



TARLETON MERE BROW **PRIMARY SCHOOL**

First Aid & Medication Policy

Mere Brow is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Our school is an inclusive community that welcomes and supports pupils with medical conditions. Our school provides all pupils with any medical condition the same opportunities as others at school.

We recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility. Our school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

As part of our commitment to ensuring a safe and healthy environment we have adhered to the recommendations of Lancashire County Council's guidelines.

Aims

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all reasonable practical steps are taken to meet the needs of all site users.
- To ensure that all reasonable practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonable practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- To establish and maintain safe working procedures amongst staff and pupils.
- To ensure that all medicines are stored safely and administered according to instructions received from parents.
- To develop first aid awareness amongst staff, pupils and other supervising adults.
- To understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.



First Aid Provision

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders.

There are currently 11 Full First Aiders and 3 Paediatric First Aiders. The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for after school clubs and activities. People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision. We have a defibrillator on site that has adult and children's sized pads.

First aid training needs are reviewed on an annual basis by the Head teacher, and particularly after any changes, to ensure the provision remains adequate.

School Visits

We provide children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

Pupils and parents should feel confident in the care we provide and that the level of that care meets their needs. This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

Portable First Aid kits are available to be taken on all school visits and are available from the Office. A qualified First Aider is required to go on any school visit and a Paediatric First Aider will accompany children under 8 years old. A qualified First Aider plus another member of staff will administer medicines and inhalers, if required, during a school visit.

The head teacher will ensure that the first aid rota is up to date and each First Aider must make sure the boxes are replenished as soon as possible after use. The School Bursar, will authorise the ordering of supplies.

First Aid Boxes First aid boxes are placed in clearly identified accessible locations around school and are fully stocked with suitable first aid materials. Mr. Brookfield is responsible for ensuring first aid kits are kept fully stocked.



Recording and Reporting first Aid Treatment All accidents that require a “bump and bangs” text are recorded in an accident book recording the following information: Person’s Name/ Date / Class Injury /Treatment Teacher informed Signature of First Aider and a text is sent home.

All accident books are kept in the school office and are available to all staff upon request.

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher or Business Manager who will decide on further action, including overseeing the completion of a CARS report form and ensuring its submission to the Council’s Health and Safety Team. These forms are kept in the accident folder, in the office. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

In the event of a serious accident, the School Administrator will contact the ambulance service and request an ambulance. The child’s parents will be informed as soon as possible. A member of staff will accompany the child to hospital if their parents are not available.

Parents will be contacted by telephone if deemed necessary.

Legally schools are not compelled to administer medication to children because of the risks involved and possible legal consequences.

However it is the School's policy, wherever possible, to assist children and parents by administering medicines when needed in school time.

The School imposes certain conditions before it will administer medicine to the children in its care.

1. Parents must ensure that all medicines are clearly marked with, the name of the child, the dosage and times that the medicine should be administered.
2. Parents must hand the medicine directly to the Bursar, Headteacher at the office.
3. Parents must fill in a consent form giving permission for the medicine to be administered at the School.

Only medicines taken by mouth will be administered, unless particular training has taken place e.g. epi pen for allergies, glucagon injection.



Cough-type sweets having a dosage warning on the packet, e.g. Tunes, Locketts, that are taken during the day for the relief of cold symptoms must also have a completed consent form and must not be taken into the classroom.

All medicines will be kept away from the children either in the fridge, or in the office in a special medicine box. Mere Brow makes sure that all staff understand what an emergency is for an individual child and makes sure that emergency medication or equipment is easily available wherever the child is in the school or on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish and if it's appropriate.

Mere Brow will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which must still be in date, but will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all medications and equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

Copies of the consent forms and class lists of medicines to be administered are kept in the teacher's handbook in each classroom.

A copy of the letter/consent form given to parents is part of this policy.

Reviewed Summer 2022