



## **MEDICATION AND FIRST AID POLICY**

Up-Grade Training and Therapy

This policy was adopted on 02/09/2020  
This policy is due for review on 02/09/2023

We Recognise the importance of providing adequate and appropriate first aid equipment and take facilities for all children learning, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

### **Aims**

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users.
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonable practical steps are taken to ensure the health and safety to staff, pupils and other supervising adults participating in off-site visits.
- To establish and maintain safe working procedures amongst staff and pupils. To ensure that all medicines are stored safely and administered according to instructions received from parents/guardians.
- To develop first aid awareness amongst staff, pupils and other supervising adults.

The head teacher is responsible for ensuring that there is an adequate number of qualified First Aiders. The number of first aid personnel is sufficient to cover break and lunchtimes and absences. Up-Grade Training and Therapy's first aid training needs are reviewed on an annual basis by the head teacher, and particularly after any changes, to ensure the provision remains adequate.

All staff will have a basic first aid certificate at least one member of staff will have a paediatric first aider qualification. When a young person is placed with us their parents/guardians will be asked to complete a questionnaire which includes any medical conditions that are relevant for us to keep their child safe. We will not administer any medication to the young person other than basic First Aid.

This and all other medical information, will be kept on the young person's file for access by staff. A written record is kept of all significant illnesses, accidents or injuries to young people while in our care.



## **Confidentiality and Consent**

In accordance with the school's professional obligations medical information about students, regardless of their age, will remain confidential.

Parents/guardians will be informed about illness or accident that occurs while their child is in our care. There is an expectation for parents/guardians to keep us updated of any health issues that may affect the young person's engagement at the school or gym.

Within PSHE we will promote healthy lifestyles this will include highlighting the potential dangers to health of alcohol, drugs and smoking. Appropriate information will be provided.

## **School Visits**

Portable First Aid kits are available to be taken on all school visits and are available from the Staffroom. A qualified First Aider plus another member of staff will administer medicines and inhalers, if required, during a school visit.

At least one member of staff on school visits will have a paediatric first aid certificate.

The Headteacher must make sure the boxes are replenished as soon as possible after use and will authorise the ordering of supplies. First aid boxes are placed in clearly identified accessible locations around school and gym and are fully stocked with suitable first aid materials.

## **Recording and Reporting first Aid Treatment**

All accidents and first aid treatment will be logged in the accident book and a note will be sent home to parents/guardians. A note will be placed into the pupils personal file as a second record of any accidents or incidents.

## **Accident book**

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher or Admin Manager who will decide on further action, including overseeing the completion of a case report form and ensuring its submission to the appropriate services. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that person who sustained the injury completes the report.

In the event of a serious accident, the Headteacher or senior member of staff will contact the ambulance service and request an ambulance. The child's parents/guardians will be informed as soon as possible. A member of staff will accompany the child to hospital if their parents are not available.

Parents are informed of any treatment administered by a First Aider in a letter and by phone.

## **Medicines in school**

The school adopts the guidance for the administration of medicines in school within the Health and Safety Code of Practice uk.

A qualified First Aider or a member of the office staff will administer prescription medicines only. The medication must be prescribed by a doctor and be in the original packaging with the child's name clearly marked. Parents are requested to complete and sign a medicine form giving their permission for the medicine to be administered. The member of staff administering the medicine must record it in a file kept in the school office.