

Member of staff responsible : School Nurse      Date of policy review: September 2016  
Approved by Governors : September 2016      Next review: September 2018

## **King's House School**

### **First Aid & Medicines and Medical Conditions Management Policy**

**This policy applies to all pupils at the school, including those in the EYFS.**

#### **Overall statement of policy**

Our policy is to ensure that Kings House School has sufficient trained personnel and adequate and appropriate facilities to be able to deal promptly and correctly with the accidents and sudden illnesses that inevitably occur in schools.

This policy details the School's arrangements for:

- The provision of first aid within and outside the School environment
- The administration, storage and disposal of medicines
- Supporting pupils with medical conditions so they may have full access to all aspects of the education provided and the same opportunities as other pupils, including access to school trips and physical education.

This policy is in accordance with Health & Safety (First-Aid) Regulations 1981 and DfE Guidance on First Aid and Supporting Pupils at School with Medical Conditions.

#### **General**

All new pupils and staff are given information on where to go for help in the event of an accident, as part of their induction into the school. The School will ensure that there are sufficient first aid trained staff to meet the statutory requirements and assessed needs of the school.

The School Nurse supervises First Aid provision. There will be at least one qualified first aider on school premises whenever children are present.

#### First Aid training

First Aid training is provided by recognised competent providers. The School holds a register of all First Aid trained personnel and training is refreshed as determined by the qualification.

Regular staff training on the use of epipens, inhalers and defibrillators is delivered by the School Nurse.

A list of all those trained in First Aid is attached at Appendix A.

#### **Definitions**

##### First Aider

This is an individual who has completed 'First Aid at Work' training. This is a three day course and training is renewed every three years. A qualified First Aider is based in the Senior Department, Junior Department and Nursery.

### Emergency First Aider

This is an individual who has completed 'Emergency First Aid at Work' training and is competent to give emergency aid until further help arrives. This training is provided for an additional number of staff depending on the needs of the School. There is no legal requirement to have any personnel with this qualification.

### Paediatric First Aider:

This is an individual who has completed 'Paediatric First Aid' training. This is a one day course and training is repeated very three years. Paediatric first aid qualified staff are a requirement for the EYFS setting and all staff working at the Nursery and in the two reception classes of the Junior Department are trained accordingly.

### EYFS requirements

At both our sites where the Early Years pupils are located, at least one person with a Paediatric First Aid qualification will always be present and at least one Paediatric trained member of staff must be on all outings.

### **First Aid Facilities**

The Junior and Senior Departments each have a separate First Aid area adjacent to the front office and the Nursery uses its staff room as required. First Aid equipment is kept in these areas and is administered by the School Nurse or other qualified first aid staff.

First aid containers of equipment, marked with a white cross on a green background, are located within the First Aid and staff rooms in the Junior and Senior Departments, in the Staff Room at the Nursery, in the school's minibus and in the Office at the Sports Ground. Additional first aid containers are located in key areas of the school.

First aid containers will always be taken when groups of pupils go out of school on organised trips or to participate in sporting events. These are obtained from, and returned to, the school office. Containers are personalised to take account of specific needs of those travelling when necessary.

All containers in the Junior and Senior Departments are checked and replenished on a regular basis by the School Nurse. Containers in the Nursery department and at the Sports Grounds are monitored by staff that work in those areas.

### **First Aid Procedures**

If a pupil (or adult) is taken ill or has an accident on school premises, the School Nurse or, in her absence, a qualified First Aider, will make a decision on the seriousness of the event and the appropriate course of action. If there is any doubt about the safety of moving a casualty, the School Nurse or, in her absence, a qualified First Aider, should be called to the scene.

Any treatment needed will be given as deemed necessary to keep the child comfortable and to prevent any possible spread of infection. Basic hygiene procedures should be followed by staff. Single use disposable gloves should be used at all times and staff should take care when dealing with blood or other bodily fluids and disposing of dressings or equipment. The appropriate bin should be used for disposing of waste.

Children who are ill and need to lie down whilst waiting for parents will be supervised at all times.

### Calling an Ambulance

If an ambulance needs to be called, 999 should be rung immediately and the parents and Head informed. The condition, the treatment and the location of the casualty should be clearly stated and the instructions given by the ambulance service followed.

A member of staff should be sent to wait outside the school gates to direct the ambulance staff. The School Nurse or an appropriate adult will accompany the pupil to hospital and will remain with them until the arrival of a parent or guardian.

All injuries requiring hospitalisation, including those occurring off site and over weekends, must be reported to the School Nurse. The Head, Form Teacher, Key Worker and relevant members of SMT must also be informed.

