

St Colman's Primary School



First Aid & Administration of Medicines Policy

Policy Reviewed on:

May 2024

Ratified by Governors:

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Signatures:



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Policy Statement

This policy has been created under the guidance of DENI Circular 2017/04-
“Safeguarding and Child Protection in Schools- A Guide for Schools”. (Updated
Sept 2024)

The Principal and Board of Governors of St. Colman’s P.S. Lambeg accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The staff of St. Colman’s P.S. Lambeg recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the EA procedure for reporting accidents.

Signed _____

(Principal)

Date _____

Signed _____

(Chairperson of Board of Governors)

Date _____



Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition).

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition by calling for immediate emergency medical assistance via 999 or refer the casualty to hospital as quickly as possible.

STATEMENT OF FIRST AID PROVISION

The school's arrangements for providing First Aid will: -

Place a duty on the Principal and Board of Governors to approve, implement and review the First Aid policy.

Place individual duties on all employees

And to:

- Report and record accidents using the relevant online form to the EA.
- Record electronically all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment.
- Plan with EA/training providers to provide First Aid training to employees (Safe2Care is our current provider)
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the First Aid requirements of the school and review on a regular basis.



- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g., specialised training for children with particular medical needs).
- Notify parent/guardian that first aid treatment was given to the child.

ARRANGEMENTS FOR FIRST AID

The school will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School is in the **main school office**.

A STANDARD FIRST AID KIT WILL CONTAIN THE FOLLOWING ITEMS:

	Leaflet giving general advice on First Aid
20	individually wrapped sterile adhesive dressings assorted sizes
4	triangular bandages
2	sterile eye pads
6	safety pins
6	medium wound dressings
2	large wound dressings
3	extra-large wound dressings
1	pair of disposable gloves

The contents of the kits will be checked on a regular basis by **Mr. Baine**

The main School First Aider is Mr. Baine.

RENEWAL OF FIRST AID CERTIFICATES

A group of staff completed their course in November 2023 – more staff will complete their training (including refresher training) in September 2024. The school will continue to follow this annual policy.



INFORMATION ON FIRST AID ARRANGEMENTS

The principal will inform all employees at the school of the following:

- The arrangements for recording and reporting of accidents.
- The arrangements for First Aid.
- Those employees who are qualified First Aiders.
- The location of the First Aid Kit.

In addition, the principal will ensure that signs are displayed throughout each zone and in the PE, hall providing the following information: -

- The names of employees who have completed First Aid training.
- Location of the First Aid Box.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

ACCIDENTS INVOLVING BUMPS TO A PUPIL'S HEAD

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

In minor bumps an ice pack will be applied in the first instance.

Staff are aware that emergency services are to be immediately called via 999 in the event of a head trauma emergency.

SCHOOL POLICY IS TO INFORM PARENTS OF ALL HEAD BUMPS IN ALL INSTANCES.

Parents are advised to bring child home to be monitored under close supervision or to receive appropriate medical care.



A running log of accidents and injuries is maintained by office staff. It is monitored by the principal to identify “risk” areas and times. This log is electronic and is submitted to the EANI.

TRANSPORT TO HOSPITAL OR HOME

The Principal/Senior Member of staff will determine the appropriate action to be taken in each case of injury. Where the injury requires urgent medical attention, an ambulance will be called, and the pupil’s parent or guardian will be immediately notified.

If hospital treatment is required, then the pupil’s parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts, then the principal may decide to transport the pupil to the hospital.

Where the Principal plans for transporting a child then the following points will be adhered to: -

- Only staff cars insured to cover such transportation will be used- Principal’s car is the ideal choice.
- No individual member of staff will be alone with the pupil in a vehicle.
- A second member of staff will be present to provide supervision of the injured pupil.



Administration of Medicines

Where children need to receive medicine in school (because it would be detrimental to their health if the medicine was not administered during the school day) the following policy applies.

