

# **ST BERNARD'S PRIMARY SCHOOL**

## **First Aid Policy**

**(Including Administration of Medicines)**



**St Bernard's Primary School**  
**Approved by Governors: 25.5.21**  
**Review date: Summer 2023**

# **ST BERNARD'S PRIMARY SCHOOL**

## **First Aid Policy**

### **(Including Administration of Medicines)**

The health and safety of all children at St Bernard's Primary School is of the highest importance to all staff. This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions.

The school has 8 fully qualified first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. They are:-

- Mrs Lucia Greer (Nursery) Paediatric first aid (QCF)
- Miss Thomas (Nursery) Paediatric first aid (QCF)
- Miss Dixon (Nursery) Paediatric first aid (QCF)
- Georgie Witherspoon (Reception) Paediatric first aid (QCF)
- Miss Hutchinson (T3) Emergency first aid at work (QCF)
- Miss Yeoman (T4) -Main Level 3 Paediatric first aid (QCF)
- Mr Day (T6) Emergency first aid at work (QCF)
- Miss Tudor (T6) Emergency first aid at work (QCF)

All members of staff will administer to small cuts and bruises that are the normal occurrence in a school day.

First aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re qualify as a first aider and annually in emergency first aid.

First Aid equipment is kept in the first aid drawers in Nursery, reception, KS1 area and KS2 sink area. Cuts are cleaned using, where appropriate running water and/ or alcohol wipes and if needed, plasters are available. Gloves are worn by staff when dealing with blood and these are located next to the plasters and wipes. Ice packs are kept in the fridge in staffroom and can be used to reduce the swelling for bumps and suspected strains and sprains- a cold compress will be used for head injuries. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.

#### **Dealing with bodily fluids – blood etc**

##### **Aims:**

- To administer first aid, cleaning, etc, for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area.
- Always use disposable gloves and apron (located in the First Aid Box) NEVER touch body fluids with your bare hands
- Use bucket and mop (Kept in disabled toilet in KS2)
- Double bag all materials used including mop head and dispose of in outside dustbin.
- Use blue mop bucket from caretakers room with diluted bleach in ration 1:10 (containers for which can be located in caretakers room) to wipe down area afterwards.
- Blood loss – if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

##### **Off-Site Visits**

It is the responsibility of the teacher in charge to take a first aid box with them on the visit.

Small first aid packs are available in all classrooms and in bags used by the midday assistants or TAs. All teachers taking children out of school for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children.

The first aid equipment is regularly checked and managed by Liz Yeoman.

All accidents are recorded on a minor accident form and these are stored in the First Aid trays at reception. Any head bumps are recorded and parents are informed by 'head bump' letter and by word of mouth to parents. In the event of serious injury or concerns, first aiders must complete an accident/ incident report form, sending a copy to the Local Authority and directing the child/ adult to see a doctor or visit an accident and emergency department to seek further advice.

Medical information about a child is gathered through the data collection sheets, which are issued annually, as well as through information provided by parent or carer. All important medical information is provided for class teachers and kept in classrooms and in the medical administration file. Records about those children with particular medical conditions or allergies are kept on the notice board in the admin office and staff room.

All emergency phone numbers are kept in the contact file in the office.

Medical information is located in a locked cabinet in the office. All relevant information regarding medical conditions are passed on to the relevant teacher within the register, also the first aiders are aware of these. There is a brief detailed form within the first aid cupboard in the staff room with regard to allergies. Further information is provided for all staff in the staff handbook. Each new child that starts within the school supply information regarding health issues, there are passed on to all relevant members of staff.

Food allergies are listed in each relevant child's register so that the teacher is aware. The school cook is notified of all children with food allergies. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.

St Bernard's Primary School will not discriminate against pupils with medical needs

In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals. They will include the following:-

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play

### **Administration of medicines**

Ideally it is preferable that parents, or their nominee, administer medicines to their children, this could be affected by the young person going home during a suitable break or the parent visiting the school. However this may not be appropriate. In such cases a request must be made for medicine to be administered to the young person at school using the appropriate form. **(Appendix 1)**. This must contain clear instructions regarding dosage. These are kept in the red folder in the admin area.

Each request for medicine to be administered to a young person in school will be considered on its merits.

### **Medicines**

Medicines that have been prescribed by a doctor, dentist or nurse prescriber should always be provided in the

original container as dispensed by a pharmacist and include the prescribers instructions for administration. **We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions.**

Ideally if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, parents could be encouraged to ask their prescriber about this.

