



## **FIRST AID AND MEDICATION POLICY**

### **INTRODUCTION**

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

### **AIMS**

The School aims to provide a safe environment. First aid (training and equipment) is, therefore, available should an accident occur or someone become unwell. The purpose of the policy is to:

- Provide effective, safe first aid cover for pupils, staff and visitors.
- Ensure that first aid information is readily available and that all users of the School know how to call for help.
- Ensure that first aid kits for minor injuries are available throughout the School for use by all staff and that they are maintained regularly.
- Provide awareness of health and safety issues within the School and on school trips, to prevent, where possible, potential dangers or accidents.

First aid notices will be displayed on notice boards across the site. Health and safety and first aid information will be included in induction programmes for all new staff and pupils. As part of the school's LIFE course, First Aid will be taught throughout the school with a certified

training programme such as St. John's ambulance.

## **RISK ASSESSMENT**

Considerations for first aid provision include: the size and location of the school; any specific hazards or risk on the site; any staff/pupils with special health needs or disabilities; the number of first aid personnel.

### **Personnel**

The Headteacher is responsible for the health and safety of staff, students and visitors (including contractors). Insurance arrangements must be arranged to 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 which he/she should ensure is made available to all staff and parents. All school staff are expected to do all they can to secure the welfare of the pupils. First aiders must have completed and keep updated a training course approved by the HSE. This is a voluntary post. First aiders will receive training and attend regular refresher courses to ensure that skills are maintained. The number of first aid personnel is based on the number of pupils and employees, taking into consideration adequate provision for leave and absences, off-site activities, practical departments (e.g. Science when available, PE) etc. The DfE recommends one first aider for every 50 people in a medium risk environment and one for every 100 people in a low risk environment: a school will have a mixture of both. Kimichi aims to have the majority of its staff undertake a First Aid course but is only obliged to have two given its size.

An appointed person is there to support the first aiders. He/she need not be First Aiders, but should have undertaken emergency first aid training. He/she should take charge when someone is injured or

becomes ill until a suitable qualified person is available; and ensures that an ambulance or other professional medical help is summoned when appropriate.

### **First aid on school trips**

When students are on approved school trips, first aid arrangements are detailed in the risk assessment. Insurance details are provided to those organising trips. A designated member of staff should have a suitably equipped first aid box, accident book and appropriate telephone numbers to summon aid if required. First Aid boxes are available upon request from the Headteacher/First Aider based on the number of persons on the trip. Medical contact and information forms are sent to all parents asking them to supply detailed information on their child's medical conditions. Staff in charge should ensure that for every pupil taken on a residential trip their consent form should indicate any specific conditions or medications of which they should be aware. Medical consent forms are provided with parent packs every year or when a child starts.

If students are ill or injured abroad, the local emergency services or hospital/medical centre should be contacted. When at the premises of a third party where first aid arrangements are assessed to be adequate to cover the School's needs, those concerned should obtain details of the first aid arrangements in advance and familiarise themselves with them on arrival at the premises.

### **Disposing of bodily fluids (blood, vomit, others)**

It is important to contain any body fluid in a safe manner and have the items to remove and dispose of the contamination. Immediately, you should don your personal protection of an apron and gloves and then apply an absorbent powder to prevent the spread of the fluid and convert the fluid to a manageable gel. The gel can then be scooped up

easily and placed in a sealable, biohazard waste bag, along with any contaminated packets, dressings and gloves. Disinfectants should then be used on any wall, floor, work surface, hands, skin or clothing that may have come into contact with the contamination. Kimichi School has such equipment kept in the First Aid cupboard.

## **Head injuries**

Children frequently sustain minor head injuries. This advice sheet gives details of what symptoms and signs should be looked for in children who have hit their head whilst at school and when medical advice should be sought. If after a head injury a child remains unconscious or fits an ambulance should be called immediately and the parents contacted.

If a child suffers from any of the following symptoms medical advice must be sought and if advised the child should be taken to see either their GP or to A&E by the parents or by school staff.

- Loss of consciousness
- Vomiting
- Sleepiness
- Fits or abnormal limb movements
- Persisting dizziness or difficulty walking
- Strange behaviour or confused speech.

Children may appear well immediately after sustaining a head injury but show signs of complications later in the day. School staff must remain vigilant and take the appropriate action if the child develops a problem. If a child sustains a head injury whilst at school, the following information should be recorded from any witness;

- What happened to cause the injury?
- If they fell, how far did they fall?
- What did they hit their head against?

- Did the child lose consciousness? If so, for how long?
- How did they appear afterwards?
- Did they vomit afterwards?
- Was the child observed to have any other problem after the injury?

Regardless of whether the school seeks medical advice about the child, this information should be given to parents afterwards, where possible. It may be that the child becomes unwell after school and the information will be helpful to parents if they need to see a doctor. Each head injury will also be recorded in the accident book and parents informed. Both actions will be completed by the person dealing initially with the accident. If an accident occurs during break or lunchtime the duty staff must ensure that the class teacher is aware of the injury.

### **Serious accident**

A serious accident or incident is described as:

- Death or serious injury or circumstances in which a party member might be at serious risk.
- Serious illness
- Any situation in which the media are or might be involved.

Action to be taken

- Ensure all are safe from further danger
- Administer appropriate first aid
- Arrange search, rescue, medical care or hospitalisation as necessary
- Ensure an adult (with a mobile) accompanies any casualties to hospital

- Ensure all pupils are adequately supervised at all times
- Implement contingency planning/return to base
- Retain all equipment involved in unaltered condition.

