



Wolston St Margaret's C of E Primary School

LEARNING, BELIEVING AND ACHIEVING TOGETHER TO

'LET YOUR LIGHT SHINE'

Matthew 5:16

FIRST AID & MEDICATION POLICY

Our Christian vision shapes all that we do: Learning, Believing, and Achieving together to
"Let your Light Shine" *(Matthew 5-16)*

Guided by our Christian values of **Honesty, Love, Courage and Community**, we encourage all to flourish. Like a lamp set high to light its surroundings, everyone – whether timid or outgoing – is called to share their light for all to see. Our vision welcomes children and adults of all faiths and none, inspiring them to live, grow, and learn together, showing the world their unique light.

RATIONALE

Wolston St Margaret's C.E. Primary is an inclusive school. Working within a distinctly Christian ethos, we value the individuality of all our children. We are committed to giving all our children every opportunity to achieve the highest standards. This policy sets out the steps the school will take to ensure full access to learning and ensure that children with medical needs and those requiring first aid receive suitable care and support, enabling them to participate in all activities appropriate to their own abilities.

FIRST AID AND ILLNESS

There are currently 9 of our staff, including teachers, midday supervisors and before and after school club (Dragons) that have been trained in Pediatric First Aid. Posters with photographs and names of trained staff are displayed throughout the School.

Children who feel unwell should be monitored by the class teacher and parents should be contacted by a member of staff if symptoms persist. Before sending an unwell child home a DSL or DDSL will be consulted. Unwell children should be monitored until either they feel better or they are collected by a parent / carer.

All staff will be made aware of children with individual medical needs care plans and health care plans. In the event of illness, these plans will be followed. A checklist for each class will be stored in individual class files for supply and other teachers. Full details will be kept in the office. Photographs of children with medical plans will be displayed in the staff room along with their care plan to raise awareness of all staff.

A first aid kit and mobile phone is always taken with a group to any off-site activity.

ACCIDENT PROCEDURE

The injured person will be seen by an adult and referred to a First Aider if necessary. If the First Aider believes hospital or paramedic treatment is required, that person will, in consultation with the Headteacher: -

- arrange for the Emergency Services (999) to be called if required
- arrange for parents to be informed
- arrange for the child/adult to be transported to the A & E department by car (if appropriate) ensuring two adults accompany the injured person.
- all accidents will be fully recorded in the Accident Books by the person who dealt initially with the incident and first aid letters will be provided for the child to take home.

- parents will be informed by the class teacher, qualified first aider or a member of the Leadership Team of significant accidents and the treatment given.
- at playtimes, the on-duty staff will deal with minor injuries.
- at lunchtimes, the Midday Supervisors will deal with minor injuries.
- **any head or facial injury** that has been will be treated by one of the First Aiders will be reported to parents and '*bumped head*' paper work completed. (appendix 4)

FIRST AID ON SCHOOL VISITS

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the residential centre.

In the case of **day visits**, we will seek permission from the children's parent/carer to administer first aid in severe cases as necessary.

MEDICATION

Parents and Carers have the prime responsibility for their child's health and should provide school with information about their child's medical condition. Information is requested on the admissions form as the child starts school. Should the child's needs change, it is the responsibility of the parent/carer to inform the school in writing so that records can be changed accordingly.

Children who require regular medication or who have on-going medical conditions will have a health care plan in place which has been agreed by their parents and a medical professional with the school. The plan will clearly state the symptoms and treatments and will be shared with all relevant staff. This should be reviewed and updated regularly (at least once a year).

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be affected by the child going home during the lunch break or by the parent visiting the establishment.

There is no legal obligation that requires staff to administer medicines.

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary and agreed by the Headteacher. Where the school agrees to administer medicines or carry out other medical procedures staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

Parents/carers will be asked to complete a consent form (*see Appendix 2*), giving details of any medication, dosage and emergency contact details. This consent form will be kept in the school office.

Administering medication

Staff who administer medication will follow the agreed procedure

- confirm the pupil's name and the name on the medication, ask a colleague to confirm
- check the written instructions provided by the parent
- check the prescribed dose, ask a colleague to confirm
- check the expiry date on the medication
- administer the medication
- record the date and time and sign the '*Record of prescription medicine administered to an individual child*' (*see Appendix 3*).

