



FEDERATION OF  
**St Peter's and St Gildas'**  
INFANT AND JUNIOR SCHOOLS



# First Aid and Medicines Policy

Updated by	Katherine Johnston
Governor Responsible	Frances Booker
Last Reviewed	May 2023
Policy Date	May 2024
Review period	Annual
Signed	<i>Frances Booker</i>

## REVIEW PROCEDURES

The First Aid and Medicines Policy for the Federation of St. Peter's RC Infant & St. Gildas' Catholic Junior Schools is to be reviewed annually by the Head teacher.

The next review of the Policy Document will be:

## AMENDMENTS

The Policy document has been amended in light of updated guidance on supporting pupils with medical conditions, drafted by the Department of Education for maintained schools and proprietors of academies in England.

It is the responsibility of the Head teacher to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the amendment sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

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## **FIRST AID AND MEDICINES POLICY**

### **DISTRIBUTION OF COPIES**

Master Copy	Head teacher / School Office
Copy One	School Nurse / Healthcare professional – Emailed
Copy Two	All First Aiders - Emailed
Copy Three	Staff Room – all staff – Emailed

The policy document will be accessible to parents if requested or deemed necessary.

## STATEMENT OF INTENT

The Governors and Head teacher of the Federation of St. Peter's RC Infant & St. Gildas' Catholic Junior Schools believe that ensuring the health and welfare of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing adequate provision for first aid for pupils, staff and visitors.
- Ensuring that pupils with medical needs are fully supported at school.

Procedures for administering medicines and providing first aid are in place and are reviewed regularly.

We will ensure all staff (**including supply staff**) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

We will also make sure that the Schools are appropriately insured and that staff are aware that they are insured to support pupils in this way.

In the event of illness, a staff member will accompany the pupil to the school office/medical room. In order to manage their medical condition effectively, the Schools will not prevent pupils from eating, drinking or taking breaks whenever they need to.

## **ARRANGEMENTS**

### **The School Nurse/ Healthcare Professional**

The School will be allocated a school nurse or other suitably qualified healthcare professional; this person will have the lead role in ensuring that pupils with medical conditions are identified and properly supported in schools, including supporting staff on implementing a pupil's Healthcare Plan.

The School healthcare professional will work with the Head teacher / School Business Manager to determine the training needs of school staff.

**Suitable cover will be provided in the absence of the school nurse/healthcare professional.**

### **Trained Staff**

The members of staff in the school who are able to administer medicines are:

#### **TRAINED TO FIRST AID AT WORK LEVEL:**

All staff including support staff and teachers.

#### **TRAINED TO EMERGENCY AID FOR CHILDREN LEVEL:**

Tracy Hartigan  
Bernie Lawless

Katherine Johnston

### **Pupils Medication**

- Pupil's medication is stored in the children's individual medical boxes within their class pod bag.

### **First Aid**

In the case of a pupil accident, the procedures are as follows:

- The member of staff on duty assesses the medical situation and determines whether they are able to deal with the issue where they currently are or if they need to visit the medical room.

- The first aider administers first aid and records the details on our online medical system – Medical Tracker.
- If the child has had a bump to the head the pupils parents will be notified by phone.
- Full details of the accident is recorded on our online medical system – Medical Tracker.
- If the child has to be taken to hospital or the injury is `work' related then the accident needs to be assessed against the RIDDOR guidance and is possibly reported to the Governing Body depending on the outcome.
- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013*), this will be done by a member of the Senior Leadership Team.

### **School Insurance Arrangements**

St. Peter-in-Chains RC Infant School & St. Gildas' Catholic Junior School holds their schools insurance with,

RPA

### **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** a trained First Aider will carry a travel kit and pupil medication in case it is needed.

### **Administering Medicines in School**

**Prescribed medicines** may be administered in school (by a staff member appropriately trained by a healthcare professional) if the prescription states it is required to be taken 4 or more times during the day. Most prescribed medicines can be taken outside of normal school hours. Wherever possible, the pupil will administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine.