You will need to provide the following information: The nature, time and location of the incident; details of what happened to whom; action taken so far; your contact details for further information

### **Warnings and Advice**

- Do not speak to the press or media unless given permission to do so by the Head
- Never admit liability of any sort
- If any official interviews take place ensure an independent witness is present
- Keep a written record of all that happens (contemporaneous notes are acceptable)

### **Reporting accidents**

All members of the School community are asked to report any accident- however minor – as soon as possible after it has occurred. Where an injured person is unable to complete their own details of the accident, the first aider in attendance and/or witness (where relevant) should do it on their behalf. Complete an accident report form in the accident book (in the office.) Take the form to Headteacher. Headteacher/First Aider will decide if accident needs to be reported to RIDDOR. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.) RIDDOR requires the following to be reported: Deaths, Major injuries, Accidents resulting in over 3 day injury, Diseases, Dangerous occurrences, Gas incidents.

Report must contain: The date, time and place of the event, details of those involved, a brief description of the accident/illness and any first aid treatment given. The Headmistress should be informed about any incident if it is at all serious or particularly sensitive, e.g. if a pupil has to go to hospital or if a pupil has caused deliberate damage to another or where negligence might be suggested.

### **Medication policy**

Legally schools are not compelled to administer medication to students because of the risks involved and possible legal consequences.

However, it is the school policy, wherever possible, to assist children and parents by administering medicines in school time in a member of staff's presence.

The school is responsible for monitoring and reviewing the policy in the light of further developments and it will be reviewed periodically.

In general, the underlying principle adopted by the school is to avoid administering medicines wherever possible and to encourage parents or guardians to ensure medicines are administered to their children before arrival at the school and after they have left. In circumstances where this is not possible, for instance where it would be detrimental to a person's health if the medicine were not administered during the time that the person was in the care of the school, then the written consent of the parent(s) or guardian(s) must be obtained. Written consent must be obtained using forms issued by the school in the Parent Pack for this purpose.

Where consent has been obtained for the administration of medicines by the school staff then the following will apply:

1. Only authorised staff may administer medicines
2. Such authorised staff must be trained to an appropriate standard.

3. The member of staff administering medicines should check •  
Recipient name • Prescribed dose • Expiry date • Written instructions  
provided by prescribers on the label or container • Whether the  
student has taken any other medication that day

4. If there is any doubt about any of the procedures the member of  
staff should check with parents, guardians or a health professional  
before taking further action

5. Wherever possible the required dose of medication should be  
brought each day. The medicine must be handed directly to the  
teaching staff.

6. Where this is not possible medicines should be stored as follows: a.  
Large volumes should be avoided. b. In accordance with product  
instructions, paying particular note to temperature. c. Containers  
should be clearly labelled with the student's name, name and dose of  
medicine and frequency of administration. d. Where a recipient needs  
two or more prescribed medicines each should be in a separate  
container and clearly labelled as above. e. Medicines should always be  
in their original container including the prescribers instructions for  
administration and dosage. f. Medicines will be stored safely in a  
secure place, preferably locked and not accessible to unauthorised  
persons. The designated secure safe storage area is in a cupboard in the  
First Aid room. g. Where appropriate the student should know where  
their medication is stored and who holds the key. h. If medication that  
a student might need in an emergency is locked away all relevant staff  
should know where to access the key.

All relevant staff should know where to obtain first aid and how to  
summon the emergency services.

All relevant staff should be familiar with normal precautions for  
avoiding infection and follow basic hygiene procedures



Where a student is taken to hospital by ambulance they should be accompanied by a member of staff who should remain with the person until a parent or guardian arrives

The Headteacher and nominated responsible person at the school (First Aider) will be responsible for co-ordinating and sharing any information on a student, having regard to any statutory limitations in relation to data protection and local rules with regard to confidentiality.

Where a recipient refuses to take prescribed medication school staff should not force them to do so but should inform the parent(s) or guardian(s) as a matter of urgency. If necessary, the emergency services should be called.

Parents must fill in and return the medication consent form, giving permission for medicine to be administered at school. No Medication will be dispensed without a completed and returned Medication Consent Form.

This policy agreed on (date) 29<sup>th</sup> August 2024

(name) Kirstie Berry

(position) Chair of Governors

Review date 29<sup>th</sup> August 2025

## APPENDIX A: MEDICATION CONSENT FORM

It is the Kimichi policy, wherever possible, to assist children and parents by supervising the taking of medicines in school time in the presence of a member of the school staff. Parents /students must hand the medicine directly to a member of the school office staff, or the Head / Deputy Head.

In signing this Consent Form parents are acknowledging that the School is acting in loco parentis. If parents agree to the School Staff administering specific medication, they will do so, but parents must fully understand that in the administration of any medication to students the School Staff will not be liable as a result of any adverse outcome to the pupil. Naturally, due care and attention will be professionally assured.

Prescribed medicines: The instructions and dosage must be clear, only the stated dosage will be given.

Non-prescription Medication: The School Staff may/may not (delete where appropriate) act in loco parentis for administering requested medication and may issue standard pain relief: ie. Ibuprofen, nurofen, paracetamol, antihistamine. You may send in your own brand of medication for your child but it must be clearly labelled with their name and the dose required in its original box with instructions including the expiry date.

I agree to the school's medication policy and agree that The School Staff may / may not (delete where appropriate) act in loco parentis for administering requested medication.

Student's name .....

Parents' name..... (Please print clearly)

Parents' Signature

..... Date.....