Rationale for Medicine Usage/administration in School

Legally, schools are not compelled to administer medication to children or to supervise a child taking it because of the risks involved and possible legal consequences. However, the Board of Governors and staff of St Colman's Primary School wish to ensure that pupils with medical needs receive appropriate care and support at school.

Medicines should only be brought into school where it would be detrimental to a child's health if the medicine were not administered during the school day.

To help maintain good attendance we will (wherever possible) assist children and parents by administering medicines in school time. This is particularly important for those children in school who have long term medical issues and require consistent and regular administration of medicine.

However, the following conditions **must** be observed.

-For children with long term medical needs a Medical Care Plan will be created annually and kept for ease of access in school (Care Plan will outline emergency treatment procedures)

-For children with long term medical needs School should receive a Medical Care Plan or have contact with medical professionals regarding the child's needs (School **reserves** the right to discuss our children's medical needs with the designated School Nurse)

-Parents **must** ensure that all medicines to be administered in school are clearly marked with the name of the child. The medicines must also be within date and replenished when out of date.

-The dosage and the times of administration of the medicines **must** be clearly given.



-Important point of note: The Prescription recommended by the health professionals **will be** the **only** dosage administered by the school. (Often this is recorded on the medication, for example on an Asthma inhaler, ADHD medication). School cannot deviate from this guidance. School reserves the right to contact the school nurse for guidance when required.

****If** parents insist that dosage deviates from the recommended amount suggested by medical professionals as per the label the school will respectfully refuse to administer the medication but will facilitate a time and area for the parent to administer the medication directly.

Parents (not children) **must** hand the medication directly to the office staff or Principal/Vice-Principal/Office Manager/Teacher.

Parents **must** give consent giving permission for the medicine to be administered in school. Parents can speak directly with the child's teacher to communicate times of administration, dosage etc.



AIM OF THIS POLICY

To clarify the school's/parent's responsibility in relation to medicines at school.

To safeguard against accidents arising from the transport, storage and administration of medicines.

To remind parents that it is their responsibility to ensure correct administration of medicines.

To avoid the necessary exclusion of any child who is fit for school but who is completing a course of treatment.

To help those children with longer term medical requirements to take appropriate medicines so they can take as full a part as possible in all school activities.

To safeguard our staff in the exercising of their duties.

OUR POLICY INTO PRACTICE SHORT TERM ILLNESS – PARENT RESPONSIBILITY

When children are unwell or have an infectious illness, they should **not** attend school. Advice from The PHA should always be followed.

Whenever possible, children who have recovered, but are completing a course of treatment should return to school.

Every effort should be made for medicines to be administered at home, not school. Parents should always ask the prescriber to, where clinically appropriate to prescribe medicines in dose frequencies which enable it to be taken outside school hours.

e.g., a course of antibiotics which is taken three times a day can usually be given to the child:

- before leaving school in the morning.
- immediately upon returning home in the afternoon.



- before going to bed at night.

If it is essential for a child to receive medication during the school day, the parent should bring the appropriate medicine to school and give consent. **School is to be given the advice recommended by the Health Professionals involved with the child. This will be the only dosage administered.**

The details on the request should include:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if required)
- Expiry date

If the school agrees to administer medication, then the medicine should be brought to the Principal/ Vice Principal, teacher or Office Manager in the school where it will be safely stored. The Principal, Vice-Principal, teacher, 1:1 Classroom Assistant or Office Manager will administer medication to children. Medicines **must** be provided in the original container as dispensed by a pharmacist and include the **prescriber's** instructions for administration. Only prescribed dosages will be administered.

Large volumes of medicine will not be stored. When a child needs two or more prescribed medicines, each should be in a separate container. Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held.

Any child who requires EpiPen treatment in the event of an emergency must have spare EpiPens sent by parents to school for retention. Parents are responsible for providing school with in-date medication.

If children refuse to take medicines, staff will not force them to do so and will inform the parents of the refusal, as a matter of urgency, on the same day. If



refusal to take medicines result in an emergency, the school's emergency procedures will be followed.

