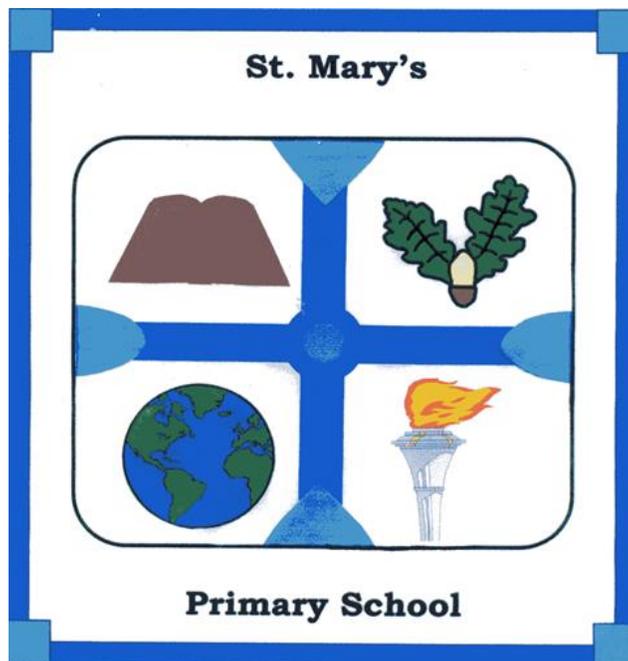


St Mary's Primary School Dechomet

First Aid and Administration of Medicines Policy



Date ratified by the Board of Governors: 30th September 2019

Signed by Chairperson: Mr Seamus Doyle

Review Date: September 2021

OUR VISION : *St Mary's Primary School is committed to providing a happy, caring environment where all are valued and every child matters and where children are prepared for the challenges of education, work and life.*

OUR CORE SCHOOL VALUES :

- 1) Security/Happiness
- 2) Realise Potential
- 3) Life skills/Health
- 4) Respect/Tolerance/Good Behaviour
- 5) Catholic/Christian Values
- 6) Empowerment
- 7) Self-Esteem
- 8) Team, School, Community Spirit
- 9) Equality
- 10) Independence/Courage

MISSION STATEMENT : We the Governors and staff of St Mary's Primary School Dechomet are committed to providing the best possible education for all children and to developing each child's full potential.

We aim to work with home and community to :

- ❖ lead all children to a deeper knowledge and understanding of the Catholic Faith and to foster respect for other religions and cultural backgrounds
- ❖ expect the highest standards of achievement through a broad and challenging curriculum
- ❖ create a calm, disciplined and positive atmosphere where praise and reward enhance the children's confidence and self-esteem
- ❖ provide an enriching programme of extra-curricular activities and visits

First Aid Policy (September 2019)

This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DENI.

It is the responsibility of St Mary's Primary School to provide adequate and appropriate First Aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed regularly

Aims

- To identify the First Aid needs of the school in line with Education Authority (Southern Region) requirements.
- To carry out a school Risk Assessment.
- To ensure that provision is available at all times while people are on school premises, off the premises whilst on school visits
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Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents via the School Website of First Aid arrangements.
- To complete yellow accident forms and forward to EA as required

Duties and Responsibilities

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Principal and teachers, non-teaching staff, pupils and visitors.

The Principal must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for First Aid arrangements are appropriate and in place. He should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Principal and Child Protection Teacher are responsible for putting the policy into practice and for developing detailed procedures. They should ensure that the policy and information on the school's arrangements for First Aid are communicated to all staff and parents. New staff are to be informed of

procedures as part of their induction programme. The staff notice board displays important first aid details and staff training is given in response to need.

All staff are expected to do all they can to secure the welfare of the pupils.

The Appointed Persons (The principal and the designated teacher for Child Protection) will:

- Take charge when someone is injured or becomes ill
- Look after the First Aid equipment e.g. restocking the First Aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider(s) must have completed a training course approved by the EA, and will be updated every three years. He/She/They will:

- Be contacted to give immediate help to casualties if required during lesson time or break times. Any pupil complaining of illness or who has been injured is to be sent to the school office (accompanied where possible) for the Appointed Person / First Aider to inspect and, where appropriate, treat.
- During breaktimes any pupil complaining of illness or who has been injured will be brought to the staff room and the first aider will be contacted.
- Incidents of a more serious nature are to be recorded in the Accident Book.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on data collection sheet) should be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern any member of staff can ring 112 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff administering First Aid will follow necessary precautions.

