



Flourish FEDERATION

Believe, Achieve, Belong



First Aid and Medicines Policy

The Flourish Federation Vision

To inspire everyone to flourish, grow and learn in a safe and spiritually rich environment.

Built on the strong foundations of Matthew 7:24

Everyone then who hears these words of mine and does them will be like a wise man who built his house on the rock.

Our Federation's vision, ethos and Christian values underpin and thread through every aspect of our work across our Federation. Our work helps us on our collective journey to achieve our vision for all in our Federation community.

This policy was ratified by Flourish Federation Governing Body on:	28 Nov 2023
This policy will be reviewed by Flourish Federation Governing Body on: (unless earlier review is required to adhere to statutory requirements/changes in procedure)	NOV 2024
Policy Version:	v
Signed by the Chair of Governors:	
Signed by the Executive Headteacher:	

Our Values



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The Flourish Federation - All Saints CEVA Primary School & Nursery and North Elmham CEVA Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors. Flourish Federation is also wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions. This policy is designed to support the management of medication and medical care in school and to support individual medical needs.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

Flourish Federation will take every reasonable precaution to ensure the safety and well-being of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Educational Visits and School Trips Policy

The school office receptionist has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment. The Executive Headteacher will ensure that there is a fully trained First Aider available at all times while the schools are open and that the appropriate first aid equipment, facilities and correct first aid procedures are followed.

The SENCO will ensure that any child with medical needs has the equipment required to meet that child's needs and that a care plan is written.

The Nursery has a designated member of staff responsible for First Aid who holds a current Paediatric First Aid certificate. They are responsible for maintaining the correct contents of all First Aid boxes.

The Day care Manager and the Deputy Manager will ensure that there is a fully trained First Aider available at all times while the setting is open.

1. Legal framework

This policy has due regard to statutory legislation, including, but not limited to the following:

The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance. DCFS guidelines for 'Managing Medicines in Schools and Early Years Settings (2204)' and 'Ensuring a Good Education for Children who cannot Attend School because of Health Needs' –statutory guidance (January 2013).

2. Aims

The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- 1 leaflet giving general advice.
- 1 protective face shield for performing CPR
- 20 individually wrapped adhesive dressings (plasters) of assorted sizes.
- 6 medium individually wrapped sterile dressings.
- 2 large individually wrapped sterile dressings.
- 2 sterile eye pads
- 4 triangular bandages.
- 3 pairs Disposable non- latex gloves.
- 5 low adherent dressings 5cm x5cm
- 5 low adherent dressings 10cmx 10cm
- 1 roll of hypo-allergenic tape
- 10 packs of 5 sterile gauze swabs
- 1 finger bandage and applicator.
- 1 pair of scissors with rounded ends
- 1 ltr of sterile water (when there is no clean tap water available)

The lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

First aid boxes are clearly displayed around the building and can also be found in the Medical Room.

A First Aid box will be taken on all off site visits or outings. This will be the responsibility of the First Aider or the Day care Manager.

3. First aiders

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the school business manager.

4. Emergency procedure in the event of an accident, illness or injury

In the event of such an accident the following procedure will apply:

- The member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- Where the First Aider is notified and they will take responsibility for deciding upon the appropriate action.
- The First Aider will assess the situation and decide whether the child goes straight to hospital or whether the child can safely wait for their parents/carer to arrive.
- If the child needs to go straight to hospital an ambulance will be called. The parent/carer will be contacted. If a parent is unable to get to school to go with their child in the ambulance a member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been signed.
- If it is a medical incident where an ambulance response is not appropriate, e.g. suspected broken limb, but the child needs to attend the hospital and parents are unable to take the child, a member of staff with appropriate business insurance may be permitted to take the parent and child at the discretion of a SLT member.
- Staff will ensure that they have a copy of the child's registration form (which includes details of the child's doctors, previous illnesses, allergies and any medication currently being taken) in addition to the Emergency Medical Treatment permission form.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime the child will be made comfortable as possible and kept under close supervision in a separate area.
- Parents/carers will be made fully aware of the details of the incident involving their child's health and safety, all actions taken by the setting and its staff.
- If a member of staff, parent, service provider or visitor to the setting becomes ill during their time there, a first aider will be called to assess the situation and an ambulance will be called. Wherever possible another member of staff will escort the 'patient' to the hospital taking with them as many details as they have.

- All such accident/incidents will be recorded in the accident or incident book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident/accident and any action taken by staff.
- The Headteacher, Site manager, Teacher, First Aider, Daycare Manager, Deputy or Room Leader should consider whether the accident or incident highlighted any actual problems or potential weaknesses in our policies or procedure, and act accordingly, making suitable adjustments where necessary.

5. Reporting to parents

- In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.
- Parents must be informed of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- In the event of serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parents as soon as possible.
- A list of emergency contact details is kept at the reception/admin office.

6. Visits and events off-site

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the school business manager or centre manager before the event is organised.

Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

7. Storage of medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines shall be stored in the original container in which they were dispensed, together with the prescribed instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

An emergency supply of medication should be available for pupils with medical conditions that require regular medication.

An emergency inhaler, epi-pen and bottle of paracetamol will be kept at school in case of emergency.

Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this

include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

8. Illness

When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents / carer to arrive to pick them up. Pupils will be monitored during this time.

9. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school /nursery, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

10. Responsibilities for medicines

- a) Parents or Carers have prime responsibility for their child's health and should provide the school / nursery with up to date information about their child's medical condition, treatment and or any special care needed. If the child has more complex medical conditions, they should work with the school nurse or other health professionals to develop an individual healthcare plan, which will include an agreement on the role of the school / nursery in managing any medical needs and potential emergencies. It is the parent/carer's responsibility to make sure that their child is well enough to attend the setting.
- b) There is no legal duty which requires school staff to administer medication; this is a voluntary role. While teachers have a general professional duty to safeguard the health and safety of pupils and to act in 'loco parentis,' that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication.
- c) The policy of the Federation is not to administer medication or medical care unless the pupil has a medical condition, which if not managed, could prove detrimental to their health or limit access to education. The headteacher accepts responsibility, in principle, for school staff administering or supervising the taking of prescribed medication or medical care during the school day only where it is absolutely necessary.

Staff will have access to information on pupils' medical conditions and actions to take in an emergency.

Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals.

A care plan will be put in place by school/nursery (if not already completed by health) in this instance.

11. Prescribed Medicines

a) Prescribed medicines should only be brought to the setting when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day.

Medicines prescribed 'three times a day' should be administered before school, after school and at night if at all possible.

b) The Federation will only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber and are presented in the original container dispensed by the pharmacist and include the pupil's name, prescriber instructions for administration and dosage. Dates and names on the label will be checked.

12. Non-prescribed medication

Non-prescribed medication will only be administered with prior written permission unless in emergency situations where permission can be given over the phone. Staff will check if the medicine has previously been administered without adverse effect and a form must be completed. With a care plan in place also e.g. for a child who suffers with migraines. Staff will administer a recognised nappy cream, with parents' consent if required. (See Nappy changing policy & Intimate care policy) Staff will never administer medicines containing aspirin unless prescribed by a doctor. Staff will never administer medicines containing ibuprofen to children who are asthmatic.

13. Administering Medicines

The Federation recognises that no child under 16 should be given medicines without their parent's written consent. Following written consent, staff administering medication to a pupil will check: the child's name, name of medication, the prescribed dose, expiry date, written instructions provided by the prescriber on the label. If in doubt the member of staff will not administer the medication before checking with the parent or health professional.

b) A written record must be kept following administration of medicines to pupils, using 'the correct form.'

c) If a child refuses medicine, staff will not force them to do so, but will record this on the relevant form and parents/carers will be notified of the refusal as soon as possible.

Sun Protection

- The Day Care Manager and Federation staff understand the dangers posed to children and themselves by over exposure to the sun.
- In hot weather, parents/carers are encouraged to provide sunscreen for their children. Children will also be encouraged to wear a hat when playing outside in the sun.
- When deemed necessary and with written permission from parents, staff may apply sunscreen to children who cannot do it for themselves. (See enrolment form)
- In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children; this could be under trees or under a gazebo.
- There are self dispensing sun-cream points at doors for children who are not protected by sun-cream applied at home.

14. Long- term Medical Needs

Were a pupil has a chronic illness, medical or potentially life-threatening condition, the school/ nursery will initiate a health care plan to meet individual needs and support the pupil. Health care professionals in consultation with the child's parents or guardians will draw this up.

15. Record Keeping

- a) Parents/carers should tell the school about medicines their child needs to take and provide details of any changes. The relevant form should be completed by parents/carers which should be referred to when administering medicine which will be recorded on the relevant form.

Parents are responsible for ensuring the medication is in date.

- b) Pupils with food allergies or intolerances have their photographs displayed in the staff room and kitchen to ensure that food products are safe for children.

16. Storage of Medicines

- a) Medicines will be stored safely in the pharmacist's original container which is clearly labelled for the pupil.

- b) Non-emergency medication is stored with the consent form in the locked medicine cabinet.

Medication requiring refrigeration is stored in the designated school fridge.

- c) Emergency medication such as Epi-pens and asthma inhalers are readily available in clearly labelled containers easily accessible by the pupil. This medicine is not locked away.

- d) Parents are ultimately responsible for checking expiry dates on their children's medicines and replacing when necessary. However, school staff will check medication has not expired.

17. Emergency Procedures

- a) All staff are aware of procedures when dealing with a medical emergency. A trained first aider will always be called to lead in the case of a medical emergency.

- b) All staff are aware of pupils on a health care plan and understand the need to follow agreed emergency support.

- c) In the event of an emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. If this is not possible, a member of staff will accompany the child and stay until the parents arrive. Health care professionals are responsible for any decisions on medical treatment when parents are not available.

18. Educational Visits

This Federation actively encourages children with medical needs to participate in trips and visits. KS2 Children need to be responsible for their inhalers whilst on a visit. Staff will aim to facilitate reasonable adjustments, including timetabling events and extra staffing, to enable all pupils to participate fully and safely in trips and visits.

In the case of residential trips, parents are invited to provide written consent for staff to act in 'loco parentis' and administer Calpol analgesia if required. If this is administered it will be recorded on the relevant form and parents will be informed and given details of the time and dosage

19. Staff Training

Staff training is provided to support the administration of emergency medications such as Epi-pens and insulin. In an emergency where a trained member of staff is unavailable any member of staff can administer the medication.

Flourish Federation has several First Aiders and Pediatric First Aiders across both schools and the nursery. Training is reviewed regularly and updated every three years.

20. Children with Health Needs who Cannot Attend School

Whilst it is the Local Authority's responsibility to make arrangements for suitable full time education for children who are of compulsory school age who, because of illness, would not receive suitable education without their provision, we at Flourish Federation commit to working in partnership with the Local Authority. We commit to work in partnership with the Local Authority to provide information regarding the pupil's educational needs. We will also work closely in partnership with health professionals and the Local Authority to plan an effective reintegration programme for the pupil on their return to school.

21. Monitoring and review

This policy is reviewed annually by the Headteacher and Nursery Manager in conjunction with the governing body; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

To be reviewed October 2024