



First Aid and Administering of Medicines policy

Legal Status:

- Regulatory Requirements, Part 3, Paragraph 14 of the Education (Independent School Standards) (England) Regulations 2010

Applies to

This policy applies to the whole school including all staff (teaching and non-teaching), Local Governing Body and volunteers working in the school.

Related Documents:

- Educational Visits and Off-site Activities Policy
- Health and Safety Policy
- Health and Safety Manual

Availability

This policy is made available to parents, staff and students in the following ways: via the School website, in the Parents' portal, on the Staff portal, within the Parents Policies Folder in the Reception area from where, on request, a copy may be obtained.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Local Governing Body undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: 11th June 2017

Kate Ryan
Principal

Dr. Neil Jones
Chair

Policy Statement:

Christleton International Studio will undertake to ensure compliance with all the relevant legislation with regard to the provision of First Aid for students, staff, parents and visitors. We will ensure that procedures are in place to meet that responsibility. This policy should be read in conjunction with Christleton International Studio's Health and Safety policy and policy on Safeguarding children on school visits. It will be reviewed annually.

Aims and Objectives:

- To identify the First Aid needs of Christleton International Studio in line with current legislation regarding the Management of Health and Safety at Work Regulations.
- To ensure that First Aid provision is available at all times whilst people are on the premises and on premises used by the school.
- To ensure that when recruiting staff, an appropriate number of successful candidates hold relevant First Aid qualifications and have been suitably trained, or are prepared to undertake training.
- To maintain a record of all First Aid training at Christleton International Studio and to review First Aid needs and procedures annually.
- To provide ongoing training and ensure monitoring of training needs.
- To provide sufficient appropriate resources and facilities.
- To provide awareness of Health and Safety issues within Christleton International Studio and on school trips to prevent, where possible, potential dangers or accidents.
- To inform staff, parents and students of the First Aid arrangements at Christleton International Studio.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation in force at the time.

First Aid Provision:**First Aid kits will be available in the following locations:**

Staff Workroom

Co-working Space

The Science Room

Portable First Aid kit 1 for general outing use – Kept in Staff Workroom and to be signed out

Portable First Aid kit 2 for sports outing use - Kept at Staff Workroom and to be signed out

Portable First Aid kit 3 for sports outing use – Kept at Staff Workroom and to be signed out

- The named coach will check the contents of kits every half term and restock as necessary. A kit should also be checked every time it has been used. It is the responsibility of the person who opened the First Aid box to report this fact to the named coach
- All members of staff, teaching and support must ensure they have read this First aid Policy.

First Aid Training:

As part of her personnel duties, Kate Ryan is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed persons.

All members of staff will be trained annually in the use and administration of Epipens. A list of all students who may require this treatment will be held in the staff workroom and notified to all staff at the start of each academic year.

Practical Arrangements at the Point of Need**Principal Injuries:**

Accidents involving the head can be problematic because the injury may not be evident eg internal and the effects only become noticeable after a period of time. Even if the injury is minor, all head injuries should be

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closely monitored and a head injury report form should be completed and given to the parents. Any serious head injury should always be referred for hospital treatment following the emergency procedures below.

Emergency procedures:

Where the injury is an emergency, an ambulance must be called following which the parents will be contacted. Where hospital treatment is required but it is not an emergency, the coach will contact the parents for them to take over the responsibility of the student.

In the event that the parents, or the person designated by the parents cannot be contacted, a member of the staff of the school will be asked to accompany the student to the hospital and remain with them until the parents can be contacted and arrive to take over responsibility. The parents will be asked to keep the Principal Master or Deputy Principal Master fully updated of developments.

An ambulance must always be called:

- in the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness and
- whenever there is a possibility of a fracture or where this is suspected.

Hygiene/Infection control:

In order for Christleton International Studio to upkeep hygiene standards and reduce the risk of infections spreading:

- hands must be washed before and after giving First Aid;
- single-use disposable gloves must be worn when treatment involves blood or other body fluids;
- any soiled dressings etc must be put in a clinical waste bag and disposed of appropriately;
- any body fluids on the floor should have absorbent granules sprinkled on them and be swept up with the designated dustpan and brush. If possible the area should be bleached;
- body fluid spillages on hard surfaces should be cleaned up and then bleached and
- exposed cuts and abrasions should always be covered.

First Aid and Accident Reporting procedures:

Please refer to the school's separate First Aid Policy.

The names of all qualified First Aiders will be circulated to all staff and a copy held in the staff workroom

The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Kate Ryan or for minor injuries, the designated coach.

The accident book and report forms for head injuries and the procedures to be followed are clearly outlined in the First Aid policy. The arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Party Leader and supervising staff.

Incident Reporting:

All incidents/injuries/head injuries and treatment will be recorded on the 'Administration of First Aid' sheet which is kept in the Staff Workroom, by the named coach. Parents are informed by use of the Head Injury Report form of all head injuries to their son/daughter. The named coach will contact the parents if there are any concerns about an injury or should a student need to be sent home through illness. Any significant injury also needs to be entered in the Accident Book /Student Accident Book. This will be completed by the person administering First Aid and by the person who has dealt with the accident. At the earliest opportunity it should be signed by the person who was the subject of the injury. These records are kept for 7 years. If the nature of the accident involves contacting 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations', Kate Ryan will be the person designated to undertake this on behalf of Christleton International Studio.

