FIRST AID AND MEDICINES POLICY

Introduction

The Queen's School is committed to following best practice in dealing with cases of illness and in administering first aid. Our aim is to have in place effective management systems to support individual pupils, staff and visitors with medical needs and to ensure that the school meets its statutory duties towards members of the school community and visitors to the school. This policy also covers the Early Years Foundation Stage pupils in this school.

Our aim is to:

- ensure that all relevant staff are aware of pupils' medical conditions and needs.
- provide the paediatric, emergency and first aid at work training (not always 3 days) as appropriate with triennial updates for members of staff in key areas of the school.
- consider providing first aid training as requested by other members of staff.
- provide suitable medical facilities for the care of our pupils
- have in place easily accessible and up to date first aid containers.
- have in place detailed procedures for dealing with illness and minor/major accidents which meet the Health and Safety Executive requirements.
- have in place procedures regarding basic hygiene and infection control.
- provide detailed guidance on the administration of prescribed medicines for pupils in the form of personal healthcare plans.
- provide basic First Aid Information as part of the curriculum.

Statement

The Queen's School is committed to following best practice in dealing with cases of illness and in administering first aid.

Personnel

- Wherever possible, first aid should always be administered by a trained first aider.
- Ideally staff should only administer first aid with another person present.
- Staff have been trained in accordance with standards set by the Health and Safety Executive and hold a relevant and current First Aid certificate. They will attend refresher training courses as required. More staff will undertake training as part of an ongoing programme to provide the best possible cover.

First Aiders

A list of appropriately trained first aiders is maintained and updated regularly by the Health & Safety Officer, and is available by following the link below:

https://firefly.thequeensschool.co.uk/staff-information-and-news

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Equipment and facilities

A medical room is provided for the care of pupils. At the Senior School this contains a washbasin and WC and one bed. At the Lower School this contains a washbasin and one bed.

First Aid Containers:

First aid material is held at various locations throughout the school as follows:

Location – Senior School	**Position**	**Quantity**	**Check**
Main Kitchen	Cupboard	1	General Services Manager
Little Kitchen	On wall	1	Site Supervisor
Domestic Room	Cupboard	1	Site Supervisor
Estates Workshop		1	Site Supervisor
Staffroom	Wall	1	Miss Rutter
Main Office	By photocopier	4 bags	Miss Rutter
Main Office	With Defibrillator	1	Miss Rutter
N5	Wall behind door	1	Mrs H Malanga
S1	On bench at back	1	Science Technician
S2	On side bench	1	Science Technician
S3	Wall	1	Science Technician
S4	Wall	1	Science Technician
S5	Wall	1	Science Technician
S6	Wall	1	Science Technician
S7	On bookcase at back	1	Science Technician
Gym	Office	4 bags	Head of Sport & Fitness
Pavilion		1	Head of Sport & Fitness
Minibus		1	Estates Manager
Location – Lower School	**Position**	**Quantity**	**Check**
Nedham House (by office)	First Aid Room	2 cupboards	Mrs Hardy
Dining Room	Wall	1 box	Mrs Hardy
Kitchen	Cupboard	1 bag	General Services Manager
Hall	Wall	1 box	Mrs Hardy
Workshop	Cupboard	1 bag	Mr M Chambers
Honey Bee house	Main Classrooms	1 cupboard	Mrs Hardy
Sandford House	Ground Floor classrooms Annex	1 bag	Mrs Hardy
Sandford House	Ground Floor Entrance	1 cupboard	Mrs Hardy
Art and Science Room	Main classroom	1 bag	Mrs Hardy

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Nedham House	Second Floor Landing Area	1 bag	Mrs Hardy
Nedham House	Main Hall	1 bags	Mrs Hardy
Swimming Pool	Pool Side and Pool office	1 bag	Mrs Hardy
Pumpkin House	Main Classrooms	1 cupboard	Mrs Hardy

Containers are checked regularly by the above appointed person and restocked on a termly basis or as necessary. Staff are advised to report usage of materials to Miss Rutter at Senior School and Mrs Hardy at Lower School. They will order new stock when necessary.