In some instances we will administer medicines that have been bought over the counter such as Piriton and Calpol however staff will **never** give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents. **A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

Medicines brought into school are kept in a fridge in the kitchen or the lockable first aid cupboard in the staffroom. They are stored strictly in accordance with the product instructions and in the original container in which dispensed. Staff ensure that the supplied container is clearly labeled with the name of the young person, name and dosage of the medicine and the frequency of administration.

All Medicines, including controlled drugs, will be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines they should be taken to a local pharmacy for safe disposal.

### **Educational Visits**

Prior to any residential visit taking place medical forms will be completed by the parents/carer of all pupils. This will allow the school to consider what reasonable adjustments may need to be made to enable young people with medical needs to participate fully and safely on visits. Arrangements for taking any necessary medicines will need to be taken into consideration. Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of pupils in their care. .

Copies of medical forms will be taken on the visit and relevant information also stored in school.

If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant.

Prior to the residential medication should be handed to the first aider by parents/ carers. Following the visit, the first aider will hand back any medication to the child's parent. ( Medication should not be handed back to the child).

### **Diabetes**

Children at school with diabetes have their needs and routines set out in their health care plan displayed in the staff room. Class teachers and key workers are to pay close attention to physical symptoms and to monitor food intake throughout the day. Blood sugar checks are made at regular intervals and administration of insulin is varied accordingly. Any concerns are to be acted upon immediately and parents contacted. Regular training for all staff directly involved with diabetic children is maintained with the diabetic nurse- Helen Griffiths. Any supply teachers taking classes with diabetic children are to be informed and introduced to key workers who will monitor blood sugar levels and insulin delivery.

### **Asthma**

Parents of asthmatic children are asked to complete a request for medication form and to ensure that their child is equipped with a labelled inhaler. Inhalers are stored in the classrooms and the child has access to them at all times. Inhalers must be taken to each PE lesson by the child requiring this medication

A list of children in school with asthma is kept on the notice board in the staff room by the photocopier and is updated regularly. We encourage children with asthma to participate in all aspects of the curriculum including PE. The school does all that it can to ensure that the environment is favourable to pupils with asthma.

Date of approval 25.5.21  
Date for Review Summer 2023

Signed J Le Feuvre Head of School

Signed B Letissier Chair of Governors

Appendix 1

## ST BERNARD'S PRIMARY SCHOOL

Dear Parents

[The Administration of Medicine within school](#)

It is important for the safety of our children that school has a safe, clear, smooth-running system of administering medicines to children during the school day.

The policy document has recently been updated and the new procedure is outlined below.

There are two main sets of circumstances when parents require medication to be administered to children in school:

- cases of chronic illness or long-term complaints such as asthma or diabetes;
- cases where children are recovering from a short-term illness but are fit enough to come to school although require the completion of a course of medication, e.g. antibiotics

Where possible, it is preferable that parents (or an adult nominated by the parent) administers' medication to their children. However, there are times when this might not be practicable. In these cases a written request must be made for medicine to be administered to your child in school. Each request will be considered on its merits. No organization can insist that staff members administer medicine, however, our staff have agreed to administer medication in line with Cheshire County Council Health and Safety guidelines and procedures outlined below:

It is the parent's responsibility:

- to ensure the appropriate form 'request for school to give medication' (available from the school office) to be completed;
- to hand the completed form to reception for approval;
- once approved, to hand the medication to the above, clearly labelled with the owner's name, contents, and dosage, in the smallest practicable amount. No medicine can be accepted from a child;
- to collect the medication at the end of the day and to ensure that it is returned each day for the agreed period of administration.

The purpose and clarity of these procedures is important in ensuring the safety of all the children.

For your information we have included a copy of the 'Request for School to give Medication' form on the reverse of this letter.

Thank you for your support.

Yours sincerely

Mr Moor

**St Bernard's Primary School**

**REQUEST FOR THE SCHOOL TO GIVE MEDICATION**

Dear Headteacher,

I request that .....be given the following medicine(s) while at school:

Date of birth ..... Group/class/form .....

Medical condition or illness .....

Name/type of Medicine .....  
(as described on container)

Expiry date..... Duration of course.....

Dosage and method ..... Time(s) to be given.....

Other instructions .....

Self administration  No

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP .....

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

Signed .....Print Name .....  
(Parent/Guardian)

Daytime telephone number .....

Address .....

.....

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Governors and Headteacher reserve the right to withdraw this service.