If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

In all cases, we must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in the school office.

Staff will ensure that records are kept of any medication given.

**Non-prescribed medicines may not be taken in school.**

### **Storage/Disposal of Medicines**

During the school day children are able to access their medication. Pupils' medicine will not be locked away out of the pupil's access; this is especially important on school trips. It is the responsibility of the School to return medicines that are no longer required, to the parent for safe disposal.

**Asthma inhalers will be held by the school for emergency use, as per the Department of Health's protocol.**

### **Accidents/Illnesses requiring Hospital Treatment**

If a child has an incident, which requires urgent or non-urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive treatment. When an ambulance has been arranged, a staff member will stay with the pupil until the parent arrives, or accompany a child taken to hospital by ambulance if required.

Parents will then be informed and arrangements made regarding where they should meet their child. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

## **Defibrillators**

We have a defibrillator on both sites which can be located –

St. Peter's Site – Medical Room

St. Gildas' Site – School Office

Both defibrillators location is visible and easy accessible.

## **Pupils with Special Medical Needs – Individual Healthcare Plans**

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

Epileptic

Asthmatic

Have severe allergies, which may result in anaphylactic shock

Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities, unless evidence from a clinician/GP states that this is not possible.

The School will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on school visits. A risk assessment will be used to take account of any steps needed to ensure that pupils with medical conditions are included.

The School will not send pupils with medical needs home frequently or create unnecessary barriers to pupils participating in any aspect of school life.

However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.



An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. The School appreciates that pupils with the same medical condition do not necessarily require the same treatment.

Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The school nurse may also provide additional background information and practical training for school staff.

Procedure that will be followed when the School is first notified of a pupil's medical condition

School Office will provide parent with an Individual Healthcare Plan which is required to be completed by the child's parents/carers and child's GP or the hospital where the child receives treatment. Once completed the child's medication and plan is placed into a clear box and is labelled with the following information:

- Child's name
- Date of birth
- Class
- Medication condition
- Photograph of the child.

This box is then kept in the class pod bag.

This will be in place in time for the start of the relevant school term for a new pupil starting at the School or no longer than two weeks after a new diagnosis or in the case of a new pupil moving to the School mid-term.

## Appendix

### FORMS

<b>Form 1:</b>	Contacting Emergency Services
<b>Form 2:</b>	Health Care Plan
<b>Form 3:</b>	Parental agreement for school to administer medicine
<b>Form 4:</b>	Record of regular medicine administered to an individual child
<b>Form 5:</b>	Indication for administration of medication during epileptic seizures
<b>Form 5A:</b>	Epileptic seizure chart
<b>Form 6:</b>	Medication given in school (note to parent/carer)

## FORM 1 - CONTACTING EMERGENCY SERVICES

### Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number:  
St. Peter's - 020 8340 6789 or St. Gildas' - 020 8348 1902
2. Give your location as follows,  
  
St. Peter-in-Chains RC Infant School,  
Elm Grove  
Hornsey  
London  
N8 9AJ  
  
Or  
  
St. Gildas' Catholic Junior School  
Oakington Way  
London  
N8 9EP
3. Give your name: \_\_\_\_\_
4. Give name of child and a brief description of child's symptoms  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty.

Speak clearly and slowly and be ready to repeat information if asked

Completed copy of this form is to be clearly visible in the school office.

## **Form 2 – HEALTH CARE PLAN**

The Federation of St. Peter's RC Infant & St. Gildas' Catholic Junior Schools will use the health care plan which has been provided to the school from Haringey Council. Health care plan forms are available from the school office.

## **FORM 3 - PARENTAL AGREEMENT TO ADMINISTER MEDICINE**

The Federation of St. Peter's RC Infant & St. Gildas' Catholic Junior Schools will use the health care plan which has been provided to the school from Haringey Council. Parental agreement to administer medicine forms are available from the school office.