Defibrillator	Senior School Reception Area	Mrs Potter
Defibrillator	Lower School Main Office	Mrs Hardy

Defibrillators are available at both sites in the school office and these are self-explanatory items of equipment. The expiry date on the defibrillator pads to be checked and replaced when necessary by Miss Rutter and Miss Hardy.

Procedure in the event of illness/minor injury

If a pupil feels unwell or requires first aid, she should report to the school office where a trained first aider will be available. The first aider will assess the situation and decide on the appropriate course of action:

- Should the pupil be unwell, they may be sent to the medical room/first aid room for a period of time, until they feel either well enough to return to lessons or require a parent to be contacted to collect them.
- Visits to the medical room will be entered into the record book with details of the illness, and the time the pupil entered and left the room. A record of the visit will also be entered on PASS. If a pupil has had an accident, following the appropriate treatment, details will be recorded on an accident form, which is seen and signed by a member of SLT. Accident reports are shared with the Audit and Risk Management Committee of the Governing body once per term.

Procedure in the event of major injury/illness

In the event of an accident taking place the following procedure should be implemented:

- A first aider should be called to attend the scene of the accident and should take the defibrillator, first aid kit and emergency mobile phone with them when attending, or, if possible, the casualty is taken to the first aider.
- A pupil must be accompanied to hospital by parents or staff.

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- A parent or guardian must be contacted and asked to attend.
- In some situations, when the casualty is conscious and mobile, it might be necessary to use a staff member's own car to take the pupil to hospital. The member of staff must always be accompanied by another adult and will be appropriately insured. The member of staff should keep a record of the journey for their personal reference. In all emergencies an ambulance will be called. In a non-emergency situation, such as injury to a limb, the qualified person administering First Aid will decide whether an Ambulance needs to be called.
- All accidents to staff, pupils or visitors must be recorded on the appropriate accident forms which are located in the school office or on Firefly.
- Full details about procedures to be followed are to be found with the relevant forms.
- These forms must be completed by the member of staff who witnessed the incident and the person administering first aid. The Headmistress or a member of SLT needs to add their signature prior to the form being sent to the Health and Safety Officer. Some accidents and incidents need to be reported to the Health and Safety Executive as a requirement of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations(RIDDOR). For these types of accidents see table below:

Injured person	Nature of injury
Pupils, students, visitors (non-employees)	• Fatality ALL • An occurrence where a Pupil was unsupervised or injured by damaged equipment • Non-employee taken directly to hospital (whether by ambulance, car or any other means) if treatment given
Employees (all staff, including temporary or agency staff and contractors)	• Fatality • Major injuries (broken bones, dislocations, loss of consciousness) • Injury that requires more than seven days of absence from the normal work activity

For full details, see HSE publication *Reporting school accidents* via link below:
http://www.hse.gov.uk/pubns/edis1.pdf

- Should an accident take place involving staff or pupils on a school visit the school must be informed as soon as is practicable.
- Major concerns arising from an accident will be discussed at the termly Health and Safety Committee meeting, which reports to the governors' Audit and Risk Management committee.

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Note:- The Health & Safety (First Aid) Regulations 1981 requires the nomination of 'appointed persons' to "take charge of the situation relating to an injured or ill employee or pupil requiring help from a nurse or medical practitioner".

All members of the school staff are considered to be 'appointed persons' within the meaning of the Act.

Hygiene/infection control

Basic hygiene procedures must be followed and precautions taken to avoid infection. When dealing with blood or other body fluids, disposable gloves must be worn. These are available in the first aid containers. Dressings or equipment must be disposed of in double sealed plastic bags. Additional Housekeeping requirements should be notified via Firefly or, if in an emergency, via the radio.

Please also refer to the Lower School Hygiene and Intimate Care policies.

Pupils with medical conditions

A list of pupils with particular medical needs together with procedures to be followed in the case of an emergency can be found in the staff room or the school office at Senior School. Lower School Critical Medical lists are kept in the First Aid Cupboards and on shared Docs/Lower School/First Aid. Information is also available on the school's information management system (PASS/3Sys). Parents are asked to notify the school office should their daughter have a new medical condition or if an amendment is required to an existing HCP.