RIDDOR

The Principal ensures that Christleton International Studio Complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)* under which Christleton International Studio is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths;
- Major injuries;

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- Over-three-day injuries;
- An accident causing injury to students, members of the public or other people not at work;
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done - a 'near miss'.

Sharing of information:

At the start of each academic year, Kate Ryan will inform all members of staff of the updated list of students who are known to have medical conditions/problems. This list will be reviewed each time a student is to be added or deleted from the list. Medical Consent forms for out of school visits can be obtained online and these are readily available to all staff for use related to school outings.

Administration of Medicines

Under no circumstances will a student be offered any medication, prescribed or non prescription such as aspirin or paracetamol, without first having written parental approval. There will be times when a student is well enough to attend school but requires medication but in general, where a child requires medication or treatment, he or she should be kept at home until the course of treatment is complete. The exception to this are:

- when a student has almost fully recovered and simply needs to complete a course of medication eg antibiotics for a day or so and
- where a student suffers from asthma, or other occasional ailment and may need to use an inhaler.

Where equipment such as an inhaler is necessary we strongly encourage students to take care of and responsibility for these items as early as possible.

Legal aspects:

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it, this is purely a voluntary role. Staff should be particularly cautious agreeing to administer medicines where:

- the timing is crucial to the health of the student;
- there are potentially serious consequences if medication or treatment is missed and
- a degree of technical or medical knowledge is required.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the student's medical needs.

Safety checklist –

- Has the parent completed the Medical Consent form and has a copy been filed?
- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the GP and parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Details of this policy and procedures will be publicised and available from the school website www.christletoninternationalstudio.co.uk
- Will medication be stored in the same place and at a suitable temperature?
- Staff must be aware of information held in the Staff Workroom on infectious diseases

Instruction and Training:

- Specific instruction and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should **not** be undertaken.
- Such safeguards are necessary both for the staff involved and to ensure the well being of the student. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

Record Keeping:

The following information must be completed by the parent-

- Name and date of birth of the student

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- Name of parents/guardians, contact address and telephone numbers of landline and all mobiles
- Name, address and telephone number of the student's GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by parents/guardian for staff to administer the specific medicine/s
- Expiry date of the medicines
- Storage details

The parent consent form, providing all the above information, will be copied and retained in a central file as a record for future reference.

Safe storage and disposal of medicines:

Medication will be kept in a secure place in the back office, out of the reach of students. Unless otherwise indicated all medication to be administered in school will be kept in a locked cabinet specifically allocated for such purposes. Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should not sign the medicine record book unless they have personally administered, assisted or witnessed the administration of the medicines.

Each item of medication must be delivered to the Authorised Person who will be the morning or afternoon Receptionist in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Along with the 'Specific Medicine Dispensing Form', each item of medication must be clearly labelled with the following information:

- Student's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school will not accept items of medication in unlabelled containers.

When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents. All medicines should be stored in the original container, be properly labelled and kept in a secure place, out of the reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separate from any foodstuff. Medicines should only be kept whilst the child is in attendance. Where needles are used, a sharps container and adequate arrangements for collection and disposal should be in place. Such arrangements are necessary for any equipment used which might be contaminated with body fluids such as blood etc. Any used or outdated medication will be returned to the parent for safe disposal.

Accidental failure of the agreed procedures:

Should a member of staff fail to administer and medication as required, they will inform the parent as soon as possible. However, the position would not normally arise as any student requiring vital medication or treatment would not normally be at school.

Students with infectious diseases:

Students with infectious diseases will not be allowed into school until deemed safe by their GP or the relevant local Health Authority. Parents are responsible for providing the Principal or Assistant Principal with comprehensive information regarding the student's condition and medication. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Our staff will not give a

non-prescribed medicine to a child. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of a two week supply at any one time).

Christleton International Studio will keep records, which they will have available for parents. If students refuse to take medicines, staff will not force them to do so and will inform the parents of the refusal, as a matter of urgency on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed that will result in calling for an ambulance. It is the responsibility of parents to notify Christleton International Studio in writing if the student's need for medication has ceased. It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. Christleton International Studio will not make changes to dosages on parental instructions. Staff at Christleton International Studio will not dispose of medicines. Medicines which are in use and in date, should be collected by the parent at the end of each half term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a pharmacist for safe disposal.

For each student with long-term or complex medication needs, the Principal or Assistant Principal will ensure that a Medication Plan and Protocol is drawn up by Daryl Goodwin, in conjunction with the appropriate health professionals. Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school. Members of staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the Cheshire Health authorities or other appropriate personnel.

Christleton International Studio will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed. All members of staff will be made aware of the procedures to be followed in the event of an emergency.

First Aid Qualifications

5 members of the team will be attending First Aid training in Summer 2017

Name	Location	Qualification	Provider	Date
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