## **FORM 4 – RECORD OF MEDICINE ADMINISTERED TO PUPILS**

The Federation of St. Peter's RC Infant & St. Gildas' Catholic Junior Schools will record all medicine administered on Medical Tracker.

## **FORM 5 - INDICATION FOR ADMINISTRATION OF MEDICATION DURING SEIZURES**

Name:

D.O.B:

Initial medication prescribed:

Route to be given:

**Usual presentation of seizures:**

When to give medication:

Usual recovery from seizure:

Action to be taken if initial dose not effective:

**This criterion is agreed with parents' consent. Only staff trained to administer seizure medication will perform this procedure. All seizures requiring treatment in school will be recorded. These criteria will be reviewed annually unless a change of recommendations is instructed sooner.**

This information will not be locked away to ensure quick and easy access should it be required.



## **Useful Contacts**

### **Allergy UK**

Allergy Help Line: (01322) 619864

Website: [www.allergyfoundation.com](http://www.allergyfoundation.com)

### **The Anaphylaxis Campaign**

Helpline: (01252) 542029

Website: [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk) and [www.allergyinschools.co.uk](http://www.allergyinschools.co.uk)

### **Association for Spina Bifida and Hydrocephalus**

Tel: (01733) 555988 (9am to 5pm)

Website: [www.asbah.org](http://www.asbah.org)

### **Asthma UK** (formerly the National Asthma Campaign)

Adviceline: 08457 01 02 03 (Mon-Fri 9am to 5pm)

Website: [www.asthma.org.uk](http://www.asthma.org.uk)

### **Council for Disabled Children**

Tel: (020) 7843 1900

Website: [www.ncb.org.uk/cdc](http://www.ncb.org.uk/cdc)

### **Contact a Family**

Helpline: 0808 808 3555

Website: [www.cafamily.org.uk](http://www.cafamily.org.uk)

### **Cystic Fibrosis Trust**

Tel: (020) 8464 7211 (Out of hours: (020) 8464 0623)

Website: [www.cftrust.org.uk](http://www.cftrust.org.uk)

### **Diabetes UK**

Careline: 0845 1202960 (Weekdays 9am to 5pm)

Website: [www.diabetes.org.uk](http://www.diabetes.org.uk)

### **Department for Education and Skills**

Tel: 0870 000 2288

Website: [www.dfes.gov.uk](http://www.dfes.gov.uk)

**Department of Health**

Tel: (020) 7210 4850

Website: [www.dh.gov.uk](http://www.dh.gov.uk)

**Disability Rights Commission (DRC)**

DRC helpline: 08457 622633

Textphone: 08457 622 644

Fax: 08457 778878

Website: [www.drc-gb.org](http://www.drc-gb.org)

**Epilepsy Action**

Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm)

Website: [www.epilepsy.org.uk](http://www.epilepsy.org.uk)

**Health and Safety Executive (HSE)**

HSE Infoline: 08701 545500 (Mon-Fri 8am-6pm)

Website: [www.hse.gov.uk](http://www.hse.gov.uk)

**Health Education Trust**

Tel: (01789) 773915

Website: [www.healthedtrust.com](http://www.healthedtrust.com)

**Hyperactive Children's Support Group**

Tel: (01243) 551313

Website: [www.hacsg.org.uk](http://www.hacsg.org.uk)

**MENCAP**

Telephone: (020) 7454 0454

Website: [www.mencap.org.uk](http://www.mencap.org.uk)

**National Eczema Society**

Helpline: 0870 241 3604 (Mon-Fri 8am to 8pm)

Website: [www.eczema.org](http://www.eczema.org)

**National Society for Epilepsy**

Helpline: (01494) 601400 (Mon-Fri 10am to 4pm)

Website: [www.epilepsynse.org.uk](http://www.epilepsynse.org.uk)



**Psoriasis Association**

Tel: 0845 676 0076 (Mon-Thurs 9.15am to 4.45pm Fri 9.15am to 16.15pm)

Website: [www.psoriasis-association.org.uk](http://www.psoriasis-association.org.uk)

