

ST MARY OF THE ANGELS
FIRST AID AND MEDICINES POLICY 16-17.

Co-ordinator: R. Hughes

Next review date: Summer 2017 or as necessary

The qualified First aiders are: *Robert Hughes

* CWAC

*Anne Davies

*Norma Griffiths

*Greg Merrick

The following staff members have received a two day emergency persons & paediatric first aid training:
E Williams, K. Thwaite, R Dunne A. Reilly, S. Rickett, D Cholmondeley, S.Garnett, A Worrod , A Halpin

Staff will attend refresher training as the first aid certificates expire

First Aid boxes are situated in the following locations:-

1. Library
2. Junior corridor, near toilet door
3. Kitchen
4. Female staff toilet.

There is a travelling First Aid Kit for visits and other expeditions outside school.

Mrs Anne Davies is responsible for topping up the boxes, but staff must inform her when they use resources, if the stock runs low.

Parents have prime responsibility for their child's health and must inform school of their child's medical needs. Once received, medical needs will be relayed to relevant staff. If a long term need has been identified by the parent, this information will be relayed to relevant staff and will be recorded on the pupil record.

Accident Procedure

For accidents resulting in injuries of a minor nature, members of staff should refer children to a first aider, who will deal with them as they occur. Other people dealing with minor injuries should render assistance only as far as knowledge and skills permit. An accident form for each injury should be completed in the office; and placed into the accident forms file. The admin assistant will file these away monthly for storage and they must be kept on site permanently.

Children who bump heads will be given a standardised bumped head letter, which are available in the office. This is because of the dangers of concussion and compression, which are not always immediate. Teachers should ensure these are sent home. For a more severe bump to the head, staff must monitor the child every half hour and record observations on the back of the accident form.

For more serious injuries, CWAC should be informed via PRIME (online accident reporting). A copy of the form will be retained in the school office. A first aider should assess the injuries concerned and refer on to family / hospital if necessary. Each case will be dealt with on merits, based on the first aiders' assessment, with parents informed at the very earliest opportunity by phone/text.

All forms are on the CWAC Health and Safety intranet.

An ambulance will be summoned if serious injuries are deemed to occur which require urgent attention.

Parents will be informed of all serious injuries. We try to give verbal reports, even for minor accidents.

Medicines

Children may self-administer their own relievers for the treatment of asthma, in the presence of staff, once appropriate asthma cards have been completed and signed by parents.

Following new guidance, school will hold several salbutamol inhalers on the premises/trips for emergency purposes and will administer as required. Parents will need to sign the appropriate form authorising this action. See separate asthma policy, available in school free of charge.

Parents may come to school to during the school day to administer **non prescribed medicine** for mild conditions e.g. cough medicine, calpol. Non-prescribed medicines will not be administered by any member of staff. If the child is more ill than this then they should stay off school to recover.

Ideally, parents should be asked to ensure medicine is prescribed in doses which can be administered out of school hours. However, if this is not possible and there is a written arrangement with parents, Mr Hughes (Headteacher), Mrs A. Davies (HLTA), Mrs Mills (SBM) or Mrs Wilson will administer medicines which have been **prescribed** by a GP or hospital doctor. Mrs Mills is suitably qualified to manage medicines in school (CWAC May 2015) (**NB** for insurance purposes, KW must gain approval from either TM or a suitably qualified first aider prior to administration of any medicine) Mrs Mills and Mrs Wilson are the nominated staff members to ensure medicine is dispensed at the correct time.

All medicine **must** be handed in at the school office, where parents can complete the request for school to administer the medicine. The nominated staff will ensure that medicine is administered as per the written agreement with parents. Two members of staff will be present for the administration of the medication. Medication must be in its original bottle which clearly describes the contents, dosage and child's name in full. If parents authorise a pupil to self-administer medication (i.e cream,) then the admin team will ensure the medication is given to the pupil at the correct time.

Once medication has been administered, both members of staff involved in the administration will record details in the medicine book (admin office) and sign accordingly.

Generally medication will be stored in the fridge in the staff room. Controlled drugs will be locked in the safe in the admin cupboard.

Diabetes – see separate policy

Defibrillators -A Zoll AED plus defibrillator is on the school premises, located in the reception area. The machine and spare pads are checked on a regular basis. All school staff have received training in the use of the machine. (2013)

Residential trips We follow Cheshire West and Chester Educational Visits Policy and inform centres of children with medicines beforehand, using the relevant forms in the policy.

Specific medical needs and Risk assessments

Risk assessments will be carried out for any complex or specific medical needs. Staff working with such pupils will be briefed in detail on the requirements and associated risks.