



**ST JOSEPH'S**  
**CATHOLIC PRIMARY**  
**SCHOOL**

**First Aid and Administration of  
Medicine Policy**

Version:	1
Date created/updated:	Updated – February 2024
Ratified by:	Local Governing Body
Date ratified:	February 2024
Date issued:	February 2024
Policy Review Date:	September 2024
Post Holder Responsible for Review:	Principal



**Commitment to Equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This First Aid and Administration of Medicine policy has been approved and adopted by St Joseph's Catholic Primary School in February 2024 and will be reviewed in September 2024.

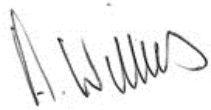
Signed by the Chair of the Local Governing Body for St Joseph's Catholic Primary School:

John Coyne



Signed by the Principal for St Joseph's Catholic Primary School:

Anthony Wilkes



In following the Gospel values of Jesus, we are called to love, to learn and to respect one another.

At St Joseph's Catholic Primary School, we are committed to the good health and well-being of our pupils. This document sets out our approach in two important areas:

### **First Aid**

This is the care given to minimise injury, future disability, to preserve life and aid recovery until professional care is available.

### **Administration of Medications**

This sets out how we will work with parents and carers to ensure planned medication is safely managed.

### **First Aid**

- First aid must only be administered by a qualified first aider.
- First Aid kits are located in every classroom, more extensive equipment is located in the First Aid cupboard in the entrance hall. Materials found in First Aid kits or in the First Aid cupboard are for the sole use of First Aiders.

This document takes into account the requirements of the statutory provision of First Aid.

### **Principles**

The Health and Safety (First Aid) Regulations 1981, require employers to provide trained persons, equipment etc., if they become ill or are injured at work or under the jurisdiction of the school, on or off the site.

First Aid is provided to:

- Preserve life
- Limit the effects of the condition
- Promote recovery

First Aid means the following:

- Cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment by a medical practitioner or nurse.

**Medical emergencies include loss of consciousness or serious physical injury. In these circumstances immediately call 999.**

**Normally staff should contact the school office who will inform SLT and call for an ambulance.**

**However, staff must use their professional judgement if they feel they need to call an ambulance direct.**

It should be noted that the treatment of minor illnesses by the administration of tablets or medications does not fall within the definition of First Aid.

## **Roles and Responsibilities**

### **The Principal will:**

- Ensure that the culture of the school supports the safety and well-being of the pupils.
- Ensure adequate qualified First Aiders are available
- Ensure policies and procedures are appropriate, clear and adhered to
- Ensure appropriate equipment and resources are available
- Ensure all reportable incidents are dealt with appropriately

### **The First Aider will:**

- Ensure they only carry out interventions appropriate to their training
- Ensure their training is up to date and refreshed in a timely manner
- Follow the agreed school policies and procedures

## **Managing Incidents**

Any incident must be reported to the school office with an indication of the seriousness of the situation.

The school office will contact the appropriate First Aider who will attend the scene as soon as possible.

## **Minor Incidents**

- The First Aider will assess the situation.
- The First Aider will decide on the best course of action.
- For minor incidents the First Aider will treat the injury and then make follow-up arrangements. This may include returning the child to class, arranging for some supervised time in the medical room and/or contacting home to discuss the next steps.
- It is the parent's responsibility to arrange collection of the child and any other further medical intervention if this is necessary.
- Any head injuries must result in a "bumped head" letter.
- For minor incidents the First Aider must ensure that the school office contacts home to explain what happened and the action taken.
- Following the incident, the First Aider must replenish the First Aid equipment and record details into the First Aid log kept in the school office. This is a statutory requirement.

## **Serious Incidents**

The First Aider or another member of staff on the scene may decide that an ambulance is required.

For urgent cases they should either call for an ambulance or ensure the Office does so. The Office should also inform a member of the SLT immediately.

If the situation is not urgent the School Office should contact SLT who will make the decision whether or not to call an ambulance in conjunction with the First Aider. This may involve contact with parents.

