



Governors' Policy Statement on First Aid and Medical

Issue No	Author/ Owner	Date Written	Approved by Governors on	Comments
1	WF	17.06.16	29 June 2016	

Rationale

Generally, First Aid should be left to those members of staff who are qualified first aiders. However, all staff have a general duty to act 'in loco parentis' in emergencies. The school and governing body will support pupils with medical conditions enabling them to participate actively in the school day (according to the Statutory Guidance laid out by Department of Education).

Purpose

To clarify the role and expectation of staff and the school as a whole concerning pupils' medical needs.

NB: The school employs a First Aider during the school day. In addition, the school exceeds the basic recommendation for first aiders, which is for two employees to have a First Aid at Work certificate. A list of the members of staff that hold this certificate (and other first aid qualifications) is kept on the Q drive at Q:\Admin\First Aid\Cop of staff First Aid qualification list.

Guidelines

- 1 Staff must allow pupils to administer their own medication as prescribed or necessary (providing that there is a written note of explanation from parents). Pupils should only carry the quantity of medication required during the school day. No pupil will be prevented from taking prescribed medication. Pupils with Epi-pens should carry these at all times. Staff will only administer prescribed medication following appropriate training from a health care professional (first aid certificate does not constitute appropriate training).

- 2 On the request of parents, the first aid office will look after prescribed medicines for pupils. Prescribed medicines should be brought to school, by a parent/guardian only, in their original container/packaging which shows name, dosages etc., and accompanied by a completed medication form available from the school. It will be recorded that the medication has been taken.
- 3 In a medical emergency teachers may administer an Epi-pen if a pupil is unable to do this for themselves. A second Epi-Pen should be provided by parent/guardian to be kept in the medical room. Other drugs should not be given to pupils by members of staff, (except in those cases covered by point 2 above).
- 4 Some pupils will have care plans which will inform staff of a child's needs and which will contain advice and guidance which should be followed. These are kept in the first aid room office and are available to staff at any time. They are reviewed and updated when necessary. It will not be assumed that every child with the same medical condition has the same needs.
- 5 Teaching staff should only administer first aid above and beyond reasonable first response measures if they are qualified to do so. When a medical emergency occurs, they will inform the first aid office, in person or by sending a responsible pupil.
- 6 If qualified first-aiders cannot deal with a medical emergency they will call an ambulance and will also contact parents. If parents are unavailable, this should not result in a delay obtaining medical attention.
- 7 In the event of a reported bump to the head, pupils will be monitored for a short time by the First Aider and then return to class if they are OK, knowing they can return if they feel unwell later. Parents should be informed of all bangs to the head and asked to collect their child if they are not well enough to return to class.
- 8 Any accident where first aid is administered to students in school will be recorded in the school medical record book, and an accident form will be completed.
- 9 In the case of a chemical incident, the teacher in charge will immediately follow the recommended action. If extra help is required they should send another pupil to get first aid help from Student Services. After immediate action (and if first aid is not called to the incident), the pupil should be accompanied by a fellow pupil to the first aid room with written details of the name of the chemical, its concentration and the action taken so far. At the end of the lesson, the teacher must go to the first aid office to give a full account of the incident.
- 10 Guidelines where there is a need for an ambulance:
 - When an ambulance arrives, the paramedics take charge and will inform the school of their proposed course of action.

- A member of staff who is in full possession of the facts will contact a parent. This will usually be the first-aider in attendance.
- A parent will be informed when an ambulance is preparing to leave the school. S/he will be asked to attend the hospital on the pupil's arrival or as soon as possible. The ambulance will not usually leave the school premises (except in extreme emergency) until the school knows that a parent had been contacted.
- If the school is unable to get hold of a parent or any other recognised emergency contact, a member of staff will go with the pupil and the school will continue to try to contact parents.
- If a parent is contacted but is unable to get to the hospital in time for the child's arrival, a member of staff will accompany the ambulance to the hospital.

11 Children with identified medical conditions may be required to visit the toilet, drink water, eat or take breaks in order to manage their medical condition effectively. This should be permitted.

June 2016

Review Date: June 2019