



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 Dorset Council Health and Safety service purchased by the school, which audits this policy and its operation, 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. Forms are available from the medical room.

First Aid Supplies

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 and return this information to the school Medical Officer.

Staff Medical Needs

Any staff with particular medical needs can confidentially liaise with the Medical Officer with regards to medication or relevant procedures should a medical emergency occur. Medication can be kept locked away 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. Medication must be kept in the medical room.

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 and further consent to administer the school's Inhaler or Autoinjector (this would only be used in an emergency and as a back up to the student's own medication)

NB: All medication provided for the students must be submitted in the original packaging, which states both the strength and prescribed dosage.

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 and signed by parents. 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. Pain relief kept in the medical room will be administered after 12.00 hours only. Any requested before this time will require a call home to parents to ensure that there will be no chance of any student taking more than the recommended dosage.

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. All medication including Autoinjectors and inhalers are kept locked in the Medical Room, these are accessible to the relevant trained staff should administration be required. A further consent form will be needed to administer the school's Inhaler or Autoinjector (this would only be used in an emergency and as a back up to the student's own medication)

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 student's 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. This should be provided by the parent and back up medication issued to the staff on the trip by the school Medical Officer.

If an ambulance is required

In the instance that an ambulance is required, the school Medical Officer and front reception must be informed. The person ringing the ambulance must stay with the injured party 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 Ambulance staff to the injured party. The Headteacher should be informed as soon as possible. No casualty should be allowed to travel to hospital unaccompanied. The Headteacher or a member of the senior management will designate an accompanying adult in emergencies where parents cannot be contacted.

A log of the accident/incident must be input to the medical logging system and an accident/incident report form completed. The complete form must be seen by the school Medical Officer then returned to the Headteachers PA for sending to Dorset Council who will report for RIDDOR and a copy held in school.

Injury

Should a student sustain an injury and require usage of the following: a cast, sling, splint, boot, crutches or a wheelchair; there will need to be a return to school risk assessment completed prior to the student's return. This can be completed with the school Medical Officer. Parents should ask the Doctor for guidance as to when the student should return to school, accessibility requirements around the building and a time frame to returning to activities including PE lessons.

NB: All medical actions are logged on the schools medical logging system

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 remain in school.
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 and school Medical Officer with sufficient and up to date information about their son/daughter's medical condition, including any allergies, injuries and treatment or special care required at school, this includes medication taken by the son/daughter out of school and possible side effects. Parents should jointly with the Headteacher/Medical Officer reach agreement on the school's role in helping with their son/ daughter's medical needs with completion of the student's health care plan.
4. Parents should complete and sign the relevant consent form authorising the school to administer medication to their son/daughter for both short term as well as long term medical needs, please note a further consent form is required to administer the schools Inhaler or Autoinjector in case of an emergency.

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures.

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.

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