



# The Ecclesbourne School

"Learning together for the future"

## FIRST AID WITHIN SCHOOL POLICY

January 2018

This policy should be read in conjunction with: Supporting Students with Medical Conditions Policy			
Document title:		First Aid within School	
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Document History			
Version	Date	Author	Note of revisions
Version 2	January 2018	G Cawley	Change of internal telephone number. Reception changed to Student Reception. Medication Plan and Protocol changed to read “Health Care Plan” [Item 6.15].

Senior first aiders are located in the General Office. A student who needs first aid is sent to RECEPTION at the General Office or first aid assistance is summoned from the General Office. A list of qualified first aiders is held by the General Office. The following procedure is written from the perspective of an ill or injured student; the procedure will naturally be employed to serve all. The casualties have been divided into **SERIOUS** and **MINOR** cases; where uncertain treat as a serious casualty.

### 1. *Serious Casualty*

The casualty should not be moved unnecessarily. You should stay with the casualty and send a message to the GENERAL OFFICE/RECEPTION for help. Use internal telephone - dial 200 or 299 or send a messenger. In all cases commence with the phrase "SERIOUS CASUALTY in ...." Where possible give brief details of casualty. Instruct any messenger to report back to you.

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Casualties who become unconscious, if only for a few seconds, must have first aid help brought to them. A serious casualty must not be left in the care of other students, a member of staff must be in attendance.

## 2. **Minor Casualty**

Fortunately, your usual involvement with medical matters will be with students who suffer minor injuries or who think they are ill. Students should all be directed to **Student** Reception.

Most staff have access to first aid boxes which are to be used in an emergency only. Replenishment of these boxes should be reported to the General Office.

Certain students who vaguely claim to feel ill should stay in your lesson. Slight headaches may be dosed with fresh air.

However, all other minor casualties should seek medical advice from the General Office. These include: cuts and grazes with suspected glass particles or grit, severe headaches, faints, nausea, flu symptoms, suspected fractures, asthmatics, diabetics, students liable to **seizures**.

In science lessons, students will have been taught how to deal immediately with chemical spillage or burns. A casualty may need further medical attention.

Where required, a student should be sent to **Student** Reception with a green **Medical Referral Slip**. On some occasions, it will be of comfort to have the student accompanied. Where possible, please send a brief written message with the casualty.

A student who reports to the General Office and after examination does not seem to require further treatment may be returned to class. This may be a student who has been a minor casualty or may be a student who would like to have so occupied a place in the medical room. Should you wish to return the students to medical care, please send to **Student** Reception with another Referral Slip.

***Students returning to school on crutches should report to a Senior First Aider so that a risk assessment may be carried out.***

## 3. **First Aid Kits**

Should the kit be used to treat a very minor injury there is no need to make out an accident report. The kits are maintained by the Senior First Aider. Please do not add unauthorised materials.

## 4. **Reports**

All casualties who attend the school's medical room are entered in our report book. You may be asked by a member of the office staff to complete an accident report form. Your kind attention

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to a prompt and precise response is much appreciated with a description of the suspected injury, cause and disposal of the casualty. We may be required to register speedily these details with the Health and Safety Executive.

## 5. *Training*

It is the school's policy to encourage members of staff to become trained first aiders and to enjoy refresher courses. Arrangements for courses are announced when available.

## 6. *Administration of Medication in School*

6.1 The Board of Governors and staff wish to ensure that students with medication needs receive appropriate care and support at school. The Head Teacher will accept responsibility, in principle, for members of the school staff giving or supervising students taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

**Please note that parents should keep their children at home if acutely unwell or infectious.**

6.2 Parents are responsible for providing the School with comprehensive information regarding the student's condition and medication.

6.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

6.4 Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

6.5 Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

6.6 Where the student travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the student, including medication for administration during respite care.

6.7 Each item of medication must be delivered to the Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- . Student's Name
- . Name of medication
- . Dosage
- . Frequency of administration
- . Date of dispensing
- . Storage requirements (if important)
- . Expiry date

**The school will not accept items of medication in unlabelled containers.**

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6.8 Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated, all medication to be administered in school will be kept in a locked cabinet.

6.9 The school will keep records, which they will have available for parents.

6.10 If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

6.11 It is the responsibility of parents to notify the school in writing if the student's need for medication has ceased.

6.12 It is the parents' responsibility to collect all unused medication from the school at the end of the summer term. Any unused medication not collected will be destroyed by the school.

6.13 The school will not make changes to prescribed dosages on parental instructions.

6.14 It is the parents' responsibility for ensuring that the medication has not expired and there will be enough medicine supplied to the school for the child's needs.

6.15 For each student with long-term or complex **medical** needs [i.e. for Diabetes; Allergies requiring the use of an EpiPen etc.], the School will ensure that a **Health Care Plan** is drawn up, in conjunction with the appropriate health professionals. These plans should be reviewed on an annual basis.

6.16 Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

6.17 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

6.18 The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed.

6.19 All staff will be made aware of the procedures to be followed in the event of an emergency.

### ***Conclusion***

The Health and Safety Officer is pleased to discuss with members of staff their special concerns.