

DOVE FEDERATION

FIRST AID and ADMINISTERING MEDICATION

The Dove Federation

First Aid and Administering Medication

Status

Recommended

Purpose

The care, safety and welfare of the children within the Federation is our first priority. Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding within the Federation. This care should extend to emergency first aid provision, the administration of medicines to dealing with asthma and head lice.

This policy :-

1. Gives clear structure and guidelines to all staff regarding areas of first aid and medicines.
2. Clearly defines the responsibilities and the staff.
3. Enable staff to see where their responsibilities end.
4. Ensures the safe use and storage of medicines within the school.
5. Ensures the safe administration of medicines within the school.
6. Ensures good first aid cover is available in the school and on visits.

To ensure that the welfare and wellbeing of pupils is secure

Main ECM outcomes: Be healthy; Stay safe

Who was consulted?

Where applicable, parents and staff were consulted in the development of this policy.

Relationship to other policies

This policy should be read in conjunction with the school's policy on health and safety and the Local Authority policy relating to visits.

Roles and responsibilities

The **Head Teacher** is responsible for implementing the policy, identifying responsible staff members for managing first aid and the administration of medicines, and ensuring that appropriate resources and staff training are available.

The **staff members** responsible must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

All **staff** are responsible for keeping themselves up to date with basic first aid, understanding the importance of risk assessment and recognising the health needs of pupils for whom they have responsibility.

Parents must ensure that the Head Teacher and SENDCO are fully informed about any medical conditions their children have and their requirements on administering medication.

Pupils are responsible for caring for their own welfare and that of other pupils and understanding the importance of risk assessment.

Intimate Care

If a child has an accident that involves soiling, our staff will ensure that the child is not distressed, is made comfortable and where possible parents/carers are called to support and assist the child.

First Aid Equipment and Facilities

Within the Dove Federation the three first aid boxes at Parker's VC Primary School are housed (1) Staff Room (2) Kitchen Cupboard (3) Corridor outside Hall. At Caston VA Primary School the first aid box is located right outside the office with some provision in the secretary's office. For off site visits a travelling first aid kit will be available. Both the cabinets and the travel kit are re-stocked regularly by the Responsible Person.

Hygiene and infection control

All Staff are required to take precautions to avoid infection and must follow basic hygiene procedures. First aiders have access to single use disposable gloves and hand washing facilities. The usual precautions will be taken when dealing with blood and any other bodily fluids, or disposing of dressings or equipment.

Reporting Accidents and Record Keeping

Federation staff keep appropriate records in the accident report books kept at either school. These are kept in the school office. The Head Teacher reports relevant incidents to the Health & Safety Executive and the Reporting of Injuries, Diseases and Dangers or Occurrences Regulations (RIDDOR) 1995. Relevant records are kept for a minimum of three years. In addition, Accident Report Records are kept by the school administrator for staff members.

The school will keep a record of treatment given by approved first aiders including :-

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injury or illness and the first aid given.
- What happened to the person immediately afterwards? For example when back to class, returned to home on contacting parent/carers/relative.

- Name and signature of the first aider dealing with the incident.
- In the case of any serious or significant incident, the parents/carers will be contacted immediately by telephone.

Reviewed: November 2018

Ratified: November 2018

Next Review Date: November 2020