

# **First Aid and Medicines Policy**

## **CAMBO FIRST SCHOOL** **POLICY FOR FIRST AID AND MEDICINES IN SCHOOL**

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### **The First Aid Team**

The first aiders in school who are able to administer medicines are:

Carol Flatman – School Secretary  
Isobel Anderson – Teaching Assistant  
Ruth Foley-Teaching Assistant  
Sharon Birdsall –Lunchtime Supervisor  
Paula Cummings – Head teacher  
Elizabeth Patterson - Teacher

### **First Aid Posts**

The first aid posts are located:

- The School Admin Office – highlighted with a green cross
- The cupboard in the group room –highlighted with a green cross
- The school kitchen –highlighted with a green cross

### **Accident Reports**

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

The member of staff on duty calls for a first aider or support if they are a first aider; or if the person can walk, takes him/her to a first aid post and calls for a first aider.

[children must not be left on the yard unsupervised]

The first aider administers first aid and records the incident in our Accident Book.

There are two accident books; one for employees and one for non-employees. An incident form must be sent home to parents to let them know what has occurred during the day.

If the child has had a bump on the head, parents must be contacted as soon as possible  
If parents cannot be contacted immediately then staff must follow first aid procedures and the secretary will keep trying.

If the injury is an injury such as: fracture (finger, thumbs, toes)cuts/abrasions/bruising  
strain/sprain/minor burn/scald  
/foreign body in eye/assault/minor electric shock/burn

or a major injury such as:

fracture

amputation  
dislocation  
loss of sight  
eye injury  
electric shock/burn  
hypothermia  
needing resuscitation  
loss of consciousness  
harmful substance  
acute illness

then an Accident Record and AIR1 form must be completed and filed in the office. If the patient has more than 3 consecutive days absent from school or work, then a form F.2508 must be completed and sent to the HSE within 10 days of the incident. If there is a fatality, phone HSE immediately and complete form F.2508. There are two forms F.2508 – one is for an injury or dangerous occurrence, and one is to report a case of disease. All of these forms are available from the Office.

### **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**, we will seek permission from the pupils' parent/guardian to administer first-aid wherever necessary.

### **Administering Medicines in School**

Prescribed medicines may be administered in school (by any of the first aid team) where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours. Wherever possible, the pupil will administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine.

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 the Office. [No non doctor prescribed drugs will be administered via staff]

Staff will ensure that records are kept, detailing the background of any medicine, which has been given.

All inhalers held in school must be of the blue type.

Non-prescribed medicines may not be taken in school.

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

Medicines must be stored either in the staff medical cupboard in the group room, or the group-room fridge, depending on the storage instructions.

It is the responsibility of the parents to collect unused medicines from the school and dispose of them accordingly.

### **Accidents/Illnesses requiring Hospital Treatment**

If a child has an incident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect 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. 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. 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 Paediatrician. A school nurse may also provide additional background information and practical training for school staff.

### **Staff Medicines**

All staff medicines must be kept out of the reach of children; either in the staff bathroom or the fridge, dependent upon storage instructions.

*There is no legal duty which requires school staff to administer*

*medication; this is purely a voluntary role*

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Signed: Paula Cummings