



**Kidmore End CE Primary School**

# **First Aid and Medication Policy**

**to be read in conjunction with DFE statutory guidance on  
supporting pupils at school with medical conditions.**

**Agreed by: Buildings and Grounds Committee**

**Head teacher: Linda Hull**

**Chair of Governors: Sarah Rodda**

**Date agreed: 5<sup>th</sup> June 2018**

**Date for review: 5<sup>th</sup> June 2021**

This document summarises the school's policy and procedures for supporting children who have had an accident, are ill or have an ongoing medical condition, and the administration of medicines. The policy has been drawn up with reference to the Department of Education's statutory guidance on supporting pupils at school with medical conditions and recognises our responsibility to ensure that all pupils have access to the curriculum and to the full range of school activities.

### **1.School provision**

- The majority of school staff will have a basic level of First Aid training (either Appointed Person or First Aid in School Training), and at least two members of staff will have higher level training (First Aid at Work). A member of staff fully trained in paediatric first aid will be on site at all times. Only trained people are allowed to administer first aid and medication or provide specific support to pupils with medical needs.
- The Head teacher will ensure that this training takes place, and that a record of training is kept.
- First aid supplies and the accident book are kept in a central point (the Computer Suite). The location of first aid supplies is to be clearly labelled
- Additional training – for example the administration of the Epipen for anaphylactic shock – will be given to staff as necessary. Participation in such training is voluntary.

### **2.Procedures for minor injuries and illnesses**

- If a child is injured or becomes ill in the classroom where there are two adults present they will receive first aid from either the teacher or teaching assistant, otherwise they will be sent to the office to receive first aid from the administration staff.
- If a child is injured or becomes ill at playtime the adult on duty will send them or escort them to the office, where first aid will be given by the administration staff.
- If a child is injured or becomes ill at lunchtime they will receive first aid from the trained lunchtime staff. If the lunchtime staff are not completely sure that the illness/injury is minor, or they are not confident dealing with this, they will refer the situation to the staff with the more extensive training. If the first aider considers the child should be sent home, they should consult with the class teacher first.
- First aid will be administered in line with the guidelines from our training providers who include the St John's Ambulance service, Red Cross and First Aid Matters.

### **3.The administration of medication**

It is our policy to only administer medicine which has been prescribed and is necessary to be given within the school day. If your child has a condition which requires ongoing medication, please discuss this with us so that we can provide appropriate support in liaison with the school nurse. Parental permission must be given for any medication in school.

Medication may be given by school staff in the following circumstances:

- In life-threatening situations, e.g. anti-histamines or epipens for anaphylactic shock
- If a child has a long term condition, and the treatment has been discussed and agreed with the headteacher
- Inhalers for asthma should be kept by the child as soon as they are old enough to manage unaided (no lower age limit). For very young children the inhaler may be kept by the teacher, but the child must know where to get it. The school follows the Department of Health's guidance on the use of salbutamol inhalers in school
- Written records should be kept of all medicines administered to pupils.

#### **4. In supporting children with a medical condition we will:**

- enable collaborative working arrangements between parent, school and health care professionals
- ensure Individual Health Care Plan (IHCP) is in place and at least annually reviewed.
- identify person responsible for IHCP and person(s) responsible for supporting the pupil.
- set up appropriate training for staff in conjunction with the school nurse, taking care to ensure that there is adequate cover for absences and off site events such as trips and sports, to ensure equality of access to school activities.
- Inform all staff of pupil's condition.

Children who are competent enough to manage their own health needs should be encouraged to do so and must have an IHCP that details what the school should do to support them.

#### **5. Record keeping**

All injuries are to be recorded, using a three level system of recording

1. Very minor injuries (eg grazed knees) are to be recorded in the accident file
2. A second more detailed record is to be kept for accidents where the responsible adult decides that parents of the children concerned need to be contacted, and outside medical expertise sought.
3. Serious injuries need to be reported on line using the Smartlog system.
4. A separate note and an email is to be sent home if a child bumps their head, to alert parents to be aware of signs of concussion. Young children can have a 'bumped head' sticker too.
5. A record is kept of any emergency medication that is administered in the pupil's IHCP.

#### **6. Roles and responsibilities**

The role of administration staff:

- To ensure that record keeping is up to date including relevant medical information
- To order supplies as required
- To regularly check all emergency medication to make sure they are in date and liaise with parents where necessary to remind them of their responsibility to ensure medicine is provided.
- To keep a folder of advice from the LA/School Nurse giving details of infectious diseases, and when children should be excluded from school
- To maintain adequate first aid supplies, including examination gloves
- To ensure that supplies are stored appropriately and are not date expired

The role of the first aider:

- To assess the situation
- To administer first aid
- To summon additional assistance as necessary
- To inform the parents as appropriate (after consultation with the class teacher)
- To complete the relevant paperwork

The role of teaching staff:

- To make sure everybody understands the procedures
- To inform children about the possible dangers of infection from bodily fluids

## **7. Unacceptable practice and complaints**

(taken from statutory DfE guidance p23/24)

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition eg hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. In the case of academies, it will be relevant to consider whether the academy has breached the terms of its Funding Agreement, or failed to comply with any other legal obligation placed on it. Ultimately, parents (and pupils) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.