



## **First Aid and Managing Medication Policy**

**Signed**

**Dated**

### **STATEMENT OF INTENT**

The Policy Document has been amended in light of updated guidance on supporting pupils with medical conditions and effective from 1st September 2014.

We are committed to:

- . Providing adequate provision for first aid for pupils, staff and visitors.
- . Ensuring that pupils with medical needs are fully supported at school.
- . Ensuring that no pupil is excluded unreasonably from any school activity because of his/her medical needs.
- . Providing specialist training for staff.

We will:

- . Ensure all staff (including supply staff) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- . Ensure that appropriate insurance is in place and that staff are aware that they are insured to provide first aid and other medical support to pupils.

Pupils with medical needs, where taking medication, eating, drinking or taking breaks is required, will be able to do so whenever required, in order to manage their medical condition effectively.

Procedures for supporting pupils with medical needs and providing first aid are in place and are reviewed regularly.

### **The Nominated Person**

The Deputy Headteacher has the lead role in ensuring pupils with medical conditions are identified and properly supported in the Trinity School, and supports staff who are implementing a pupil's Health Care Plan.

### **The First Aid Team**

The appointed First Aiders must be qualified first aiders to comply with the statutory minimum. Additional first aiders should be appointed and trained where possible.

The first aid coordinator is responsible for:

- . maintaining the list of qualified first aiders
- . ensuring that any shortfall in the required number is rectified
- . keeping records of qualifications held and expiry dates
- . arranging training for new first aiders
- . arranging refresher training for existing first aiders
- . ensuring that lists of first aiders are kept up to date and displayed
- . keeping a record of all treatment provided to pupils
- .keeping the accident book
- . ensuring that the school has adequate first aid boxes
- .ensuring that first aid boxes are kept fully stocked

Lists of first aiders and their contact details must be kept and displayed in the office.

### **First Aid Boxes**

The first aid box must be fully stocked with the minimum number of first aid boxes required by statute and regulation.

In the case of a pupil accident or medical emergency, the following procedures must be followed:

- .If the pupil can walk, the staff member on duty must take him/her to a designated first aid post or medical room and call for a first aider.
- . If the pupil is unable to walk the member of staff on duty must call for a first aider to attend the pupil's location;
- . The first aider will assess the situation and administer any first aid required

- . The first aider must record the incident and any treatment administered in the treatment book.
  - . If the pupil has had a bump on the head, they must be given a “bump on the head” note to take home to their parents/carers.
  - . If medication is administered this must be recorded and the pupil’s parents/carers notified.
  - .If the first aider has been called because the pupil has been injured in an accident full details must be reported to the bursar and must be recorded them in the accident book
  - . If the pupil requires hospital treatment the incident must be reported to the bursar and Deputy Headteacher.
- .The nominated Health & Safety Competent Person must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), and if so report the incident in accordance with HSE requirements.

The first aid coordinator is responsible for ensuring that all first aiders are aware of these procedures and for checking that they are complied with.

### **Administration of First Aid on Trinity School Visits**

All trips must be accompanied by a trained first aider carrying a complete first aid kit. If a pupil with medical needs requires specialist support a trained first aider able to deal with the pupils condition will accompany the trip and will take with them a copy of the pupil’s Individual Health Plan (IHP) and any medication or equipment that the pupil might require during the trip.

### **Residential Visits**

If first aid is required at the residential centre/accommodation the resident first aider will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation.

If first aid is required away from the residential centre, first aid will be administered by the first aider accompanying the trip

Wherever the first aid was required the trip co-ordinator must record details of the incident and ensure that the treatment book and accident book are updated on return. If the pupil has suffered a bump on the head a bump on the head note must be given to the pupil to take to their parents/carers on return.

### **Day Visits**

If first aid is required on a day trip, first aid will be administered by the first aider accompanying the trip.

The trip co-ordinator must record details of the incident and ensure that the treatment book and accident book are updated on return to the school. If the pupil has suffered a bump on the head a bump on the head note must be given to the pupil to take to their parents/carers on return.

This Policy applies to all off-site visits and must be appended to the Educational Visits Policy.

## **ADMINISTRATION OF MEDICINES AND TREATMENT**

### **Medication**

All medicines are kept in the office in a safe, lockable place to store pupils' medication and the nominated first aider in the office controls access to the place.

### **Prescribed Medicines**

Where the pupil's doctor or other clinician has prescribed any form of medication or other treatment that the pupil requires, or may in require, during school days we will ensure that the pupil is able to access their medication or treatment in the most safe, efficient and stress-free manner for the individual pupil.

The way in which medication or treatment will be made available or administered will be agreed in advance with the pupil's parents/carers.

In the event of a long term medical condition the administration of medication and treatment will be agreed and recorded in the Individual Health Care Plan (IHP).

