



## FIRST AID POLICY

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### Record of Alterations

Version 1.0	Original
Version 1.1	Alterations
Version 1.2	None
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Version 1.5	None

**Approved by Chris Sellers**

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## 1. General Statement

This First Aid Policy is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. The team consists of qualified First Aiders and not trained doctors or nurses. All staff have received basic first aid training which is updated regularly. First Aid equipment is stored in the conservatory, in the hall sideboard, in the medical room and in the Cedar Annexe. The contents are approved for use in school and are date checked. In the event of an accident all members of the school community should be aware of the support available and the procedures.

## 2. Purpose

The purpose of the policy is therefore to:

- provide effective, safe First Aid cover for students, staff and visitors.
- ensure that all staff are aware of the system in place.
- provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or Paediatric First Aid certificate.

## 3. The role of First Aiders

The role of First Aiders includes:

- 1) Ensure that their qualifications are up to date.
- 2) Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible.
- 3) Wear gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- 4) Help fellow First Aiders at an incident and provide support during the aftermath.
- 5) Act as a person who can be relied upon to help when the need arises.
- 6) Ensure that first aid kits are adequately stocked and always to hand.
- 7) Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- 8) Ensure that a child who is sent to hospital by ambulance is either:
  - a) Accompanied in the ambulance at the request of paramedics.
  - b) Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - c) Met at hospital by a relative.
- 9) The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.



- 10) Liaison must occur to ensure that lessons are covered in the event of an absent teacher.
- 11) In the event of an accident, the Accident Book must be completed by the appropriate person.
- 12) Ensure that everything is cleared away, using gloves, and every dressing etc. to be put in a bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains or bodily fluids on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- 13) The Lead First Aider is [Natasha Slawson](#). The Lead First Aider is in charge of IHCPs.

#### **4. Role of the Senior Leadership Team**

The Senior Leadership Team will:

- 1) Ensure that first aid cover is available throughout the working hours of the school week.
- 2) Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- 3) Ensure there are sufficient paediatric First Aiders on site.
- 4) Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- 5) Ensure all new staff are made aware of First Aid procedures in school.
- 6) Ensure all new staff know the location of the first aid boxes.
- 7) Review the First Aid incident log every half term and take actions where appropriate.

#### **5. Role of teaching staff**

Teaching staff will:

- 1) Ensure that they always obtain the history relating to a child not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the child to feel unwell.
- 2) Ensure that in the event that an injury has caused a problem, the child **must** be referred to a First Aider for examination.
- 3) At the start of each academic year, provide a list of children who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- 4) Familiarise themselves with the first aid procedures in operation and ensure that they know who the current paediatric First Aiders are.
- 5) Ensure where appropriate that their children are aware of the procedures in operation – eg location of personal inhalers
- 6) Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- 7) Send for help to The School Office or Staff Room as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- 8) Reassure, but never treat, a casualty unless staff are in possession of a valid paediatric First Aid Certificate or know the correct procedures; such staff can



obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

- 9) Send a child who has minor injuries to a First Aider or staff room if they are able to walk where a First Aider will see them; this child should be accompanied.
- 10) Ensure that they have a current medical consent form for every child that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- 11) Ensure a travel selection of First Aid supplies are taken on school trips/outings.
- 12) Have regard to personal safety.

## **6. The role of office staff**

Office staff will:

- 1) Call for a qualified First Aider, unless they are one themselves, to treat any injured child giving the specific location of the casualty.
- 2) Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- 3) Log all Aid incidents on the school's MIS system.

## **7. Administration of Medication**

*The Mount School and EYFS take a uniformed view on the administration of medicine to pupils within the School.*

### Procedure

In order for medication to be administered the following procedure must be adhered to by parents and staff for the health and wellbeing of all children in the School.

- All medicines (except inhalers and auto-injectors) will be stored in a lockable cupboard in the conservatory and refrigerated as appropriate. Medicines are stored strictly in accordance with the product instructions and in the original container in which dispensed.
- The School requires written and signed consent in advance from parents which clearly shows the date, dosage and expiry date of any medication to be given. A Request for School to Administer Medication Form (see Appendix 1) must be completed giving details of the prescribed medicine/cream including inhalers and/or auto-injectors should the need arise.
- On all residential trips (Forms 4 – 6), a member of staff accompanying the group is given responsibility for administering medicines and parents must complete the relevant form giving details of all medication (see Appendix 2). They must also sign an 'in loco parentis' form, (see Appendix 3) including GP details and any relevant medical information, prior to their child joining the trip; every teacher on the trip has a copy of this information. If a child feels unwell on a residential trip, whilst every effort will be made to contact parents in advance, pain relief will be administered if necessary.



