required.

It is the responsibility secretary to notify parents/carers if instructed to do so by a first aider or teacher. If another member of staff contacts a parent/carer it is essential that the details are fully known.

All correspondence with parents should be recorded on the accident/ medical form. The school telephone record may also contain relevant records of the communication.

If there is any doubt about the well-being of a child, the parent should be contacted and asked to come to school so that she/he can decide if the child requires medical attention.

If a parent/carer and the emergency contact are unavailable, the child will remain in school under normal supervision. No adult can or should remove the child from school without the parent's consent.

If the illness/injury is deemed to be sufficiently serious that emergency treatment is required, the Principal (or other designated member of staff in their absence) should contact the emergency services or take the child immediately to hospital.

The parent will be notified that this has occurred as soon as is possible. When a child has been collected by a parent during the school day, the details must be recorded on SIMS by the school secretary.

Sickness/Infection control

Parents will be notified if there has been a case of a contagious disease in school. In particular St Patrick's will continue to all PHA Guidance in relation to Covid 19.

The definition of what is notifiable will be based upon advice from the PHA.

Parents will be notified by letter if there is a case of head infestation in their child's class. Parents will then be expected to check their child's hair and treat if necessary.

Children should not come to school if they are unwell. Normally they would be expected to complete a course of treatment before returning to school. It will not normally be possible to make arrangements to allow children to stay inside at lunchtime or playtime. However, if a child has recently had an operation or has a limb in plaster but can undertake normal curriculum activities arrangements may be put into place at the discretion of the Principal. The Principal will need to be satisfied as to the safety of the child and other children and as to whether any special arrangements are practical. If a child cannot return to school, remote learning may be put in place.

Children with a specific long term medical or physical condition may require adjustment to support their welfare and learning. The Learning Support coordinator will need to be informed. Appropriate provision can then be planned and agreed with parents as required.

In all matters relating to the health of children it will be necessary to decide if illness or injury will inhibit or prevent a child from undertaking his/her normal learning activities. If this is deemed to be the case the child would be better off at home until fit to return to school. If a child has been taken home during the day by a parent at the request of the school, he/she should not return until the

following day at the earliest. We recognise the difficulties that this may place upon working parents, but feel strongly that the health and well-being of the child is paramount.

Sun Safety Measures

Staff will risk assess on a daily basis and ensure that children are not exposed to the sun for prolonged periods of time. Consideration will be given to times when the sun is at its highest level. All children will be encouraged to wear hats It will be the responsibility of the parent to apply sun cream before school. Sun cream will never be applied by staff in school.

During cold spells of weather children should be adequately dressed

In adherence to Covid 19 guidelines special routines/restrictions will continue to protect our school community.

Mr. Dinsmore October 2022