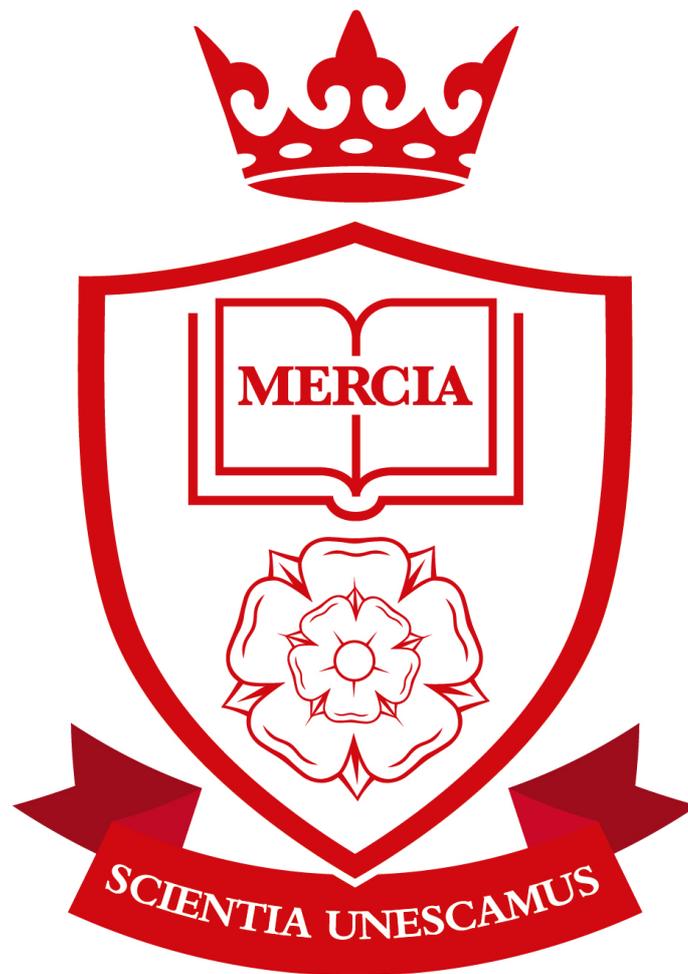


Mercia School

First Aid and Administering Medication Policy



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This policy has been approved by the Local Governing Body and has been signed by the Chair of Governors	
Approval date	July 2018
Date of Review	July 2019



Mercia School

First Aid and Administering Medication Policy

Contents: First Aid

Page number	Content
p.3	1. Statement of Intent 2. Legislation and Guidance
p.4	3. Introduction 4. First Aid Arrangements
p.5	5. Protocol in an Emergency 6. Chronic Conditions 7. Hygiene and Infection Control

Contents: Administering Medication

Page number	Content
p.6	1. Administering Medication in School Principles 2. Aims 3. Practice
p.7	3. Practice cont.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.



Mercia School

First Aid Policy

1. Statement of intent

The Headteacher, Senior Team and Governing Body of Mercia School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and Health and Safety at Work Act (1974) and acknowledge the importance of providing First Aid for employees, pupils and visitors within Mercia School. We accept and embrace this vital responsibility and pledge to keep all stakeholders healthy and safe, wherever we are qualified to do so.

2. Legislation and Guidance

The following legislation and guidance has been duly considered by the Senior Team, to ensure a high quality approach to the provision of First Aid in the school:

- **The Health and Safety at Work Act 1974**

This act requires the employer to conduct their work in such a way that their employees or others that may be affected, are not exposed to health and safety risks. Including the provision of suitable information to other people with reference to their workplace/premises, which might affect their health and safety etc.

- **The Management of Health and Safety at Work Regulations 1999**

These regulations require employers and self-employed persons to make an assessment of the risk to the health and safety of themselves, employees and others that might be affected in connection with their undertakings, to make appropriate arrangements for health and safety etc.

- **Health and Safety (First Aid) Regulations 1981**

These regulations require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

- **The Education (Independent Schools Standards) Regulations 2014**

Part 3 (paragraph 13) entitled 'Welfare, Health and Safety of Pupils' requires that the proprietor ensures that First Aid is administered in a timely and competent manner by the drawing up and effective implementation of a written First Aid policy.

