



**“Together we learn, Together we succeed”**

# **First Aid and Medicines Policy**

**Including supporting pupils with medical conditions**

This policy has been written to ensure that the school’s ethos, curriculum, and practices promote shared values. It also encourages staff, children and other members of the Welbourne community to understand others and to value diversity, irrespective of gender, race, belief and sexual orientation.

As a Rights Respecting School, we put the United Nations Convention on the Rights of the Child at the heart of our planning, policies, practice and ethos.

Policy Agreed	Reviewed by	Ratified on	Approved by	Signature on behalf FGB	Next Review
March 2016	J Stone R Lane	09/03/2021 008/03/2021 06/03/2023	FGB		March 2025

## **Welbourne Primary School First Aid and Medicines Policy**

It is essential to have in place adequate first aid provision and medical care for all pupils and school personnel. At Welbourne we endeavour to provide the very best possible care for our pupils. Many of our Teaching Assistants and Mealtime Supervisors are First Aid trained in order to deliver this care to the children. In addition, staff receive regular training on supporting children with asthma and with allergies. They are trained to administer Adrenaline Auto injectors (e.g. epipens) and inhalers.

### **Accident Reports**

In the case of a pupil accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the pupil can walk, takes them to a first aid post and calls for a first aider.
- The first aider administers first aid and records it in our Accident Book. There are accident books for pupils in key areas of the school. We are transferring to the use of an electronic recording system, called Medical Tracker.
- If the child has had a bump on the head, they must be given a “bump on the head” note and a text message is sent home.
- If the injury is a serious injury requiring additional medical attention an LA Accident Report form must be completed and filed in the Admin Office.
- Once the form has been completed the original is given to Admin staff who will:-
  - Copy and place in file
  - Send copy within 3 days to LA
  - A record of report being sent is kept in file
  - Site Manager informed if accident was due to hazard or risk that risk assessment is completed
- If the patient has more than 3 consecutive days absent from school or work, then school should follow up by sending the Accident Form to LA.

### **School Visits**

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

In the case of **day visits**, we will follow school procedures for a serious accident or incident outlined in the Critical Incident Plan. In the case of a minor accident a staff member on every day visit has first aid experience.

### **Administering Medicines in School**

At the Children's Centre, as parents will be on site, staff will not be required to administer medication. During the Ff2 nursery sessions, most medicine would be administered by parent with the exception of those with a medical care plan eg asthma inhalers or epipens.

The school accepts the need for some pupils to receive medication during school hours. **Long term medication** prescribed by a doctor will be accepted for administration once a **Medical Care Plan** has been completed.

If a doctor has prescribed medication to be administered, four times a day for a **Short Term Illness** this will also be accepted once a **Medical care plan** has been completed by the a member of staff and the parent /carer. These records are kept on Medical Tracker and Integris.

- The medication will only be accepted with written authorisation from the parent or guardian.
- The written authorisation must contain clear instructions about the dosage and time of the administration from a doctor. Details of any known side effects must also be stated.
- A standard form will be issued by the school for this permission to be given. It will normally contain a statement that the member of staff administering the medication does not claim to be any form of medical practitioner. This will be displayed on the medical noticeboard.
- Medication will be administered in the presence of another member of staff.
- The medication will be stored in a secure place.
- On school trips, a first aider will accept responsibility for the administration of medication. (**long term**)
- Where a pupil needs standard prescribed medication the following is assumed:  
Most standard medication prescribed today is three times a day. The parent can therefore administer medication before school, after school and before bed. Medication should not therefore be required during the school day  
If medication is required at lunchtime, the parent will be invited to come into school and administer it.

***There is no legal duty which requires school staff to administer medication; this is purely a voluntary role. However, there is a requirement under the DfE to assist pupils with medical needs. As a result, the school will support with medication, where possible, once the correct paperwork is in place.***

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

Medicines must be stored either:

- In the allocated green box in the classroom if the medication is 'life saving'. This applies to such medication as inhalers, Adrenaline Auto - Injectors (e.g. epipens), medication to treat epilepsy etc. They should

be stored in the classroom where they can be easily reached where necessary.

- In the allocated green box in the child's classroom or in the fridge in the First Aid room, depending on the storage instructions.



- The classroom cupboard must show this label so all staff including visitors know where the medication is stored.

It is the responsibility of the parents / carers to collect unused medicines from the school and dispose of them accordingly. It is also the responsibility of the parents / carers to ensure that all medication left in school is in date and that they replace it just prior to the expiry date. This will be tracked on Medical Tracker and checked by staff termly.

### **Accidents/Illnesses requiring Hospital Treatment**

If a child has an incident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

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

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

These children may be:

Epileptic

Asthmatic

Have severe allergies, which may result in anaphylactic shock

Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An individual Medical Care Plan can help schools to 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 schools with information about their child's medical condition. Parents / carers are responsible for contacting the school to update the medical care plan, should any changes to the plan be needed. Parents / carers, and the pupil if they are mature enough, should give details

in conjunction with their child's GP and Paediatrician. A school nurse may also provide additional background information and practical training for school staff.

### **Intimate Care**

In the event of an injury/ soreness in an area of the body that could be described as intimate, the first aider **must** be accompanied by another school employee.

### **Staff Medicines**

All staff medicines must be kept out of the reach of children; either locked in a filing cabinet or the staff room fridge (if required), dependent upon storage instructions.

### **Asthma**

Guidelines for dealing with an asthma attack should be made known to all staff. All staff should refer to the Asthma Policy. The school is a part of the Schools Asthma Project. Staff receive training to ensure they know what to do in the event of an emergency. The school also have emergency Salbutamol inhalers available in school. A list of children whose parents / carers have completed an asthma medical care plan is contained in the Emergency Inhaler folder, located with the emergency asthma inhalers in the asthma register. These are located in the Children's Centre, the After School Club, the Inclusion office and in the Nursery. Details of all the children in the school who have an asthmatic condition are contained in the class medical folder. A copy of the asthma register is also kept in the medical room. All staff are aware of the location of each child's inhaler and where emergency inhalers are stored.

Details of all the children in the school who have an asthmatic condition are named on the asthma register. This can be accessed on Integris or Medical Tracker.

### **Allergies**

Guidelines for dealing with an anaphylactic episode should be made known to all staff. The school is a part of the Government scheme, whereby we hold Adrenaline Auto - Injectors (AAI) in school, in case of emergency. Staff receive training to ensure they know what to do in the event of an emergency. A list of children whose parents / carers have agreed that we can administer an AAI, in an emergency, is located with the emergency supply of AAI's. These are kept in the Inclusion Office.

Details of all the children in the school who have an allergy condition are named on the allergy register. This can be accessed on Integris or Medical Tracker.



### Pupil Record Sheet Details of Medication Given to Pupils

<b>Name of Pupil</b>	<b>Class</b>
<b>Describe condition and give details of pupil's individual symptoms:</b>	
<b>Daily dosage requirements &amp; daily care requirements:</b>	

Date	Time	Name of Medication	Dosage Prescribed (ML)	Dosage Administered (ML)	Signature of Staff Administering	Signature of staff witnessing administration of Medication


**Requested by Parent Yes/ No    Parent Signature.....    Date / /**