Administration of medicines

- No pupil under 16 will be given medication without parental consent.
- Prescription medicines should not be administered unless prescribed by a doctor/dentist/nurse/pharmacist; this includes medicines containing aspirin.
- Medication should only be taken in school when absolutely necessary and it is helpful if dose frequencies can be arranged for this to take place out of school hours.
- Following the completion of a health care plan, at the discretion of parents, some pupils are allowed to have their own medication and inhalers with them for use if necessary. If required, medicine brought to school may be stored in the school office and may be administered by the pupil or a first aider as appropriate. Following instructions given in the care plan, permission must be provided by the parent. Non-prescribed medicines may also be stored in the school office following completion by parents of the appropriate consent and guidance form. In the Lower School, all medication is stored in the Lower School Office. Details of alternate locations are shown on the Lower School Critical Medical list

- Most first aiders receive training in the use of EpiPens. Any senior school pupil who may need the use of an EpiPen can carry one with them. EpiPens for Lower school pupils are stored in first aid cupboards. If necessary, trained staff will administer such medication in an emergency, and ensure an ambulance is called.
- A record is kept of all medicines administered to any pupil on PASS and also as a paper record in the school office. An email will be sent or a telephone call will be made to parents advising that their daughter has been provided with paracetamol and the reason for it.
- Staff will follow advice given on the NHS website about administering paracetamol and ibuprofen together.

'You should not give your child both medicines at the same time (unless directed to do so by a qualified healthcare professional). If you feel that your child needs more than one type of painkiller, contact your GP for advice. If your GP advises using both medicines, they will tell you how to do this, including what dose to use and how often to give it to your child.'
http://www.nhs.uk/chq/Pages/2569.aspx?CategoryID=73&SubCategoryID=103

Medication should be returned to the child's parent/carer whenever:

- The course of treatment is complete
- Labels become detached or unreadable. (NB: Special care should be taken to ensure that the medication is returned to the appropriate parent/carer.)
- Instructions are changed
- The expiry date has been reached
- This should be documented on the administration record held in the child's file and the care plan amended accordingly. The parent/carer should be advised to return unwanted medicines to their pharmacist.

In exceptional circumstances, e.g. when a child has left the school/setting, it can be taken to a community pharmacy for disposal. Medication should not be disposed of in the normal refuse, flushed down the toilet, or washed down the sink.

It is the parent/carers responsibility to replace medication which has been used or expired.

Off-site activities

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. Travelling first aid containers are located in

- Senior School - the office and the gym.
- Lower School – the main first aid room

Staff are required to sign these in and out as required.

Please refer to the Educational Trips Handbook for guidance on handling and storing personal pupil medication on school trips. Specific Risk Assessments should be carried out for each trip.

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Pupil education

A speaker from St John Ambulance visits the school each year to inform pupils in Year 9 about first aid procedures as part of their PSHE curriculum. Year 12 pupils can opt in to take qualifications in First Aid or Paediatric First Aid as part of the QUEST co-curricular programme.

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Appendix

EYFS: Administration of Medicines

In accordance with EYFS Statutory Framework for the EYFS 2017 we follow the recommended guidance regarding administering medicine to children: *"Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable."*

Medicine can only be administered in school if:

- It is brought in the original packaging and handed into the office.
- Written permission for each and every medication, from the child's parent/guardian, must be received by the school.

Prescription medicines should not be administered unless prescribed by a doctor/dentist/nurse/pharmacist; this includes medicines containing aspirin.

Storage of medicine

Medicines that require refrigeration must always be stored in the refrigerator. The refrigerator is located in a room that is separate to the medical room. All other medicines are stored in a locked cupboard near the medical room.

Period of absence

1. If a child has suffered from an infectious/contagious illness a period of 48 hours must elapse before that child returns to school.

2. When no infectious or contagious illness is prevalent it is still advisable for children to stay at home for 24 hours from the start of a course of antibiotics, so that the treatment has started to have some effect.

Paediatric First Aid

The school conforms to the requirements of EYFS regulations and has provided suitably qualified Paediatric first aid cover for EYFS pupils.

Safeguarding

In the event of an EYFS pupil sustaining significant injury, bruising or any other cause for concern both within school and without, the designated lead for child protection in the Lower School will be informed and will take appropriate action in accordance with the Safeguarding Policy.