- **Health and Safety Executive (HSE) – Guidelines on Regulation of the Health and Safety (First Aid) Regulations published 2013**

This guidance recommends a range of factors to be considered including the size of the school. The First Aid needs assessment should consider a range of factors related factors such as: the nature of the work and associated risks such as curricula and special educational needs and/or disabilities; history of accidents and illness; lone working; travelling; remoteness from main school site; absence of First Aiders; provision for non-employees such as visiting parents and volunteers; the number of First Aiders required and the type training considered most suitable.

- **First Aid in Schools 2014 and Health and Safety Advice on Legal Duties and Powers**

This legal advice outline specific additional guidance to which we adhere.



Mercia School

First Aid Policy

3. Introduction

All staff receive induction training to help them understand their roles and responsibilities induction training must include health and safety issues. 'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' according to *The Joint First Aid Manual (8th Edition)*. First Aid can save lives and prevent minor injuries becoming major ones. Mercia School takes this responsibility incredibly seriously and will ensure the safety of pupils, staff and visitors under our care. Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary, obtain medical assistance or refer the casualty to hospital as quickly as possible.

4. First Aid Arrangements

- The Headteacher will appoint a team of First Aid Coordinators. At Mercia School, this will be the Senior Team. The Lead First Aid Coordinator within this team will be the Deputy Headteacher.
- The Headteacher will ensure that all staff are aware of the First Aid policy and where to find it, as well as clearly displaying around the school the names of the First Aiders and where they can be found. To be clear, a First Aider will be available on all floors of the school building to ensure a prompt response.
- The Lead First Aid Coordinator will be responsible for reviewing at least annually the school's First Aid needs and ensuring there are enough trained staff to meet these needs.
- The Lead First Aid Coordinator will ensure that staff training is kept up to date and arrange for any further training where necessary.
- The Lead First Aid Coordinator will ensure that First Aid materials are inspected on a regular basis, not less than once per half term and stocked up. This will be completed in conjunction with the administration team.
- Teachers' conditions of employment do not include giving First Aid, although any member of staff may volunteer to undertake these tasks.
- First Aid may only be provided by staff with appropriate training, in the first instance these staff are the Headteacher, Deputy Headteacher and Assistant Headteacher.
- All teaching and administrative staff must be aware of any pupils with conditions that may lead to an emergency situation and what to do in these situations. A full list of pupils will be displayed in the school's main office.
- Children may not give any treatment to other children, under any circumstance.
- All staff must be aware of the location of First Aid kits – it is the responsibility of the Deputy Headteacher to ensure this happens and reminders are regularly published.
- A fully stocked first aid kit must be taken on school trips and be present for all school sports fixtures.
- Any inhalers and medication for specific children must also be taken where necessary – this must be checked by the Educational Visits Lead.
- When children are unwell they will be placed in a quiet area which is close to a toilet, drinking water and is easy to supervise. This will be the medical room, pupils will be checked upon by the student services admin member.
- At the direction of a First Aider (all are members of the the Senior Team), office staff may contact the pupil's parents to collect them early from school. This will be a last resort.
- All accidents and injuries must be recorded in the school's accident record book, kept in the school office.



Mercia School

First Aid Policy

5. Protocol in an Emergency

In emergency situations, where possible, the procedure identified on a child's Healthcare Plan will be followed. When this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a child needs hospital treatment as assessed by the First Aider the following procedures must take place:

- Stabilise the child
- Dial 999
- Contact parents
- Notify Headteacher

The most appropriate member of staff accompanies child to hospital with all relevant health documentation (Inc. tetanus and allergy status) and clear explanation of the incident if witness does not attend. A Senior Team member of staff should attend the hospital to speak to parents if deemed necessary.

6. Pupils with chronic conditions

It is vital that the school receives all information relating to a pupil's chronic condition. This information will be collected during parent meetings and data collection protocols before a pupil commences study at Mercia School. We will always keep this data highly confidential to ensure a pupil feels safe and secure in school and families feel assured that the school clearly understands the condition of the pupil.

The school's team of First Aiders will be fully notified of all pupils with a chronic condition. Equally, the teaching staff will receive the essential pieces of information that they need to know to support the pupil or to cope with the potential critical events that may occur. This will be co-ordinated by the school's Lead First Aider (The Deputy Headteacher)

The school must be kept aware of a chronic condition and fully acknowledges the need for information to be exchanged between the relevant health-care team, the school health staff and the teachers. The school will make absolutely clear to parents/carers the need to kept up-to-date on a pupil's condition through clear written communication.

