

POLICY

POLICY TYPE

MAT Policy to adopted in full across all schools	✓
LGC Policy to be reviewed and approved locally	

Approval Date:	2023/24 – SUMMER TERM
Review Date:	2026/27 – SUMMER TERM



*"called by Christ
to be agents of change
and apostles of hope"*

ST OSCAR ROMERO CATHOLIC ACADEMY TRUST

FIRST AID (MEDICAL) POLICY

Introduction

The Trust is mindful of the need to safeguard the wellbeing of all students and management of first aid arrangements will be undertaken in such a way as to ensure there is adequate training of staff, provision of first aid equipment and recording of first aid treatment.

The Trust aims:

- To provide a prompt and appropriate response in cases of illness and injury
- To ensure compliance with relevant legislation
- To ensure there is a sufficient number of competent staff within the school environment
- To ensure there are suitable facilities to administer first aid
- To keep accident records and report to the HSE as required

The Headteacher has overall responsibility for first aid in school whilst day-to-day responsibility lies with the member of staff with responsibility for first aid within school.

Each school has a sufficient number of staff who are trained and qualified as first aiders. All first aiders have a responsibility to help casualties with common injuries or illnesses and those arising from specific hazards in the school. When necessary they should ensure that an ambulance or professional medical help is called.

Trust employees who hold a valid first aid qualification are indemnified by the school's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

Emergency Procedures

In a medical emergency first aid will be given, an ambulance called and parents/carers will be notified. Should an emergency situation occur to a student who has a Medical Care Plan, the emergency procedures detailed on the plan are followed where appropriate and a copy of the Medical Care Plan should be made available to the ambulance crew. If a student needs to be taken to hospital a member of staff will always accompany them and stay with them until a parent arrives.

- Under no circumstances should a member of staff transport a student to hospital in their car – an ambulance must be called for.
- If the First Aider feels an ambulance is not necessary, but the student may require medical advice, the parents/carers may be asked to collect the student immediately and advised to seek medical attention.

- If accompanying a student to hospital, the member of staff will remain with the student until such time it becomes impractical to do so (i.e. they need to return home for child-care reasons). The member of staff is to then contact the school receptionist who will telephone the parent/carer and inform them that the student is being left in the care of the medical staff.
- If, having accompanied a student to hospital, the student has been treated and allowed home prior to parents/carers arriving at the hospital, the member of staff is to telephone school reception and ask they obtain a taxi and inform the parents/carers that the student can be collected from school.

Head injuries

Parents/carers must be informed by telephone if their child receives an injury to their face or head. A “head injury” letter must be sent to the parents/carers informing them that the child has received an injury and asking them to observe the child for any of the signs of concussion.

School staff dealing with an incident must:

- Always wear suitable ‘single use’ disposable gloves when handling blood and body fluids during first aid procedures (these are found in the first aid kits)
- Always cover any of their open wounds/cuts/sores/burns of the skin with a waterproof dressing
- Place any soiled dressings/gloves in a hazardous waste bag (provided in the first aid kit)
- Ensure hazardous waste bags are disposed of safely
- Wash hands thoroughly following removal of gloves
- Arrange for spillages to be cleaned up as quickly as possible.
- Additional PPE (ie masks, eye guards) are available to be worn at the discretion of the first aider.

Record Keeping / Accident Reports

A First Aid Log is kept of any reported illness or injury. This includes the date, time and place, nature of illness/injury, treatment given, outcome and name of the member of staff who dealt with it. The school will keep a record of all accidents using the school's accident report form and a copy will be given to the Health & Safety Manager.

In the event of an accident to an employee or visitor, an accident report form should be completed by the individual concerned and forwarded to the Health and Safety Manager who will then arrange for any necessary investigations and reporting.

Safe Disposal of Medical Waste

The Trust aims to protect all staff, students and the environment from exposure to pathogens which could cause disease and to prevent contamination from hazardous medical waste. Medical waste bags are provided in the first aid kits.

Sharps boxes can be obtained from the School Nurse, or by prescription from the student's parent, and should be used for the disposal of needles. They should be kept in a secure and safe environment.

First Aid Training

Training for all school staff will be provided

- Training for First Aid at Work (renewable every 3 years).
- Training for Emergency First Aid at Work (renewable every 3 years).
- Training for paediatric First Aid (renewable every 3 years).

The school holds regular training on dealing with common medical conditions, e.g. asthma for which a training log is kept.

Training for use of EpiPens is included in the training for Emergency First Aid at Work

Training for use of the defibrillator is included in the training for Emergency First Aid at Work and step by step instructions are displayed in each location where the defibrillator is stored.

Whole school awareness training is provided during the inset days held at the beginning of an academic year, so that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy.

