

FIRST AID/MEDICATION POLICY 2019-2020



St David's C.B.S.

Roll Number 60471F

First Aid Policy and Procedure

Purpose

This policy sets out the roles and responsibilities of all Staff in St David's C.B.S. in administering First Aid. The purpose of First Aid is to ensure that any immediate danger and discomfort to an injured or sick student is alleviated. Any First Aid rendered by St David's C.B.S. staff (referred to as the 'School') is intended to be of a temporary nature and to be the minimum level of care. Any further diagnosis or extended care will be passed on to medical professionals. Injuries should be fully examined by Parents/Guardians when pupils arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.

Awareness of Medical Needs

- When joining our school, Parents/Guardians are required to inform the school of any medical condition or allergy from which their pupil may suffer.
- Relevant information is retained on VSware on student files.
- All staff members are made aware of allergies/ conditions in their class at the beginning of the school year.
- Any changes or additions to a pupil's medical condition must be given by Parents/Guardians to the Year Head and passed onto relevant staff as soon as they are known.
- This is especially important when pupils with medical conditions join the school within the academic year.
- As teachers, Year Heads, tutors can change from year to year, it is essential that Parents/Guardians inform the school **each** year about their son's up to date medical issues. It is the **Parent's** responsibility to notify the School of any changes in existing medical conditions.

Illness at School

- If a pupil is taken ill whilst in the classroom, the Teacher will assess the condition of the pupil and if it is considered by the teacher that the pupil may need to go home he/she will send the pupil to the Deputy Principal's office.
- The Deputy Principal will then inform the secretary to make contact with home
- If a Parent cannot be contacted, a voice mail message will be left or text message if possible.
- In the event of not being able to contact a parent, the nominated emergency contact will be contacted.
- In the event of a serious incident, where necessary, an ambulance will be called by the Principal or Deputy Principal.

Administration of Medicines

Where the taking of prescription drugs is absolutely necessary during the school day a special arrangement can be agreed between the parents and the school management. Teachers cannot be required to administer medicines.

It is important to tell the school if your child needs to take medicine or has a particular health problem such as Asthma, Epilepsy, Diabetes or Allergies; has problems taking part in physical education or other school activities; or has special dietary requirements.

Please note:

It is important to emphasise that the school will help your child as much as it can, but schools are not obliged to give medicines or supervise students taking them. In an emergency, where your son needs medicine urgently, the school will accommodate his needs. However, you must ask the school in writing, in advance, to give medication in emergencies and you must give the school written instructions on how to do this. The medicines to be administered must be in the original container, clearly labelled with the pupil's name, dosage and frequency. These medicines will be stored in the First Aid Press in the Secretaries' Office.

Adrenaline, EpiPens, Anapens

Where students have an allergy to nuts or any other substance and have an EpiPen (similar medication) they **must** have it with them at all times. Parents should give all details to the office about their son's condition. A back up pen may be left in the office but must be accompanied by a letter of instruction including your son's name and medical details. This will only be used in cases of extreme emergency and with accompanied written permission. The school will administer the medication in good faith but cannot be held responsible in any way for outcomes associated with this process. It is the sole responsibility of Parents/Guardians to ensure that all medications are in date.

First Aid

Members of staff have been trained in basic first aid.

- If a pupil suffers an injury, it will be assessed by the teacher nearest the child.
- All teachers will be expected to deal with instances of minor first aid.
- In the event of an emergency, if any staff member in school is concerned for the health and safety of the pupil following an injury, they should call emergency services.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined in this policy.

Informing Parents/Guardians and Logging Injuries

- Parents/Guardians will be informed of injuries where applicable.
- Where a pupil is very distressed, or the injury is significant, Parents/Guardians will be informed by phone by a staff member.
- It is the responsibility of the staff member who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may firstly pass on accurate details to parents and secondly for when they fill out an Accident Report form.
- All injuries, however insignificant, should be recorded by the teacher on yard duty in the incident report.