If the paramedics deem it necessary to take the child to hospital a member of staff **MUST** accompany them unless Parent Carer can do so. Usually a member of SLT will carry out this role or relieve the staff member at hospital as soon as possible.

A member of SLT will contact parents to explain what has happened and where the child is being taken to. The school will ensure a member of staff remains at the hospital until the parent arrives.

### **Follow Up**

The Principal will:

- ensure that any reportable accidents are dealt with appropriately arrange for investigation of accidents as appropriate
- review accident reports and take appropriate action to reduce the likelihood of re-occurrence.

### **Use of the 'Epi Pen'**

- The school must maintain up to date records of which pupils need and carry an Epi Pen. They must ensure it is in date.
- The school will arrange for the school nurse to meet with school, parents and the pupil to agree arrangements for the availability and use of the Epi Pen.
- The school must ensure staff are aware of the pupils involved and are trained to use the Epi Pen if necessary.

### **Statutory Requirements on Reporting Accidents**

- Under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 some accidents must be reported to HSE.
- The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include; the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to HSE if they injure either the school employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than 7 days (including weekends or public/bank holidays).

NB. over 3-day injuries must still be recorded as such in the accident log/book

An accident that happens to pupils or visitors must be reported to the HSE if:

- the person involved is killed or is taken from the site of the accident to hospital; and
- the accident arises out of or in connection with work.

As with fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within 10 days.

The school must keep a record of any First Aid treatment given by First Aiders. This should include:

- the date, time and place of the incident
- the name and class of the injured person
- details of the injury/illness and the First Aid given
- what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the First Aider or person dealing with the incident.

### **Monitoring and Review**

This policy will be reviewed on a regular basis to confirm that the arrangements are still appropriate. A review will also take place if there are any significant changes in the arrangements and also after any significant incident to ensure that the policy was sound in content.

### **References**

This policy is written in accordance with the DfE/Dept. for Education and Employment document “Guidance on First Aid for Schools”.

### **Administration of Medication**

This policy is written in accordance with the DfE/Dept. for Education document, “Supporting pupils at school with medical conditions”

This policy is relevant for tablets, medications, creams and sprays.

### **All medications (see No 6 for exceptions)**

1. All parents carers will be asked to complete the Medicine form
2. All prescribed medications must be brought to the school in the original container with the prescriber’s instructions for administration and dosage.
3. All medication must be handed in to the school Office with a Medicine Form.
4. Storage of medication
  - (i) All medication (see 6 for exceptions) will be secured in a locked cabinet/container in the medical room.
  - (ii) Medications requiring refrigeration should be kept in a secure, clearly labelled box in the fridge the medical.
5. Prescription medication will be administered by the Office Staff/First Aider Note\* Administration will always be witnessed and countersigned by an additional member of staff and recorded on the Daily Medicine Log.

## 6. Exceptions

(i) Pupils who have an inhaler for asthma will have it kept in an easily accessible place where ever the child is. The inhaler will be used under adult direction and must be clearly marked with the pupil's name

(ii) Pupils who have a signed Medicine Form authorising self- administration

7. The school will keep a daily log of all medications dispensed

8. School staff will be appropriately instructed on the administration of medication, as necessary.

9. Where appropriate the health professional will be consulted on admission of any pupil with a long-term condition i.e. allergies, diabetes, and haemophilia. In such cases a medical care plan will be developed as a result of a multi-agency meeting. All care plans will be signed by the school nurse, parent/carer and a member of the SLT before publication.

A summary of these plans will be published to all staff, they will emphasise the importance of knowing and following the instructions.

10. Where a pupil's medical or care needs are covered under the Equality Act 2010, staff will be informed of any reasonable adjustments necessary to the curriculum and its delivery, the school environment and equipment.

Consideration will be given to the potential impact of:

- time and effort
- inconvenience
- indignity or discomfort
- loss of opportunity
- diminished progress.