7. Hygiene and Infection Control

All staff should be aware of normal precautions for avoiding infections and follow basic hygiene procedures (e.g. basic hand washing). The medical room has full access to protective disposable gloves and extra care is taken with spillages of blood and bodily fluids.



Mercia School

Administering Medication

1. Administering Medication in School Principles

The school welcomes pupils and staff with both long term and short term medical conditions and aims to ensure everyone at Mercia School achieves their potential. The school recognises at times parents will want the school to give medication to pupils in our care and a formal process is needed to ensure parents are clear about lines of responsibility.

2. Aims

- To provide high quality medical support to all pupils and staff.
- To have clear channels of communication regarding medical support in School.
- Ensure all records are kept up to date and conform to national guidelines.
- To ensure medication is administered to the right person at the right time.

3. Practice

- Parents should be made aware of this policy and the procedures for administering medication in school (including when on residential or visits).
- Medication brought into school should be handed over by the parent to reception staff and this must be clearly marked with dose/date and 's name.
- A parental consent form must be completed each time there is a request for medication to be administered by school staff detailing:

- ✓ pupil's name
- ✓ pupil's date of birth
- ✓ name and quantity of medication provided
- ✓ clear and concise dosage instructions
- ✓ reason for the request
- ✓ emergency contact names and telephone numbers
- ✓ parent signature
- ✓ signature of the Headteacher

- The relevant member of staff will consider the parents request and ensure the school has all the relevant information needed to ensure that the school can administer the medication to the safely.
- The school may request additional information before accepting the parental request.
- If the request is accepted by the school a copy of the signed request form should be given to the parent and then circulated to the relevant members of staff and a copy placed in the pupils file.
- Changes to instructions should only be accepted when received in writing.
- It is the parent's responsibility to provide the school with the medication required. The medication should be as dispensed, in the original container and must be clearly labelled with:

- ✓ name of pupil
- ✓ name of medication
- ✓ how much to give (i.e. dose)
- ✓ when it should be given
- ✓ length of treatment /stop date, where appropriate
- ✓ any other instructions



Mercia School

Administering Medication

- ✓ expiry date (where there is no expiry date the medication should have been dispensed within the last 6 months). The label “To be taken as directed” does not provide sufficient information.
 - ✓ Precise information must be supplied.
 - ✓ Liquid medicines should be accompanied by a 5ml medicine spoon or oral syringe.
 - ✓ If the medication and/or dosage needs to be changed or discontinued, the school must be informed in writing by the parent and a new request form completed.
 - ✓ It is the parent’s responsibility to make sure that medication is replenished when needed.
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- With the exception of emergency medication (e.g. Epipens), all medication will be kept in a lockable, non- portable, cupboard/fridge, located close to reception. All medication will be stored in clear re-sealable bags clearly labelled with the pupil’s full name, DOB, medication, dosage and expiry date of the medication. Epipens will be stored at reception in re-sealable boxes with the photograph on the lid.
 - Asthma inhalers are to be carried by pupils themselves and self-administer as and when required. A spare inhaler should be supplied by parent/carer and this will be kept in the medical cabinet. Parent/carers must complete the self-administer medication form. This must be replaced before their expiry date.
 - A member of the administration team will check the medication in the medical cabinet at monthly intervals, to ensure that the medication has not reached its expiry date. All expired medication will be returned to parents.
 - Medication administration will take place at reception area. All the necessary paperwork should be completed at the time of administering medication. Medication should only be administered to one pupil at a time.
 - Before administering medication the member of staff should check the written record and ensure:
 - ✓ that there is written consent from a parent;
 - ✓ that the medication name and strength and dose instructions match the details on the consent form;
 - ✓ that the name on the medication label is that of the pupil being given the medication;
 - ✓ that the medication to be given is in date;
 - ✓ that the pupil has not already been given the medication.
 - If there are any concerns about giving a medication to a pupil then the member of staff must not administer the medication but should check with the parent or a health professional, documenting any action taken.
 - - If a pupil refuses to take a medication they should not be forced to do so. Refusal should be documented. Parents should be informed as soon as possible on the same day if this situation occurs.