#### Hygiene procedures for dealing with the spillage of bodily fluids

If any spillage of bodily fluids occurs, maintenance staff should be called immediately. A medical spillage product is used to absorb the fluid and the residue is then swept up and flushed down the toilet or securely bagged and placed in the yellow clinical waste bin. Areas such as the floor and other items e.g chairs are cleaned with appropriate disinfectant solutions. Protective gloves must be worn.

### **Records and Reporting**

#### First Aid Records

Any first aid treatment given by the School Nurse or first aiders must be documented in the pupils' first aid book kept in the medical areas of each department and include:

- Date and time of incident.
- Name and form of the injured or ill person.
- Details of the injury /illness and what first aid was given.
- Outcome of visit i.e. returned to class, sent home, hospital etc.
- Name of the School Nurse or First Aider who administered treatment.

Parents or guardians will be contacted by the Nurse or school office if a pupil suffers anything more than a trivial injury, or if they become unwell, or if the school has any worries or concerns about their health. In the case of an injury to the head which causes concern and/or requires treatment, head injury, parents will always be informed.

Parents of children in the EYFS will be informed of any accident or injury sustained by the child on the same day or as soon as reasonably practicable, and any first aid treatment given.

#### Infectious illness

If an infectious illness is suspected, we will ask the parent to consult a doctor before their child returns to school. Parents are advised that if an infectious condition is confirmed, the school will adhere to exclusion guidelines as set out in the document entitled 'Guidance on infection control in schools and other childcare settings', published by Public Health England.

#### Accident Reporting

The Estates Manager must be informed if an accident occurs as a result of unsafe or faulty equipment.

All accidents that happen during any school activity, other than minor bumps and scrapes, must be reported to the Estates Manager and an accident / near miss form completed.

The member of staff in charge of the activity usually carries out these procedures. If the injury occurs when a pupil is unsupervised, the report should be started by the first person to give treatment to the injured person.

A minor sports injury that is a standard risk of the game and does not require attention need not be reported.

In line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), any serious accidents that have arisen because of poor organisation, supervision, equipment or premises condition, must be reported to the Health & Safety Executive. A record will be kept of any reportable injury, disease or dangerous occurrence-

All incidents will be reviewed by the school's Health and Safety Committee in order, where possible, to minimise the likelihood of recurrence.

### **Emergency Medical Treatment**

The current Terms and Conditions for Parents allow the School to take any necessary action or provide any medical permission to a hospital if the parents/guardians cannot be contacted. In this event, due consideration would be given to the pupil's recorded ethical or religious background.

### **Indemnity and Insurance**

Where an employee, acting in the course of their employment, administers first aid assistance to another employee or other person in the charge of the school, such as a pupil, they will be indemnified by the school's liability insurance for a claim of negligence relating to injury or loss caused by their action provided that:

- They are a school officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training.
- The relevant protective equipment (PPE) is used.
- The First Aider is adhering to protocols and acting within the limitations of their training.
- The First Aider is acting in good faith.

### **Supporting Pupils with Medical Conditions**

Most pupils will at some time have a medical condition that may affect their participation in school activities; often this will be short term. Other pupils will have longer term or permanent medical conditions that, if not properly managed, could limit their access to what the school has to offer.

Any pupil with a medical condition will be fully supported by the school. They will be afforded the same opportunities to participate in school life that all pupils enjoy.

All parents are required to complete a medical questionnaire before their child joins the school. A questionnaire is also completed by all parents on an annual basis each September. Parents are requested to inform the school if their child's circumstances change.

Children who have serious medical needs will be highlighted to their Head, Form Teacher, Key Worker, relevant members of SMT and, where necessary, other members of staff.

#### Complex or long-term medical conditions

Where a child has a more complex or long-term medical condition, an Individual Health-Care Plan (IHCP) will be drawn up by the school in consultation with the parent, the child (where appropriate), and any relevant health-care professional, such as the child's GP or specialist.

An IHCP enables the school to help support any pupils with medical needs, ensuring that they are able to participate in all activities and play a full and active role in school life.

The content of an IHCP will vary according to the child's level of need-and each condition will be assessed and managed on an individual basis. Any factors that may give cause for concern regarding the child's needs, such as school routine/activities/equipment/facilities will be identified. The IHCP will include any issues surrounding the management of medication in the school setting and any measures that would need to be taken in the event of an emergency.

The IHCP will be shared with staff members as appropriate. The plan will be reviewed annually or sooner in the event of a change to any aspect of the child's care.

All medical records will be stored for the appropriate timescale, after which they will be securely destroyed.

### Pupils with asthma and allergies

Parents of children with asthma are asked to complete and sign a School Asthma Card in order to obtain details about medicines, triggers and individual symptoms. Parents are asked to provide a spare inhaler to be kept in the medical room. Parents of children in the Nursery should inform staff, at the start of the school day, if their child has received any reliever medication for their asthma prior to arriving at school.

