

Cracoe & Rylstone VC CE Primary School

First Aid/Illness/Accident/Injury/Medicines at School Policy

(to be read alongside the Health & Safety Policy)

RATIONALE:

This policy is written as an extension of the School's Policy Statement for Health and Safety. Cracoe & Rylstone Primary School will undertake to ensure compliance with the relevant legislation with regard to provision of first aid to all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities, be ill or injured or require medication on School premises.

Aims/Objectives:

This policy will be achieved by:

- Ensuring there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises as identified in individual risk assessments (see Risk Assessments File in the School Office).
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid and that an accident book of legally required design is available in which to record first aid administered (Accidents file in office).
- Ensuring that the agreed recommended Local Authority procedure for storage and administration of medicines required by students in school is in place.
- Ensuring the above provisions are transparent and clear to all who may require them.

Responsibilities:

- The Headteacher will ensure that the First Aid Policy/this Policy and Procedures are reviewed regularly, at least annually, with our LA Health and Safety officer. She will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements using the relevant LA 'Hands Service' risk assessments
- All teaching and non-teaching staff will be given First Aid training, providing at least the recommended number of first aiders and levels of training certification on site according to national and LA requirements (see Health and Safety Policy and our list of current first aiders, with level of certificates gained)
- The Headteacher will ensure that First-Aiders are offered training to a competent standard, which includes refresher training, and ensure that this is budgeted for within the school CPD training budget
- The School's admin officer will ensure that suitable first aid equipment is provided throughout school and regularly checked and updated as required
- The admin officer will ensure that suitable first aid notices are displayed, which detail names of First Aiders, certificate/level of training received and contact information.
- First Aiders will ensure that all first aid treatments are recorded in the legally prescribed accident file in the office

- Confidential details of all pupils must be recorded and stored correctly as per data protection guidance.
- Teachers will ensure that the policy is followed and that first aid arrangements are catered for during activities such as project work in the school grounds, use of the Village Hall, play times and field trips.
- The Headteacher will be the lead person to notify the relevant organisations of any serious accident or injury to, or serious illness of, or the death of, any child whilst in our care, staff member or adult on our premises and act upon any advice given.
- Clearly labelled First aid boxes will be available at all times with the appropriate content to meet the needs of children and staff.
- Records of First Aid training assessments will be held centrally in the school office.
- First aid course bookings will be processed by the School's Administrative Officer.

MEDICAL NEEDS & MEDICINES IN SCHOOL

Procedures (written in accordance with LA 'Hands Service' advice):

- Parents will be asked to complete an information form annually detailing any child's medical needs which school should be aware of. The Headteacher must ensure that all staff are aware of these specific needs (via the 'pupils with medical needs' record).
- If a child requires medication for an illness at school, we request that parents complete a medicine form (available via the school office) which details requirements, and if possible, come in to school to administer it themselves, by prior arrangement. Medicines should be provided to school only in the required dosage amount and clearly labelled. These will be stored centrally in the school office (top shelf of first aid cupboard). If parents agree to staff administering the medicine on their behalf, 2 staff must be present and a signed record kept of times and dosage given.
- Medication for children with long-term conditions (such as asthma or diabetes) needs to be available in school and also requires completion of a medicine form by parents. Parents must also check that the medicines kept in school are clearly labelled and up-to-date and must replace them as necessary. For most pupils, medicines such as inhalers are stored centrally in either the office or classroom, where they are also readily accessible if required. Staff must ensure that all medication required is taken with pupils when working off site, on study visits etc; risk assessments and the regularly updated 'pupils with medical needs' record support this process.
- Staff should also make the Headteacher aware of any medical needs which may be relevant to their work in school, including requirements for any medication. These should be stored securely away from the reach of children. The LA medical form will be completed by all new staff before appointment.