



First Aid Procedures Policy

**THE FEDERATED GOVERNING BODY OF
DANE COURT GRAMMAR SCHOOL AND
KING ETHELBERT SCHOOL**

Signed by: _____ **Date:** _____

Signed by: _____ **Date:** _____

Agreed: **January 2020**

To be reviewed: **January 2021**

FIRST AID PROCEDURES

DANE COURT GRAMMAR SCHOOL

This document clarifies first aid arrangements and procedures at this school respect of

- a) accidents,
- b) students/staff in need of First Aid treatment,
- c) administration of student medication

Staff are required to familiarise themselves with these procedures, as detailed below. Mentor should ensure that their respective pupils have been updated concerning the revised arrangements.

First Aid

Mrs J Ricketts is the school's appointed First Aid officer, and as such is responsible for

- i) oversee the response to pupils or incidents presented to the First Aid room in need of treatment.
- ii) ensuring that First Aid boxes are appropriately stocked, in accordance with DfE guidelines. First Aid boxes are located in the following areas of the school:

School office
Design & Technology
Food Technology
Science prep. room
Art
PE office
School minibus

NB. Whilst the boxes are checked regularly, managers of these areas should liaise with Julie Ricketts to ensure the box is well stocked.

- iii) Keeping an incident log of First Aid treatment,
- iv) Ensuring that accident forms are completed as required,
- v) Managing the administration of medicines in accordance with Dfe and KCC guidelines.

a) Accidents:

1. Should an accident occur, and the person (s) clearly able to move, the pupil(s) should be accompanied to the school office where appropriate action will be taken.
2. Should it appear inadvisable to move the injured person, then they should NOT be moved, but the main office informed. A qualified First Aider and

Senior Manager will attend and take responsibility for dealing further with the situation.

3. Any First Aider giving treatment must record the injury and action taken in the appropriate incident log.
4. Following an accident in school or on a school visit, an accident form must be completed. This is completed using google forms and a link will be sent to the appropriate member of staff to complete. The form should be completed as soon as possible after the incident. The member of staff to whom the accident was reported is responsible for completing this. This googledoc will be monitored by the head of school, and details may be sent to the Area Office, as necessary.

b) Students/Staff in need of First Aid treatment

Pupils are either well enough to attend school, in which case they are in their lessons, or unwell, in which case they will be at home. If a pupil becomes ill during the day and is unable to attend class, every effort will be made by the admin team to contact parent/guardian to collect them.

It is not acceptable for pupils to be visiting First Aid as an alternative to attending lessons. Members of staff are urged to ensure they do not send pupils to the school office unless they are in need of First Aid.

The First Aid room does not administer medicines other than those covered below. The admin team can phone parents to request medicines be delivered to school for the student if this is appropriate.

c) Administration of medicines:

The administration of medication does not form part of the normal job description of an employee within an educational institution, and the school is not obliged to administer medicines to pupils. However, the loco parentis role is a grey one yet to be challenged in court. The following procedures are taken from KCC guidance.

1. The school cannot provide any pain relief for common ailments such as headache, toothache, period pains, etc. unless a previous written request has been made and the medication provided by the parent guardian (using the school medicine form).
2. The most common form of medicines the school may be asked to hold will include...

antibiotics - a child may be considered fit to attend school by their GP provided he/she continues a course of antibiotics,

maintenance prescribed drugs - eg for epilepsy, cystic fibrosis,
inhalers - for asthma.

3. The majority of pupils are capable of making personal and private arrangements for the taking of any necessary short-term medications. However, a number of our pupils need support in respect of this. All parents have been advised that any medications which parents *request* school to administer must be accompanied by a school medicine record form (copy attached) and handed in to the school office.
4. For pupils who have medication linked to their special educational need, this should form part of their annual review. The SENCO will liaise with Julie Ricketts re pupils who have this need.
5. Some children may require types of treatment which involve procedures which are invasive, eg rectal valium. Only staff who have been trained in respect of this are to administer such treatment. The SENCO will liaise with Mrs Ricketts re pupils who have this need.
6. The administration of medicines will be recorded in the Drug Record Log, maintained by the admin team, who will ensure that medicines are appropriately stored as advised on the prescription label.

The administration of medication by staff will be managed by Mrs Ricketts, who will raise any concerns with the office manager and head of school.

The above procedures provide a summary for staff. They are based upon the DfE document “Guidance on First Aid for Schools”. A full copy of this document is located in the school office.

January 2020

Appendix A – First Aid Staff

The following staff are also qualified First Aiders, and have agreed to volunteer their services as required:



First Aid Staff

Forename	Surname	Valid until	Course Title	Provider
Mark	Alderson	8-Aug-2022	First Aid at Work	SJA
Gemma	Bolt	26-Nov-2021	First Aid at Work	ALC courses + St John's
Heather	Brissenden	17-Dec-2020	Emergency First Aid at work	British Red Cross
Abigial	Fox	20-Apr-2020	Emergency First Aid at work	SJA
Anita	Ives	22-Jan-2021	First Aid at Work	SJA
Anne	Mcguire	18 Jan 2021	First Aid at Work	SJA
Jennifer	Miller	27 Sep 2021	First Aid at Work	SJA
Sandra	Morris	5-Dec-2020	First Aid at work	SJA
Laura	Rattenbury	16-Nov-2020	First Aid at Work	SJA
Julie	Ricketts	22-Jan-2021	First Aid at Work	SJA
Rachel	Rolls	2-Jul-2020	Emergency first aid at work	SJA
Sarah	Stivarius	30-Apr-2021	First Aid at Work	SJA
Ian	Wallace	20-Jun-2022	Emergency First Aid at work	J.W.H. First Aid Training services
Andrew	White	14-Jun-2020	Emergency First Aid at work	Rescue Emergency Care
Sharon	Young (Kitchen)	23-Nov-2020	First Aid at Work	SJA
Anne	Whelan		DfE outdoor specific first aid course	KCC

Appendix B – Staff declaration

I am a qualified First Aider and am prepared to offer my services to the school in this capacity.

Date qualification achieved: _____

Awarding Body (eg Red Cross, St John's) _____

Date of expiry of current certificate: _____

I should like to undertake a First Aid course and once qualified am prepared to offer my services to the school in this capacity.

Signed: _____

Date: _____



Appendix C - Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form and the school has a policy that staff can administer medicine.

Name of school:

Date:

Child's name:

Tutor Group:

Name and strength of medicine:

Expiry date:

How much to give (i.e. dose to be given):

When to be given:

Any other instructions:

Number of tablets/quantity to be given to school:

Note: Medicines must be in the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact:

Name and phone no. of GP:

Agreed review date to be initiated by [name of member of staff]:

I undertake to supply the school with medicines in properly labelled containers.

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent to school staff administering medicine in accordance with the above information and school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature _____ **Print name** _____

Date _____

If more than one medicine is to be given a separate form should be completed for each one.



Appendix D

Request for child to carry his/her own medicine

This form must be completed by parents/guardian

If staff have any concerns discuss this request with healthcare professionals

Name of school/setting:

Child's name:

Form:

Name of medicine:

Procedures to be taken in an emergency:

Contact Information

Name:

Daytime phone no.:

Relationship to child:

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed:

Date:

If more than one medicine is to be given a separate form should be completed for each one.