- Upon the day of departure, all medicines should be handed to the designated member of staff. All medicines must be clearly labelled and in either a sensibly sized container or clear plastic bag. On the return journey, travel sickness tablets can be administered as directed by parental consent on the 'in loco parentis' form.
- All medicines administered on a trip will be recorded on the Administration Record and will be discussed at the 'post trip' debrief with a senior colleague.
- Any medication for administration must be brought into school by the parent or guardian, not the child, and should be in the original container, bearing its original label. The label must be legible and have the name of the child on it. It is the responsibility of parents to deliver and collect medicines from the School on a daily basis.
- Prescription medicines must not be administered unless they have been prescribed for your child by a doctor, dentist, nurse or pharmacist. Please note medicines containing aspirin will only be administered if prescribed by a doctor. If the medicine has not been prescribed for the child, staff must not under any circumstances administer it.
- Medicine (both prescription and non-prescription) will only be administered to your child with your written permission. The School must have written and signed consent in advance from parents and, to this end, a Request for School to Administer Medication Form (Appendix 1) must be completed.
- All medication remains the property of the child to whom it is prescribed. Any surplus or unused medication should be returned to the parents.
- The School believes that if a child is only at school with the aid of medication, then they are really too ill for school, not only from their point of view (they should be resting), but also taking others into account, as the child concerned is most probably infectious. In such cases, parents are urged E09 Administration of Medicines Page 3 of 7 September 2021 to keep their child off school in order to rest and recover. The School also wishes to avoid situations whereby non-prescriptive medicines might mask signs of more alarming illnesses. If a child suffers regularly from frequent or acute illness, parents are encouraged to refer the matter to their child's GP.

When administering medication staff should:

- Wash their hands
- Refer to the Request for School to Administer Medication Form and to the administration record and carefully check details
- Be certain of the identity of the child to whom the medication is given
- Check the name of the child on the label matches the Request for School to Administer Medication Form
- Check the name of the medication matches the Request for School to Administer Medication Form
- Check that the prescription on the label of the medication is clear and unambiguous
- Check the dose and method of administration
- Check the expiry date



- Keep clear and accurate, signed records of all medication: administered, withheld or refused.

### Controlled Drug Administration

The School follows DfE guidance in relation to the administration of controlled drugs. This type of medication must be securely stored in a non-portable container, and is accessed by named staff only. Controlled drugs, however, should be easily accessible in an emergency.

### Named staff

All Paediatric First Aiders have had sufficient training to administer medicine. The same procedure outlined above will be adopted when administering controlled drugs, however, as noted, two members of staff must be present. Staff administering medicines must do so in accordance with the prescriber's instructions. The School keeps a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom in a separate controlled drugs file.

### Monitoring of children taking medication

All drugs have the potential to cause unwanted side effects or adverse reactions; therefore, children taking medication should be closely monitored. This is particularly important with any controlled drugs and all staff should be aware of the medication being taken and of the potential side effects. If a child develops adverse reactions or side effects to any medication, or if contra-indications (medical conditions which may be exacerbated or worsened by certain medications) are discovered, then the parent should be contacted without delay together the Emergency Services

### **Execution of this policy**

The execution of this policy will be monitored by both the team of First Aiders and Senior Leadership Team.



**Appendix 1 -**



**Request Form for Parents to Complete For The School to Administer Medication**

The school will not give your child medicine unless you complete and sign this form and the Head Teacher has agreed that school staff can administer the medication. The medication must be in its original container with the child's name and dosage printed on it as dispensed by the pharmacist. Please note that antibiotics etc. prescribed for 3 X day will not be given in school.

**Pupils Details**

Surname:..... Forename:.....

Form:..... Date of Birth:.....

**Condition or illness**

.....

**Medication**

Name/Type of Medication.....

For How Long Will Your Child Take the Medication?.....

Date Dispensed:.....

Dosage and Method:.....

Timing:..... Special Precautions:.....

**Contact Details**

Name:..... Relationship to Child:.....

Daytime Tel:..... Mobile Tel:.....

I understand I must deliver the medication to the Head Teacher and accept that this is a service which the school is not obliged to undertake

Date:..... Relationship to Child:.....

Signature:.....

**Head Teacher Agreement to Administer Medication**

I agree that the child named above will receive the stated dose at the prescribed time. The child named above will be supervised whilst he/she takes the medicine by ..... This arrangement will continue until either the course of medicine ends or until instructed by parents

Date:..... Signature:.....

**Appendix 2 –**





**Information for Additional Medicines to Accompany Pupils on School Residential Trips**

**DETAILS OF PUPIL**

Surname: ..... Forename: .....

Date of Birth: ..... Form: .....

Condition or illness potentially requiring medication

.....  
.....

**MEDICATION**

Name/Type of Medication (as described on the container)

.....

Circumstances under which medication should be given:

.....  
.....

Dosage Required:

.....

Frequency or Timing of medication:

.....

Special Precautions or Side Effects:

.....  
.....

\*Please note in line with our policy, prescription medicines will only be administered if they have been prescribed for your child by a doctor, dentist, nurse or pharmacist. Whilst your child is on a residential trip, The Mount School Staff act in loco parentis and, with your consent, will administer piriteze/cetirizine if required. \*All medicines must be labelled with your child's name and presented to staff in the original packaging

to show the instructions for administering the medication, and it must be handed to the designated member of staff together with this form.

I understand that it is my responsibility to personally collect this medicine from the School at the end of my child's trip.

Name..... (Please print)

Signature:.....

Date:.....

**Appendix 3 – Parental Consent for Medical Treatment**



My Child's Name:

.....

Whilst my child is on a residential trip, I understand members of staff will be in loco parentis. I give permission for my child to be given emergency medical treatment by a qualified practitioner.

\*If your child is feeling unwell the School will contact you before any medication, i.e. paracetamol, is administered by members of staff. This will be recorded on the appropriate form.

Name of G.P.: .....

Tel. No.: .....

My contact numbers are: ..... (Home)

..... (Work)

..... (Other)

Allergy/Dietary information

.....  
.....

My child is allergic to:

.....

Please give any other information you feel may be relevant.

.....  
.....  
.....  
.....

Name..... (Please print)

Signature:.....

Date:.....