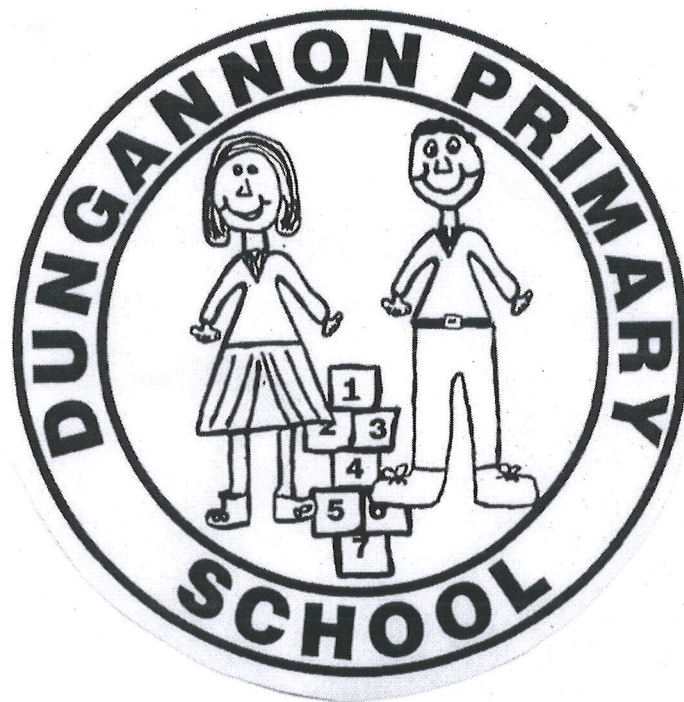


***Dungannon
Primary School***



**First Aid &
Administration of
Medicines Policy**

Policy Statement

The Principal and Board of Governors of Dungannon Primary School accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staff of Dungannon Primary School recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the Education Authority – Southern Region procedure for reporting accidents.

Signed _____

(Principal)

Date _____

Signed _____

(Chairperson of Board of Governors)

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Statement of First Aid Provision

The School's arrangements for providing First Aid will:-

- Place a duty on the Principal and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant form to the SELB;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with SELB CASS to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are located:-

- Outside Mrs Moore's/Miss Leitch's Classroom
- In Mrs Hunter's and Miss Hall's Classroom
- In Mr Kelly's Classroom
- Outside Miss Campbell's Classroom
- Day Care

A standard First Aid Kit will contain the following items:

A basic first aid kit may contain:

- Large sterile dressing x4
- Eye Pad sterile dressing x6
- Medium sterile dressing x12
- Triangular bandage x8
- Alcohol free wipes x20
- Washproof plasters x6
- Medium gloves x3
- Safety pins
- Guidance leaflet

The contents of the Kits will be checked on a regular basis by:

- *Ms Leite*

The School First Aider(s) is/are:

- *Mrs Allam*
- *Mrs Bloomer*
- *Miss Gasiorowska*
- *Miss Green*
- *Ms Hull*
- *Ms Leite*
- *Mrs Wade*
- *Mrs Willis*

Before undertaking any off-site activities, the level of first aid provision will be assessed by the Principal and at least one First Aid Kit will be taken along.

Information on First Aid Arrangements

The Principal will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits and Defibrillator.

In addition the Principal will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- Their class
- Location of the First Aid Box.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Injury/Possible Concussion Record' slip will be sent home to the parent/guardian.

Any other injuries are recorded in the 'Incident Book' and a copy of the slip is forwarded to parents/guardians.

Transport to hospital or home

The Principal will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Principal may decide to transport the pupil to the hospital.

Where the Principal makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

Administration of Medicines

The Board of Governors and staff of Dungannon Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Please note that parents should keep their children at home if acutely unwell or infectious. Parents are responsible for providing the Principal/First Aid co-ordinator/Class Teacher with comprehensive information regarding the pupil's condition and medication. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. This information will be provided through the school app.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time). Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed.

Each item of medication must be clearly labelled with the following information:

- Pupil'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.

All medication to be administered in school will be kept in the locked box located outside Miss Hall's/Mrs Hunter's Classroom. A Personal Medication Record will be maintained. (Appendix 1).

The school will keep records of administered medicine, which they will have available for parents. Agreed members of staff will agree to administer the medicine for each child.

The school will make every effort to continue the administration of medication to a pupil 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 pupil on a school trip if appropriate supervision cannot be guaranteed.

If children 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.

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.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term.

Expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long term or complex medication needs, the Principal, will ensure that a Care Plan and protocol is drawn up, in conjunction with the appropriate health professionals. Risk assessments will also be carried out where required.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm via the school app if they wish their child to carry their medication with them in school.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the Southern Trust.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Personal Medication Record

| | |
|--|---|
| Name of child: | Condition / Illness: |
| Medication and directions for use (storage, dosage and frequency): | Further information (include how long the child will be on this medication): |

NOTE: Check Permission to Administer Medication Form Completed satisfactory- Yes / No

| Date | Previous dosage time (if given prior) | Check date of dispensing/expiry is valid (tick) | Dosage | Time | Comments eg medication refused,dropped etc. Condition eg any reaction | Staff members present & initials |
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Medication returned to parent for safe disposal Yes / No Parent signature _____ Date _____