Parents of children who suffer from allergies are asked to complete and sign a care plan at the beginning of the academic year enabling the School to gain a better understanding of how a child's allergies affect them and outlining the specific steps that staff would be required to take in the event of an emergency. For those children who are prescribed Epi-pens, parents are asked to supply two pens to be kept in the medical room.

Copies of asthma and allergy care plans will be kept with the child's medication.

School staff will receive training in the management of anaphylaxis and asthma attacks by the School Nurse. Written guidelines can be found in the medical areas of all Departments. Printed guidance is supplied to staff in charge of pupils on residential and day trips.

### **Administration of Medicines**

Parents are primarily responsible for their child's health and have a duty to provide schools with information about medical conditions.

Teaching staff are not responsible for the routine administration of medicines. Those who volunteer to administer medicine as part of their role, do so as long as they are trained where necessary.

The School Nurse and Head of Nursery are responsible for ensuring that any medication administered by authorised staff within the school setting is done so safely and appropriately.

No medicines will be administered by staff unless a 'Parental Agreement for School to Administer Prescribed Medication' form is fully completed and signed by the child's parent. The only exceptions to this relate to Calpol (see above), and Epi-pens and asthma inhalers where parental permission will be obtained by way of signature on the child's care plan. Copies of the parental agreement form are kept in the reception areas of the Junior and Senior Departments, the Nursery office and are also available on the School website.

Parents of children in the EYFS (Nursery and Junior Departments) who receive Calpol during the day, will be informed when the child has received medication.

Pupils in the Senior Department are given a 'Record of administered Medication' slip which details the time/name/dose and reason for giving medicine, which should be handed to the parent upon returning home.

The school reserves the right to refuse to administer any medication.

### Prescribed medicines

The school will only accept medicines which have been prescribed by a doctor, nurse prescriber, pharmacist prescriber or dentist. Any medicine supplied to the school must be provided in the original container as dispensed by the pharmacist and must include:

- The child's name
- The prescriber's instructions for administration
- Dosage
- Any specific storage requirements.

In the Senior Department, the onus will be on the pupil to remember to attend the medical room when their medicine is due.

### Over the Counter (OTC) Medicines

In the interest of safety of both pupils and staff, the school discourages parents from bringing in OTC medicines. OTC medicines will only be given in school at the discretion of the School Nurse on the advice or direction of a suitably qualified professional, such as a doctor or pharmacist.

Any OTC medicine must be in date, supplied in its original packaging and clearly labelled with the child's name.

Non-prescription medicines will not normally be administered to children in the EYFS.

### Analgesics (painkiller)

The school will supply and administer the first dose of Calpol (paracetamol) in the event of fever or aches and pains which are not resolved by simple appropriate measures, such as a drink of water/rest/ice or heat pad. Further doses will only be administered after discussion with the child's parent.

Consent for administration of the first dose is obtained by way of tick box and signature on the pupil's medical card, which parents complete at the beginning of each school year.

In the Junior Department and Nursery we will endeavour to contact the parent prior to administering any medication.

Aspirin will not be administered in school, unless it is prescribed.

### **Storage and disposal of medicines**

All medicines supplied to the school will be stored either in a locked cabinet or refrigerator in the medical room. Epipens and spare asthma inhalers are kept out of reach of pupils in the medical areas of each Department. They are not locked away in case immediate access is required.

All Epipens and asthma inhalers are stored in sealed bags which are clearly labelled with the name and form of the child for whom they have been prescribed.

The school will inform parents when a prescribed asthma medicine, antihistamine or Epipen is due to expire. It is the responsibility of the parent to remove and dispose of safely, any unused or expired medicines. If any medicines are not removed by the end of each term, then they will be taken to a local pharmacy to be destroyed.

### **School trips**

The Trip Organiser will take a supply of Calpol sachets on school trips, which will be administered according to this Policy. Calpol will only be administered by staff if parental consent has been given on the Trip Permission Slip signed by the pupil's parent.

All staff in charge of pupils on residential or day trips will be fully informed of any relevant medical needs of pupils prior to the trip. The school's supply of emergency medicine may be taken for those pupils for whom they have been prescribed and returned to the medical room immediately upon return.

Any additional medicines that parents wish to supply for pupils on residential trips (eg antihistamines, travel sickness tablets) must be provided in the original packaging, in a sealed plastic bag clearly labelled with their child’s name. Parents are also required to provide a signed note giving permission for their child to receive the medicine, indicating the circumstances under which it may be given. These medicines will be looked after by the teacher in charge and given to children to self-administer under supervision, if necessary. A record will be kept in the event of any medicine being administered.

**Schedule of Policy Updates**

Date	Change	Comments