



CHARD SCHOOL

(Including EARLY YEARS FOUNDATION STAGE)

FIRST AID & MEDICINES POLICY

Background

Most pupils will at some time have a medical condition that may affect their participation in school activities; often this will be short term. Other pupils however have medical conditions that, if not properly managed, could limit their access to what the school has to offer. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with agreed support from the school, can take part in most school activities. School staff may need to take extra care in supervising some activities in order to ensure that pupils are not put at risk.

Parents have the prime responsibility for their children's health and have a duty to provide schools with information about medical conditions. There is no legal duty which requires staff to administer medication; this is a voluntary role. Equally, however, there is no legal bar on staff administering medicine, and many staff are happy to do so. Staff need to be made aware of this; and also of the fact that in the event of legal action over an allegation of negligence it will invariably be the school rather than the staff member that will be held responsible.

Staff generally are expected to use their best endeavours at all times, especially in emergencies. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Overall Statement of Policy

The school collects basic medical information for all children at the start of their time in the school. It is a condition of their attendance at the school that such information is supplied on the school's approved form. Where a pupil is agreed as having medical needs, the Head will agree with parents exactly the support the school will provide. For other pupils having short term medical conditions, the school will administer drugs as per the written permission granted by parents.

For conditions lasting longer than one term, a child will be regarded as having medical needs. Drugs may be administered by any member of staff who agrees to do so.

Accidents

First Aid Boxes

There is a first aid box accessible at all times with appropriate content for use with children. First aid boxes will only contain items permitted by the Health * Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages, and eye pads. No other medical items such as Paracetamol will be kept in the first aid box.

A written record is kept of accidents or injuries and the first aid treatment provided.

- The person responsible for reporting accidents is the member of staff who witnesses the incident.
- It must be recorded in the Accident Book and reported to the class teacher and, where appropriate, to the Head or Deputy. This should be done as soon as the accident is dealt with, while the details are still clearly remembered;

- Parents are always notified by telephone in the event of a head injury and would be contacted as soon as possible by phone for all serious accidents.
- Small day-to-day injuries are notified to parents at the end of the school day by the form teacher.

Serious accidents or incidents

In line with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the Head will report any serious accidents that have arisen because of poor organization or supervision arrangements, the equipment or the condition of the premises, to the Health & Safety Executive.

We are required to notify **Ofsted** of any serious accident, illness or injury to, or death of, any child whilst in our care, and of the reaction taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the accident or injury to, or the death of, any child whilst in our care, and must act on any advice from these agencies.

Illness

If a child is taken ill whilst at school they are escorted to the school office and the school secretary telephones home so they can be collected. If a wait is necessary then the child can either sit and cuddle the First Aid teddy (if appropriate) in the office or, if they need to lie down whilst awaiting collection, they can use the bed and blanket in the medical room where they can be supervised by the school secretary until they are collected. The medical room has both hot and cold running water and there is a loo with hot and cold running water nearby.

Qualified First Aiders

Chard School has two qualified First-Aiders, who are in overall charge of first aid provision and training.

Currently these are Ann Taswell and Amanda Downing.

All EYFS class teachers have received training in Paediatric First Aid. All full-time academic staff undertake a one-day emergency first aid training qualification which is renewed every three years.

Medication Policy

When dealing with medication of any kind, staff are required to follow strict guidelines.

Any medication brought into the School must be in the original container showing the child's name, dosage and name of the doctor. Medicines must be brought to the school office, not given to the child or to the teacher, and parents must complete a form authorizing the medicine to be administered. Staff will not administer medication to EYFS children unless written consent is given.

Our staff take on the additional responsibility of administering medicine on a good will basis and will do their best to ensure medicine is given when a parent / carer has requested. However, there may be instances where events beyond our control mean this is not possible. If a parent/carer wants a guarantee that the medicine will be administered at an exact time then the parent / carer must come in and administer the medicine themselves.

Training will be provided for staff where administration of medicine requires of technical knowledge.

Prescribed medication

- Prescribed medicine can only be given to the person named on the prescription label for the dosage stated;

- The parent / carer of any child requiring prescribed medication must allow a senior member of staff to have sight of the prescription label. The staff member must note the details of the administration on the Medication request Slip;
- The parent / carer must sign and date to confirm the agreed dosage;
- Staff will confirm the dose and time given on this form with a second supporting signature and this form will be given to the parent at the end of the course of medication;
- At the time of administering the medicine a member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form;
- If the child refuses to take the appropriate medication then a note must be made on the form. A child will not be forced to take any medication;
- Where medication is “essential” or may have any side effects, discussion with the parent must take place to establish the appropriate response to the child refusing the medicine;
- Wherever possible we will ask parents to request that GPs prescribe the least number of doses per day, i.e 3 x daily, rather than 4 x daily.

Non-Prescribed medication

- If a child needs liquid paracetamol or similar during the school day, such medication will be treated as prescribed medication i.e. only given with express permission and using the Medication Request Slip.
- For any non-prescribed cream for skin conditions e.g. Sudocrem, written permission must also be obtained from the parent/carer;
- If any child is brought to school in a condition in which he/she may require medication, sometime during the day, we will decide if the child is fit to be left at the School. If the child is staying, the parent/carer must be asked if any kind of medication has already been given, at what time and in what dosage.

Storage of Medicines

All medication for children must have the child’s name clearly written on the container. Medicines for EYFS pupils and those pupils in Horner (Y1) is kept in the cabinet between the two classrooms which is kept locked at all times, other than when medicines are being issued or received. The key is kept safe and out of reach of pupils. Medicine for all other pupils is kept in the office or, if it requires refrigeration, in a refrigerator which is out of bounds to pupils.

Any staff medication is kept under lock and key, either in a drawer or a locker.

Any antibiotics or other medication requiring refrigeration will be kept in an area inaccessible to children.

SEG

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