Records will be located in the school office and will be kept until the pupil no longer requires the medication.

If a pupil refuses to take their medication no member of staff will enforce the dose, but will inform the parents of the situation as soon as possible. Medication will be administered in the school office, or pupil's classroom, in a confidential manner.

Storing Medication

- medicine will be kept in the school office in a locked cupboard
- if medication requires refrigeration it will be kept in the fridge in the staffroom.
- medication that is used in an emergency (EPI pen, inhaler etc) will be stored safely in the classroom, labelled with a photo of the child and name of the child.
- the pupil will know where the medication is stored and who will administer their medication.
- medicines will be disposed of by returning them to parents.

If a pupil requires emergency medicines (inhalers, epi-pens etc) the parents/carers must inform the school by letter and the medicine must be in school at all times. It is the responsibility of the parent/carer to ensure that the medicine is not out of date.

PUPILS ADMINISTERING THEIR OWN MEDICINE

Some pupils may well be taking responsibility for administering their own medicine, including inhalers. In these cases, written parental consent together with clear instructions must be

presented in school, and parents must liaise closely with the child's class teacher who will then pass information to the First Aiders. The child should be supervised by an adult when administering their medication.

A young person under 16 should not be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

MEDICINES ON EDUCATIONAL VISITS

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits are aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment will be drawn up. A member of staff who is trained to administer any specific medication will accompany the pupil and the appropriate medication must be taken on the visit.

SPORTING ACTIVITIES

Most children with medical conditions can take part in physical activities. Staff will consider the need to adapt activities to meet the needs of all children. All staff will be aware of issues of privacy and dignity for children with particular needs. Some children will need to take precautionary measures before or during exercise and need to be allowed access to medicines such as inhalers.

TRAINING

Any specific training required by staff on the administration of medication (e.g. epi-pen) will be provided by or through the school nurse. Staff will not administer such medicines until they have been trained to do so. Training will be updated as appropriate.

CONFIDENTIALITY

We will treat all medical information confidentially. The Headteacher will agree with the parent/carer who should have information about the medical needs of a child.

EVALUATING THE POLICY

This policy and the school's performance in supporting pupils requiring First Aid and medication at school will be monitored and evaluation regularly by the Governing Body. It will be formally reviewed every two years to ensure that the policy enables all children to have access to a continuity of education.

Appendix 1

Pediatric First Aid Trained Staff

Caroline Cunningham (also First Aider at Work) (TA & Dragons manager)

Rachel Mountjoy (TA & MDS)

Siobhan Hackleton (TA & MDS)

Deb O'Donovan (TA)

Janelle Manners (TA)

Lisa Kimberley (deputy manager at Dragons)

Paul Scarlett (Teacher)

Laura Brown (Teacher)

Kay Barnett (MDS & Playworker at Dragons)

Appendix 2

Parental agreement for school to administer medicine at

Wolston St. Margaret's C.E Primary School

The school cannot give your child medicine unless you complete and sign this form

Name of Child	
Date of Birth	
Class	
Detail of illness/reason for medication	

Medicine

Name/type of medicine (as described on the container)	
Date dispensed	
Expiry date	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school needs to know about	
Self-administration	Yes/No (delete as necessary)
Procedures to take in an emergency	

Contact Details

Name	
Daytime telephone no	
Relationship to child	

I understand that I must deliver the medicine personally to(agreed member of staff) and accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date	
Signature	

Appendix 3 - Record of prescription medicine administered to an individual child

Name of child _____

Class _____

[illegible]

WOLSTON ST. MARGARET’S C. of E. PRIMARY SCHOOL

Learning, Believing and Achieving Together

Headteacher: Mrs Michelle Clemons
Tel: 024 76542212
Fax: 024 76540183
Email: admin3192@welearn365.com



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Main Street,
Wolston,
Coventry,
CV8 3HH.
www.wolstonprimary.org.uk

Headteacher: Michelle Clemons



MINOR INJURY NOTIFICATION

Forename: Surname: Class:

Your child sustained a minor injury today.

Details:
.....
.....

Treatment given:
.....
.....

Signed:..... Date:

Time:

PLEASE PHOTOCOPY THIS AND STORE A COPY ON THE CHILD’S FILE.