



FIRST AID AND ADMINISTRATIONS OF MEDICINES POLICY

Date Ratified by Board of Governors: 11/9/23

Date of Review: 11/9/25

FIRST AID POLICY

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Purpose

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

Guidelines

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

This policy is annually reviewed and updated.

Conclusion

The administration and organisation of first aid provision is taken very seriously at St. John's English Primary School.

FIRST AID POLICY GUIDELINES

First aid in school

Miss McGeown and Mr Morgan are our school's trained First Aiders.

Roles and responsibilities

The main duties of a First Aider in school are:

- To complete a training course approved by Education Authority, as required.
- Miss McGeown renewed her certificate 15th November 2022. This will be valid for 3 years.
- Mr Morgan received his certificate 12th November 2021. This will be valid for 3 years.

Arrangements for First Aid

In school

The school has two first aid medical cabinets, which can be found under the sink in the staff room and in the bottom drawer of the unit in the dining room. The contents of the kits and the expiry dates are checked by Miss McGeown on a regular basis.

Off Site Activities

The school has one travelling first aid container used for off site visits which is also kept under the sink in the staff room.

Accident and Injury Reporting

All First Aid incidents should be recorded in the first aid record book. Wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home.

Where a child has a serious injury or injury to the head, the staff member should inform the Principal who will decide whether parents should be contacted immediately.

All serious injuries should be reported to the Principal or in his absence Miss McGeown and should be recorded in the accident book. This is kept in the principal's office.

Where a pupil has been involved in a serious accident the incident will be reported to Education Authority.

Calling the emergency services

In the case of major accidents, it is the decision Mr Morgan / Miss McGeown if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must:

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious

5. The location of the school:

- 57 Eglis Road, Portadown, Craigavon, County Armagh BT62 1NL

In the event of the emergency services being called, a member of the Admin staff or another member of staff, should wait by the school gate and guide the emergency vehicle.

If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and staff are clearly located in the school office.

ADMINISTRATING MEDICINE POLICY

Rationale

This policy has been written to meet the medical needs of children under the terms set out in "Supporting Pupils with Medication Needs" (Department of Education & Department of Health & Social Services, and Public Safety, 2008).

The Board of Governors and staff of St. John's Primary School wish to ensure that children with medication needs receive appropriate care and support at school. There is no legal duty that requires school staff to administer medication, however, the principal will accept responsibility in principle for members of school supervising children self-administering, during the school day where those members of staff have volunteered to do so.

Principles

Parents/guardians should keep their children at home if acutely unwell or infectious.

Administration of medication is the responsibility of parents/guardians and any help given by school is on a voluntary basis.

Only essential medication with a dosage that cannot be taken outside school hours should be sent to school. These are likely to fall within three areas:

- Short-term or acute, such as a chest infection
- Long-term such as asthma or ADHD
- Medical emergency which is unexpected or related to some known condition

Parents/guardians are responsible for providing the principal with comprehensive information regarding the child's condition and treatment, for providing any medication required and for its safe removal at the end of term and/or treatment and/or shelf-life.

School does not keep a stock of painkillers, nor will it diagnose, prescribe and administer painkillers to children who become unwell.

Prescribed medication cannot be accepted by school without specific written and signed instructions from the parent/guardian.

Neither aspirin nor ibuprofen should be sent to school.

Staff cannot administer a non-prescribed medicine (e.g. Calpol) to a child. School staff cannot force children to take medication.

The school cannot accept items of medication in unlabelled containers.

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

Medication plans will normally be drawn up by a health professional and all relevant parties briefed i.e. child, parents/guardians, teacher, classroom assistant, principal.

Members of staff will exercise appropriate confidentiality and sensitivity. It is important that a school does not disclose details of a child's condition to other pupils without the consent of the parent and the child him/herself, if appropriate. When consent is given the situation should be handled as sensitively as possible.

Members of staff are indemnified:

“If a member of staff administers medication to a pupil, or undertakes a medical procedure to support a pupil and, as a result, expenses, liability, loss, claim or proceedings arise, the employer will indemnify the member of staff provided all of the following conditions apply:

- a. The member of staff is a direct employee.
- b. The medication/procedure is administered by the member of staff in the course of, or ancillary to, their employment.
- c. The member of staff follows:
 - the procedures set out in this guidance
 - the school's policy
 - the procedures outlined in the individual pupil's Medication Plan, or written permission from parents and directions received through training in the appropriate procedures
- d. Except as set out in the Note below, the expenses, liability, loss, claim or proceedings are not directly or indirectly caused by and do not arise from fraud, dishonesty or a criminal offence committed by the member of staff.

Note: Condition d. does not apply in the case of a criminal offence under Health and Safety legislation.” (DENI & HSSPS, 2008, p.2-3)

Procedures

A parent/guardian seeking support with a child's medication in school should speak to the principal and provide signed permission, details and instructions. The principal will then ask a willing and appropriate member of staff to take responsibility for administering the correct dosage at the correct time, for monitoring any response, for recording the details and for the addition of signatures by an adult witness and self.

Medication in School

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

Each item of medication must be delivered by the parent/guardian to the principal or other willing member of staff, in the original secure container and labelled as dispensed.

Information should include:

- Child's name
- Name of medication

- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

Medication will be kept in a secure place, out of the reach of children. Unless otherwise indicated, all medication to be administered in school will be kept in a cabinet in the principal's office.

With some forms of medication, such as "EpiPens", it may be appropriate to keep one lot of medication in a secure place in the child's classroom and a second lot in the principal's office.

Copies of medication plans, and related forms will be taken on educational visits as appropriate.

The school will keep records, which they will make available for parents/guardians upon request.

Administration

Where it is appropriate to do so, children will be encouraged to administer their own medication (e.g. asthma inhaler), under staff supervision if necessary. Parents/guardians will be asked to confirm in writing if they wish their child to carry such medication and to self-administer.

Staff will give due attention to hygiene, washing hands and wearing gloves as appropriate. Children whose parents/guardians wish them to administer their own medication will be encouraged to do so.

The school will not make changes to prescribed dosages on instructions from parents/guardians.

If a child refuses to take medicines, staff will not force them to do so, but will inform the parents/guardians 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.

Where training is required, members of staff who volunteer to assist in the administration of particular medication will receive any necessary training/guidance through arrangements made with the School Health Service.

For each child with long-term or complex medication needs, the principal will ensure that an individual care plan is drawn up in conjunction with the appropriate health professionals.

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

The Role of Parents and Guardians

Medication is the responsibility of parents/guardians. They should renew the medication when supplies are running low and ensure that the medication supplied is within its expiry date. Parents/guardians should also notify the school in writing if the child's need for medication has ceased.

The disposal of medicines is the responsibility of parents/guardians. Medicines, which are in use and in date, should be collected at the end of each term. Date-expired medicines or those no longer required for treatment should be collected for transfer to a community pharmacist for safe disposal.

Monitoring and Review

The Principal and Board of Governors (in consultation with staff) will monitor this policy and its effectiveness regularly and it will be reviewed and revised as necessary.