



## **FIRST AID AND MEDICINES POLICY**

**42 – 46 Harmer Street  
Gravesend  
Kent  
DA12 2AX**

## **FIRST AID AND MEDICINES POLICY**

### **REVIEW PROCEDURES**

The First Aid and Medicines Policy is to be reviewed annually by the Headteacher. The next review of the policy will be October 2021.

**This policy was checked in October 2020**

### **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.

amdt No	Date of Issue	Incorporation Details		
		Name	Details	Date
1	02.06.2015	Gemma Gosden	Referencing Control of Infections Policy items 2.5 and 2.6	02.06.2015
2	14.09.2015	Gemma Gosden	Changing Board of Directors to Executive Board	14.09.2015
3			Changing appointed first aid team and team trained to administer medication and protocol for	

			administering medication	
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**DISTRIBUTION OF COPIES**

Master Copy            Headteacher

Copy One              All First Aiders

Copy Two              All staff

The Policy Document will be accessible to parents if requested or deemed necessary

**STATEMENT OF INTENT**

<b>SCHOOL NAME</b>	Pierview Academy
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The Executive Board and Headteacher at Pierview Academy 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 School is 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 School will not prevent pupils from eating, drinking or taking breaks whenever they need to.

**The school also has a Control of Infections Policy which may also be relevant and staff should be aware of. Please see especially items 2.5 and 2.6**

## **Arrangements**

### **Healthcare Professionals**

The School does not currently have an allocated school nurse. However, individual learners may have an association with other suitably qualified healthcare professionals; these people 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. Where applicable healthcare professionals will work with the Headteacher to determine the training needs of school staff. The healthcare profession will be the 'competent' person i.e.

Via the Education and Health Care Plan review process, the school Senior Management Team 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. Various healthcare professionals should work with the Headteacher to determine the training needs of school staff'.

### **The First Aid Team**

- Alun Price
- Antonia Murphy
- Darren Sall
- Eileen Brown (Expires 05/04/2021)
- Ian Pardey
- James Gostick (Expires 05/04/2021)
- Julie Cox
- Katie Russell
- Kelly Butler
- Kieran Wells
- Melissa Maher

- Paul Hawkins
- Philippe Butelet
- Thomas Gasson
- Verity Robinson (Expires 05/04/2021)

Staff who are able to administer medicines are:

- Charlene Sears
- Darren Sall
- Katie Russell
- Kelly Butler

### **First Aid Boxes**

The first aid boxes are located:

- David Cowell's office - Vocational Suite
- Construction room - Vocational Suite
- Reception - Ground Floor
- Creation station - Ground Floor
- Main kitchen – Ground Floor
- Nasa kitchen - First Floor- Room
- Nasa Pod 2/First aid room - First Floor

### **Medication**

Pupils' medication is stored in:

- The Reception office
- If required in the fridge, located in the Head Teachers room

### **First Aid**

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

- The member of staff on duty calls for a first aider; or if the child can walk, takes him/her to a first aid post and calls for a first aider.
- The first aider administers first aid and records in our treatment book.
- If the child has had a bump on the head, they must be given a "bump on the head" note.
- Full details of the accident are recorded in our accident book
- If the child has to be taken to hospital or the injury is 'work' related then the accident is reported to the Governing Body.

- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995*), then as the employer the Governing Body will arrange for this to be done.

### **School Insurance Arrangements**

ASD Learning Ltd , Products & Employer's liability policy number 7Y0920GLA140 insured through NOVEA. This covers the school for the administration of prescribed drugs as instructed by the students personal GP/Healthcare professional.

### **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 in case of need.

### **Administering Medicines in School**

**Prescribed medicines** may be administered in school by one of the staff qualified to administer them at the request of the student's parent or carer.

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 Pierview Academy admin/Templates & forms/Student forms/medical.

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

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

Where medication has been sent into school for use by a student during the school day, it will be logged into the school medicines register by one of the staff qualified to administer medicines. It will be issued by the qualified staff and the stock record adjusted to reflect this. The entry will be signed by the qualified staff and counter signed by another member of staff.

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.

### **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 Pediatrician.

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

- The parent to complete and sign Medical record forms and return these to school.
- Medication that is to be administered at school has to be brought in by a responsible adult and must be in original packaging with instructions of times and dosage to be given.
- All medication will be recorded in the medication file and signed for on receipt.
- Medication will be kept in a locked medication cabinet and learners will be made aware who is responsible for the access to the cabinet.
- Any medication that is surplus must be sent home to parent/guardian or carer at the end of every term.

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.

## **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/)