

# Medical and First aid Policy

## Purpose

First Aid is the immediate but temporary care given to a casualty at the scene of an incident or accident before qualified medical help arrives.

The aims of First Aid are to:

To preserve life

To prevent the condition from worsening, and to promote recovery.

To ensure all pupils with medical needs are looked after and made safe at all times

To ensure any unforeseen medical needs are responded to quickly and effectively

## Responsibilities

Governors	To monitor, assess and review the policy to ensure it is being applied and implementing any necessary changes as required by legislation
Headteacher	To provide the required time, staffing, training and resources to ensure all medical procedures can be followed
Deputy Headteacher	To monitor, review and report on medical procedures as required and to provide any staff involved with the required advice and support
First Aiders	To provide pupils with any required first aid response, issue & supervise the taking of any prescribed medication and assist pupils on crutches
Pupils	To hand in any notes and medication and to use first aid only when necessary
Parents	To ensure school knows of any medical concerns and requirements and to be available for contact at any time in case of a medical issue. If a pupil is clearly unwell they should be kept at home

## Prescribed Medication

- School cannot provide pupils with any medication including paracetamol.
- Any prescribed medication that a pupil must take in school needs to be handed in to the School Office and the medication taken there in a supervised environment. Parents must provide an accompanying letter containing instructions with the medication if they wish school staff to issue it.
- School will not administer or supervise any medication which is not prescribed by a doctor and provided in its original container.
- Each item of medication must be clearly labeled with the pupils name, dosage, dates, storage requirements, expiry and side effects.
- Unless otherwise instructed, school will store medication safely and pupils should report to receive it as directed. If a pupil refuses to take their medication, we will contact home as a matter of urgency.
- If a pupil suffers regularly from acute pain e.g. migraines, then parents should supply school with appropriate pain killers and with instructions for use.
- Pupils suffering from asthma should carry their own inhaler with them but spare inhalers can be stored in school upon request (following 2 above).

## Pupils becoming ill

- If a pupil becomes ill during the school day he/she must report to the School Office. The First Aider will make a judgement as to the extent of the illness. If the pupil demonstrates signs they are well enough to continue in school they will remain and be monitored for the day. If the illness appears to be severe then we will contact home to arrange for them to leave.
- If school determines that a pupil is too unwell to remain in school parents will need to make arrangements for the pupil to go home. If parents cannot be contacted we will try all the contacts we have. It is essential for the well being of pupils that someone can be contacted at any time. We will not allow very ill pupils to go home unaccompanied.
- In rare circumstances school will contact emergency services if a pupil appears extremely unwell and either we cannot make home contact or get agreement for parents / carers to take a pupil to hospital. This may be 999 or NHS Direct.

## First aid

- If a pupil experiences an injury at school they should report to the School Office. If the pupil is unable to move or is incapacitated, first aiders will be informed and one will go to the pupil in-situ.
- If a pupil requires emergency hospital treatment an ambulance will be called and parents/carers will be informed immediately. Staff will accompany pupils to the hospital in the ambulance but will not take them in their own cars because they are uninsured.
- First aid will provide ice packs, plasters and blankets but not medication.

## Medical Plans

- Pupils with acute or long term medical conditions will be provided with a care plan agreed between school and parents. It is essential school is told about all medical conditions so we can provide the best possible care and make the right decisions at all times. The school or NHS related agencies e.g CAMHS may be involved in the formation of such a care plan.
- Care plans will be kept centrally in the School Office and staff will be informed on a need to know basis.

This policy should be read in conjunction with the appendices  
Date of next review April 2019

Agreed at governors March 2017