Reporting

- The Principal or Senior Teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book kept in the staff room.
- Parents are to be informed of a head injury with the standard bumped head letter.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Where appropriate accidents will be reported to Education Authority using the appropriate form.

1. Involving employees or self employed people working on the premises.
2. Involving pupils and visitors

The Principal is responsible for ensuring this happens.

Record Keeping

When dealing with an incident, the First Aider must ensure that a record is kept of any First Aid treatment given. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident

Accident and First Aid treatment records can be used to help the teaching staff to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Board of Governors are informed of all accidents reported to EA

Administration of Medicines: See Policy

First Aid boxes

First Aid Boxes are located in the Staff Room.

A First Aid Bag will be taken on school trips. Next of kin contacts will also be taken.

First Aid Boxes should contain

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized (approximately 12cm x 12cm) and Large sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- Disposable gloves

No medicine/tablets are to be kept in the first aid boxes

Date: _____

Review Date: _____

Headteacher: _____

Governors: _____

First Aiders:

Mrs Monica McCrickard- First Aid at work: May 2018

Mrs Fiona O'Callaghan- First Aid at work: February 2018

Mrs O 'Callaghan has received 'Heartstart' Training and delivers Heartstart to P6 and P7 pupils

Staff are to be retrained in the use of the Defibrillator during 2019/20 school year.

St Mary's Primary School Dechomet

Bumped Head Letter

HEAD INJURY

Dear Parent / Guardian

Your child received a bump on

the head today whilst at school atat (time)

Description of accident:

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A First Aider assessed your child. Although no problems were seen at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Unusual drowsiness
- Change in behaviour / confusion
- Severe headache
- Nausea or repeated vomiting
- Blurred vision
- Bleeding or fluid from ears or nose
- Clumsy walking, staggering, dizziness
- Sudden unconsciousness/unresponsiveness
- Slurred speech

CONTACT YOUR FAMILY DOCTOR OR THE NEAREST ACCIDENT & EMERGENCY DEPARTMENT IF YOU NOTICE ANY OF THE ABOVE SYMPTOMS.

The Board of Governors and staff of St. Mary's Primary School wish to ensure that pupils with medication needs receive the appropriate care and support at school. The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

Please note that parents should keep their children at home if acutely unwell or infectious. Children who have suffered a bout of vomiting or diarrhoea should not return to school for 48 hours after their last episode.

Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/doctor. The pharmacy dosage label must still be attached.

Staff will not give a non-prescribed medicine to a child.

Only reasonable quantities of medication should be supplied to the school e.g. a maximum of 4 weeks' supply at any one time.

Where the pupil travels on school transport with an escort, parents should ensure that the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the Principal in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- Name of the pupil
- Name of medication
- Frequency of administration
- Storage requirements (if important)
- Expiry date

The school will not accept items of medicine in unlabelled containers.

Medication will be kept in a secure place, out of the reach of the pupil. Unless otherwise indicated, all medication to be administered in school will be kept in a locked cabinet. The school will keep records, which they will have available for parents.

If children refuse to take medication, staff will not force them to do so, and will inform the parents of the child as a matter of urgency on the same day. If a refusal to take medication results in an emergency the school's emergency procedures will be followed.

It is the responsibility of the parent to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines which are in use and are in date should be collected by the parent at the end of each term. Date expired medication or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medical needs, the Principal will ensure a medication plan and protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Members of staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made through the School Health Service.

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

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

The school cannot take responsibility for dealing with medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the pupil will have a medical support plan which clearly details medication required, dosage and storage. It is the sole responsibility of parents to ensure that medicines/pens have not expired!

EPIPENS/J -Tex Pens:

No members of staff are currently trained in the use of EPIPENS as no children in the school require this form of treatment. However, the school will undertake to seek training should the need arise.

This policy will be reviewed every two years.