Offsite and Residential Visits

The Trust/school has a responsibility to ensure the health and safety of anyone taking part in off-site activities. All staff, whether first aid trained or not, who are attending off-site visits should be aware of any students with medical conditions and the associated information about how to act in an emergency. This should be addressed in the risk assessment for off-site activities.

Students with medical needs should be included in educational visits as far as this is reasonably practicable. School staff should discuss any issues with parents/carers in suitable time so that extra measures can be put in place prior to the visit.

Administering Medication

The Trust/school understands the importance of taking the medication as prescribed. Medicines will only be administered by staff when it would be detrimental to a student's health not to do so and when two members of staff are present, one of which is to be a first aider. Staff will not undertake health care procedures without appropriate training; a first aid certificate does not constitute appropriate training in supporting children with medical conditions.

The school's insurance policy provides full indemnity to staff who administer medicines. All school staff are required, under common law duty of care, to act like any responsible prudent parent in an emergency situation.

All students with medical conditions should have a Health/Medical Care Plan in place at the school. They should have easy access to their emergency medication. Items such as inhalers and EpiPens are held by the student who must take the responsibility to have it to hand at all times.

Students are to administer their own emergency medication (e.g. EpiPen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits. Students should keep spare supplies of emergency medication in the main school office.

A student under 16 should never be given medicine containing aspirin unless prescribed by a doctor.

Logging Administration of Medication

The school keeps a record of each occasion a student is witnessed to having taken, medication. Details of date, time and dose are recorded. This should apply equally to daily or emergency medication.

Refusal

If a student refuses medication staff should record this on the log sheet for that student and parents/carers should be informed as soon as possible. A student should not be forced to take medication.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. Such medication should be in its original container and the pharmacy label should contain the student's name. In the vast majority of cases doses can be arranged around the school day, thus avoiding the need for medicine in school, e.g. antibiotics.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Students may self-administer or parents/carers may call into school and administer the medicine.

Non-Prescription Medicines

Students should not carry non-prescription medicines with them for self-administration. Hayfever remedies, etc., should therefore be provided, if necessary, on prescription.

Students Self-Administering Medication

For certain long-term medical conditions, it is important for students to learn how to self-administer their medication, for example asthma and diabetes. For other conditions, appropriate arrangements should be agreed and documented in the student's Medical Care Plan.

Changes to Medication

Parents/carers should inform the school immediately if their daughter/son's medication changes or is discontinued.

Misuse

If a student misuses medication, either their own or another student's, their parents/carers should be informed as soon as possible and they will be subject to the school's disciplinary procedures.

Parental Support

The parents/carers of a student at the school have a responsibility to:

- Tell the school if their child has a medical condition
- Ensure the school has complete and up-to-date information for the Medical Care Plan where appropriate
- Inform the school about medication their child takes during school hours
- Inform the school of any medication their child requires while taking part in off-site visits
- Inform the school about any changes to their daughter/son's medication
- Inform the school of any change to their daughter/son's condition
- Ensure their daughter's/son's medication and medical devices are labelled with their daughter's/son's full name
- Provide the school with appropriate spare medication labelled with their daughter's/son's name
- Ensure their daughter's/son's medication is within expiry dates.

Storage of Medication

Staff within the school's main office should ensure that medication is stored correctly. All medicines are kept in a medical cabinet in the main office to which access should be restricted, even where students administer medication themselves.

All emergency and non-emergency medication should be clearly labelled with the student's name and should be stored in its original container with the prescriber's instructions for dose and administration.

Some medication may need to be refrigerated and should also be clearly labelled with the student's name. This medication is stored in a refrigerator (exclusively designated for medication) located in the main office.

Expiry dates on medication are checked by staff in the main office termly and parents/carers informed if it has expired. Expiry dates may be noted on storage boxes for ease of reference.

Disposal of Medication

Parents/carers will be asked to collect all medication at the end of the school year and any out of date medication when it reaches its expiry date. Any medication not collected should be taken to a pharmacy to be disposed of safely. Medication will not be stored during the summer break.

It is the parent's/carers' responsibility to ensure new and in date medication is provided in school on the first day of the new academic year.

Record Keeping

For legal reasons records of all medicines administered are kept at the school until the student reaches the age of 21. Accident records are kept for 4 years and +22 years where injured person is a minor at the time of the accident.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the student's individual Medical Care Plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the student or their parent/carers; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual Medical Care Plan;
- send a student to reception unaccompanied or with someone unsuitable if they are unwell and to go alone would put them at risk;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;

- require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their daughter/son's medical needs;
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Liability and indemnity

The school's insurance policies are displayed in the school reception.

Complaints

Should parents/carers or students be dissatisfied with the support provided they should discuss their concerns directly with the school in the first instance. Parents/carers may make a formal complaint via The Trust's Complaints Procedure, a copy of which is located on our website.