Where medication or treatment is not part of a long term medical condition but is only required for a finite period, for example the completion of a course of anti-biotics. The pupil's parents/carers will be required to sign a Parental Consent for the Administration of medication or treatment form. This is only when the medication cannot be taken out of school hours.

The procedure followed for the administration of medicine or treatment may be:

. The pupil carries their own medication/treatment with them and administers it themselves as required; in these instances the school is responsible for ensuring that the pupil has a suitable place to take their treatment in private if required and to ensure that staff are made aware that the pupil may need to leave a lesson or other activity to administer treatment so that they may do so without their actions being questioned or drawn to the attention of other pupils;

. The medicine will be held in the office or medical room and a member of staff will give it to the pupil and be in attendance whilst the pupil administers the treatment. This method is suitable for use when a parent/carer is concerned that the pupil may forget to take the

medication. In these situations the school will maintain a diary showing which pupils are due to take medication and when and if necessary will remind the pupil that medication is due. The medicine will be held in the office or medical room and a trained member of staff will pupil administer the treatment. This method is suitable for use with younger pupils.

In instances where the School is involved in administering medicine or supervising the pupil's own administration the record of regular medicine administered to an individual pupil form must be completed and kept with the pupils Individual Health Plan or the Parental Consent for the Administration of medication or treatment form whichever is appropriate. If a pupil refuses to take their medication, staff will accept their decision and inform the parents immediately.

### **Pupils with Special Medical Needs – Individual Healthcare Plans**

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

Conditions include but are not limited to:

- . Epilepsy;
- . Asthma;
- . Severe allergies, which may result in anaphylactic shock;
- . Diabetes;

Such pupils are regarded as having special medical needs. Most pupils with special medical needs are able to attend the school regularly and we will provide support to enable them to take part in all activities, unless evidence from a clinician/GP states that this is not possible.

The School will consider what reasonable adjustments it might make to enable pupils with special medical needs to participate fully and safely on School visits. The risk assessment for each trip will take account of any additional steps needed to ensure that pupils with special medical conditions are fully included.

The school will not send pupils with medical needs home frequently or create unnecessary barriers to pupils participating in any aspect of School life; however, staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

The School appreciates that pupils with the same medical condition do not necessarily require the same treatment. In order that the treatment that is best suited to the individual pupil is provided an Individual Health Care Plan will be prepared for every pupil with special medical needs to help identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk.

Parents/carers have prime responsibility for their child's health and should provide the School with information about their child's medical condition. Parents/carers should give details about the condition and its treatment, about the impact of the condition on the pupil and any additional background information and identify any practical training requirements for staff.

When the School is first notified of a pupils' medical condition the Deputy Headteacher and the nominated person responsible for first aid and the administration of treatment in the School will invite the pupil's parents/carers to meet with them to complete and agree the Individual Health Care Plan and to discuss any other arrangements that the School can make to help the pupil to fit in as normally as possible with Trinity School life.

At this meeting the School will ask the parents/carers to confirm whether they want the pupil's condition kept confidential and if so to agree on who must be informed and what additional arrangements will be required to help maintain the pupil's privacy.

The plan must be agreed in time for the start of the relevant Trinity School term for a new pupil starting at the School or no longer than two weeks after a new diagnosis or in the case of a new pupil moving to the Trinity School mid-term.

### **Non-prescribed Medicines**

Non prescribed medicines must not be taken into the Trinity School with the exception of pain relieving medication which can only be in the form of paracetamol (not aspirin) and only with parental consent

Pupils are not permitted to bring their own pain relieving medication.

### **Storage/Disposal of Medicines**

Wherever possible, pupils will be allowed to carry their own medicines/relevant devices or will be able to access their medicines in the School office/medical room, for self-medication, quickly and easily. On trips the first aider accompanying the trip must carry any medication that would normally be available in the School office/medical room.

Asthma inhalers will be held by the School for emergency use, as per the Department of Health's protocol.

It is the responsibility of the parents to collect unused medicines from the School and dispose of them accordingly. The School's nominated person for the supervision of first aid and medication must check all medical stores at the end of the academic year to ensure that all medicines have been collected. In the event that a pupil's parents/carers fail to remove the medication after two reminders the nominated person must arrange for the medicines to be taken to a dispensing chemist or pharmacy for safe disposal.

### **HOSPITAL TREATMENT**

If a pupil has an accident or becomes ill, and requires immediate hospital treatment, the School is responsible for either:

- . calling an ambulance in order for the pupil to receive treatment; or
  - . taking the pupil to an Accident and Emergency Department
- and in either event immediately notifying the pupil's parent/carer

When an ambulance has been called a first Aider will stay with the pupil until the parents arrives, or accompany the pupil to the hospital by ambulance if required.

Trinity Values: a place at the table, to be seated, to listen, where all have equal value  
September 2015

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