When on school visits the same procedures must be followed. If it is necessary for a child to receive medicine, then the **Class Teacher/Classroom Assistant** will be responsible for making sure the medicine is administered and this procedure will be identified on the Risk Assessment/Medical Care Plan document. Staff supervising visits should always be aware of any medical needs, and relevant emergency procedures.

A copy of Health/Medical Care plans and medical boxes should be taken on visits in the event of information/support being needed in an emergency.

A portable defibrillator should be brought on those school trips that involve the children being outside of the greater Lisburn/Belfast locality.

Children are not allowed to carry their own medicines.

LONG TERM MEDICAL NEEDS – PARENTS RESPONSIBILITY (INCLUDING THE ABOVE)

Parents should always ensure that the school has sufficient information about the medical condition of any child with long term medical needs.

i.e., Epilepsy, Asthma, Allergic reactions (EpiPens), Diabetes, ADHD

There should be a written Health Care Plan involving the school, parents and relevant professionals. Health/Medical Care Plans are stored in the classroom along with their relevant medication e.g., Epi-pen. Each child will be assigned a medical box with all their requirements.

Diabetic -Insulin Pens, Needles, Extra strips are contained in the child's medical boxes in the classrooms.

EpiPens- 1 stored in the child's medical box in the classroom. Box to include additional Piritin as recommended by medical professionals.



Asthma- children are permitted to bring in inhalers clearly labelled which are stored in classrooms. Advised recommended dosage by medical professionals must be included.

Our Medical Register is updated and available via SIMS and at the beginning of the school year, each class teacher is given a copy of the children in their class who have medical needs.

Designated Staff have been trained to support children with Diabetes, EPI pens, first aid training and 'Defib' training.

Children who have long term medical needs are photographed at the beginning of the academic year. Their medical needs are highlighted, and quick reference photographs are placed in required classrooms, staff room, school office and also with kitchen staff. **It is important that everyone knows who these children are and who needs to be contacted in the event of an emergency.**

Sickness in School

Procedures for Sick Children If a child becomes ill in school the following procedures will be followed:

If a child informs a member of staff that they feel unwell the member of staff will monitor the child and rule out any common reasons by ensuring that they have been to the toilet, that they are hydrated and that they are warm/cool enough. The member of staff will check that there is nothing worrying the child. Staff will also check that there is no known condition on medical lists for this child. Following initial checks, the member of staff will then decide whether symptoms may require a call home. If this is the case, they will contact the office and a call will be made home. Parents should have given school up to date contact info.

If symptoms suggest that the child does not require a call home, then the teacher will continue to monitor in class or request that they are monitored (as they feel sick) by office staff in the foyer area. The child will be monitored and should the symptoms worsen a call home will be made. If in any doubt a call



will be made to parents to discuss the pupil. If the child improves and or feels better, they will return to class.

If a child has sickness or diarrhoea in school, they will be sent home immediately; children should not return to school for 48 hours after their last case of sickness/diarrhoea. Ref: PHA guidance

The child will be made comfortable while they wait to be collected.

If contact cannot be made with parents then staff will contact the emergency contacts provided by the parents on the admissions form.

If parents/ emergency contacts cannot be reached the child will be made comfortable and monitored and staff will continue to try to make contact.

If necessary, a first aider will be consulted for advice on an illness.

In the case of an emergency when the child's health is at risk an ambulance will be called and a member of staff will accompany the child to hospital. Read "**Emergency Procedures**" below.

Please note: **The school will always adopt a caution first approach.**

EMERGENCY PROCEDURES

In the event of an emergency the Principal/Vice-Principal or member of the School Leadership Team must always be informed.

Office staff will be available to call the Emergency Services on 999.

If parents are unable to accompany a child to hospital a member of staff should always accompany a child taken by an ambulance and stay until the parent arrives.

Parents should keep school staff updated on a child's health and welfare needs. Updates and/or amendments to Care Plans and Emergency Procedures should be fully communicated to school staff by parents/carers.

This policy like all policies will be reviewed in line with our pupils' needs.



Formal review will be completed on the date noted on the cover page.