



First Aid at Work Policy

The minimum first-aid provision for schools is:

- A qualified first aider /Medical Officer (First Aid at Work Certificate) to take care of first-aid arrangements
- A suitably stocked Medical Room with available first aid kits
- Information for employees on first-aid arrangements

This minimum provision must be supplemented by schools with a risk assessment to determine any additional provision.

First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

Recording Accidents

All accidents (however minor) must be recorded in accordance with the Accident Reporting Policy. The Council has provided an accident report form on which all incidents must be noted. It is the responsibility of the school staff to ensure that the accident form is completed as soon as possible after the injury has occurred.

For the purpose of maintaining first-aid supplies, first-aiders should keep a record of those supplies that are used, by whom and for what reason.

Staff Medical Needs

Any staff with particular medical needs can confidentially liaise with the Medical Officer with regards medication or relevant procedures should a medical emergency occur. Medication can be kept in the Medical Room if necessary.

Supporting students with medical needs – guidance and responsibilities

Short term medical needs

Many students will need to take medication at school at some time in their school life. Mostly this will be for a short period only; to finish a course of antibiotics or apply a lotion. To allow students to do this will minimise the time they need to be off school. Students should only be permitted to do this when absolutely necessary however, as medication should only be taken to school when essential.

It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Schools and parents should also be aware that medication to be administered three times daily need not necessarily be administered during the school day. Parents should ask the prescribing doctor or dentist about this.

A signed parental consent form is required for the administration of prescribed and non-prescribed medication resulting from short term as well as long-term medical needs.

Long term medical needs

Schools should have sufficient information about the medical condition of a lot of students with long term medical needs. If a student's medical needs are inadequately supported this can have a significant impact on a student's academic attainments and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before a student starts school, or when a student develops a condition. For students who attend hospital appointments on a regular basis, special arrangements may also be necessary. The School will draw up a written Individual Health Care Plan for such students, involving the parents and relevant health professionals. This can include:

- Details of a student's condition
- Special requirements, e.g. dietary needs, pre-activity precautions
- Medication and any side-effects
- What to do, and who to contact in an emergency
- The role the school can play
- A signed parent's medical consent form for the administration of medication

Non-prescription medication

Students sometimes ask for pain killers at school. Medication brought in by parents can be kept at school in the Medical Room. All medication is kept securely in the Medical Room and accurate records kept. Medical Room and Student Support office staff can administer the students' own pain-relief as long as a Medical Consent Form has been completed. Staff must not give students paracetamol or any other pain relief without this permission. All medication given must be recorded on the Medical Logging system.

Prescribed medication

Staff can administer students' own Prescribed medication brought into school with a Medical Consent Form signed by parents. This will also be recorded on the Medical Logging System. Individually named spare epipens and inhalers are also kept in the Medical Room in easily accessible boxes.

Important

No student under 16 should be given medication without his or her parent's written consent. Any member of staff giving medicine to a student should ensure that they adhere to the school's policy and procedures and have been appropriately trained where necessary.

Under no circumstances are students to be given another students' medication. Only those staff working in the Medical Room and Student Support Office can administer the medication in school. For school trips and visits, the first aider on the trip will be advised of any medication that may be needed.

If an ambulance is required

When an ambulance is required, the front reception must be informed. The person ringing the ambulance must stay with the injured party if possible to give up to date information to Ambulance Control. A member of staff should be sent to the outside front of school to

greet and direct the paramedics to the injured party. The Headteacher should be informed as soon as possible.

Responsibilities

Parents

1. Parents are responsible for ensuring that their son/daughter is well enough to attend school, and will be responsible for collecting their son/daughter from school if he/she is too ill to attend.
2. It is essential that parents provide the school with a daytime contact telephone number for use in case of emergencies.
3. It is essential that parents provide the Headteacher with sufficient information about their son/daughter's medical condition, including any allergies, and treatment or special care needed at school. They should jointly with the Headteacher reach agreement on the school's role in helping with their son/ daughter's medical needs.
4. Parents should sign a consent form authorising the school to give medication to their son/daughter for both short term as well as long term medical needs.

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Student Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.