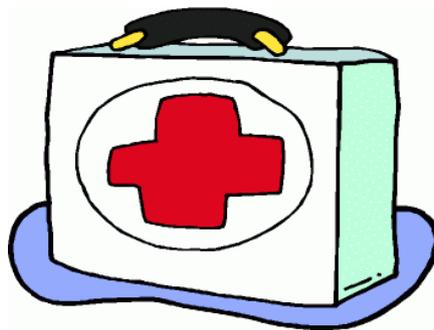




Lisnadill Primary School

First Aid and Medicines in School Policy



**Ratified by Board of Governors Date: 23/02/17
Updated: 10/09/18**

Policy Statement

The Principal and Board of Governors of Lisnadill Primary School 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 *Lisnadill Primary School* 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 SELB procedure for reporting accidents.

Signed _____

(Principal)

Date _____

Signed _____

(Chairperson of Board of Governors)

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 and where necessary obtain medical assistance 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;
- Report and record accidents using relevant form to the E.A. (forms kept in Secretary's office);
- Record all occasions when First Aid is administered to employees, pupils and visitors (School First Aid book is kept in Miss Proctor's classroom). *Each teacher has their own incident book for recording minor injuries;*
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with E.A. CASS to provide First Aid training to employees, maintain records of training and review annually;
- 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 (eg specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child. All children will receive a carbon copy of incident report. Pupils in P1-P4 will also be given a First Aid bracelet.

Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid.

The location of the First Aid Kit in School is:-

Staff/Disabled toilet in main corridor

School Meals Kitchen

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 Miss Proctor.

The School First Aider is Miss Proctor.

Before undertaking any off site activities the level of first aid provision will be assessed by the Principal. At least one First Aid Kit will be taken on all off site activities along with individual pupil's medication such as inhalers, epipens etc.

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 Kits;
- The location of the defibrillator;
- The location of asthma inhalers, epipens etc.

In addition the Principal will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- Their room number or extension number;
- Location of the First Aid Box.

All members of staff will be made aware of the School's First Aid policy.

Each teacher has a laminated red triangle sign which can be used by children to summon help in the event of a First Aid Emergency.

Defibrillator

A defibrillator is located in a cabinet fixed to the wall outside the main front doors. The code to access the device is stuck on the inside of the door and in the secretary's office. Staff and members of the local community have received training in how to use the defibrillator.

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.

Where emergency treatment is not required a 'Bump to the Head' letter will be sent home to the parent/guardian. Each teacher is responsible for retaining a copy of the contents of the letter along with the reply slip.

Transport to hospital or home

The Principal will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If a parent/guardian is not available then a member of staff will accompany the child in the ambulance and stay with them in hospital.

SHORT TERM MEDICATION NEEDS

Many pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only, e.g. to finish a course of antibiotics or apply a lotion. This may also be the case if a pupil suffers regularly from acute pain, such as migraine. To allow pupils to take medication in school will minimise the time they need to be off school but medicines should only be taken to school or settings when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The appropriate consent form must be completed. This is available online at www.lisnadillprimaryschool.co.uk or from the School Secretary.

Any member of staff giving medicine to a pupil should check:

- _ the pupil's name and date of birth;
- _ written instructions provided by parents or doctor;
- _ that the child has not already received medication;
- _ the prescribed dose;
- _ the expiry date; and
- _ route of administration.

LONG TERM MEDICATION NEEDS

Some pupils may have serious medical conditions, such as diabetes, epilepsy, severe allergies or asthma and may very rarely require a drug to be given in an emergency: e.g. anaphylaxis (adrenaline), acute asthma (inhaler). These drugs may be lifesaving. Other pupils may need regular prescribed medication. In these cases, there needs to be agreement with teachers as to who will administer them. An individual Care Plan should be drawn up, involving the parents and relevant health professionals and the child should he/she have sufficient understanding.

Information regarding pupils with an Individual Care Plan, asthma, epilepsy, diabetes or severe allergies is displayed on posters in the Secretary's Office and the Principal's Office. Each teacher also has a copy for reference in their registration box.

STORAGE

Prescribed medication will be kept by teachers in a locked drawer in the classroom. Asthma inhalers and epipens are stored centrally in the pupil's classroom. Each inhaler must be in its own box with a photograph of the child clearly visible.

Please note it is the responsibility of parents/carers to ensure all medication is kept up to date.