

# KIRKISTOWN PRIMARY SCHOOL



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## First Aid and Administration of Medicine Policy

### Policy Review

Date agreed: October 2021

Next Review Date: October 2024

Signed by Chair of Governors:

\_\_\_\_\_

Date: \_\_\_\_\_

## **Policy Statement:**

The Governors and Principal of Kirkistown Primary School accept their responsibility under the Health & 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 recognizes their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations (Northern Ireland) 1997 and agree to abide by the EA Procedure for reporting accidents.

## **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(s) to the EA
- Report all occasions when First Aid is administered to employees, pupils and visitors
- Provide equipment and materials to provide First Aid treatment
- Make arrangements with EA 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 those children with particular needs)
- Notify parent/carer(s) that First Aid treatment was given to the child

## **Medical Information File**

Available in the school office, our data capture forms provide contact information and emergency instructions for children with medical needs e.g. anaphylaxis, asthma, diabetes.

## **Hygiene and Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings.

**Kirkistown Primary School's First Aid Equipment contains:**

- Sterile Wound Cleansing Wipes
- Selection of waterproof and fabric plasters
- A heat retaining blanket
- Disposable gloves

In addition, a cold compress is available from a nearby freezer.

Epi-pens and inhalers are kept at the school office which is central to all locations in school and easily accessed in seconds. All staff are aware of their location. The contents of the First Aid kits will be checked by Mr Steven Irwin (Lead First Aider). Any member of staff accessing first aid supplies should report low levels of stock to the Lead First Aider.

**Off-Site Activities**

Before undertaking any off-site activities, the level of First Aid Provision will be assessed by the Principal. Items of first aid kit will be taken alongside any other required medications for individuals.

**Recording and Reporting**

Any incidents requiring treatment are entered on an accident form and a copy sent to the family of the injured child. Where a head injury is sustained, a phone call is made to inform the family to give them the option of taking their child to a doctor as a precautionary measure.

Our accident form includes the following information:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

**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 parents/carers notified. If hospital treatment is required, then the pupil's parents/carers will be called for them to take over responsibility.

If no contact can be made with parent/carers 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, 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
- Policy Statement for the Administration of Medication in School:**

This policy is in line with the guidance detailed in the Supporting Pupils with Medication Needs (2008) document published by the Department of Education N.I and the Department of Health, Social Services and Public Safety.

The Board of Governors and staff of Kirkistown 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 school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Staff may volunteer to administer medication to a pupil, however they cannot be directed to do so. There is no legal duty that requires school staff to administer medication: this is a voluntary role. The administration of medication to children remains the responsibility of the parent/carer with parental responsibility.

Parents/carers should keep their children at home if acutely unwell or infectious.

Parents/carers are responsible for providing the Principal 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/carers.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of 4 weeks supply at any one time).

Where the pupil travels on school transport with an escort, parents/carers should ensure the escort has written instructions relating to any medication sent with the pupil including medication for during respite care.

Each item of medication must be delivered to the Principal or Appointed Person, in normal circumstances by the parent/carer, 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 unlabeled containers.

Unless otherwise indicated, all medication to be administered in school will be kept in an appropriately secure location.

The school will keep records which they will have available for parents/carers.

If children refuse to take medicines, staff will not force them to do so and will inform the parents/carers 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 responsibility of parents/carers to notify the school in writing if the pupil's need for medication has ceased.

It is the parent/carers 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 unless instructed to do so by parents/carers in writing.

School staff will not dispose of medicines. Medicines which are in use and in date should be collected by the parent/carer at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent or carer 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 medication plan and protocol is drawn up in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision.

Staff who volunteer to assist in the administration of medication will receive appropriate training / guidance (if required) through arrangements made with the Social Health Service.

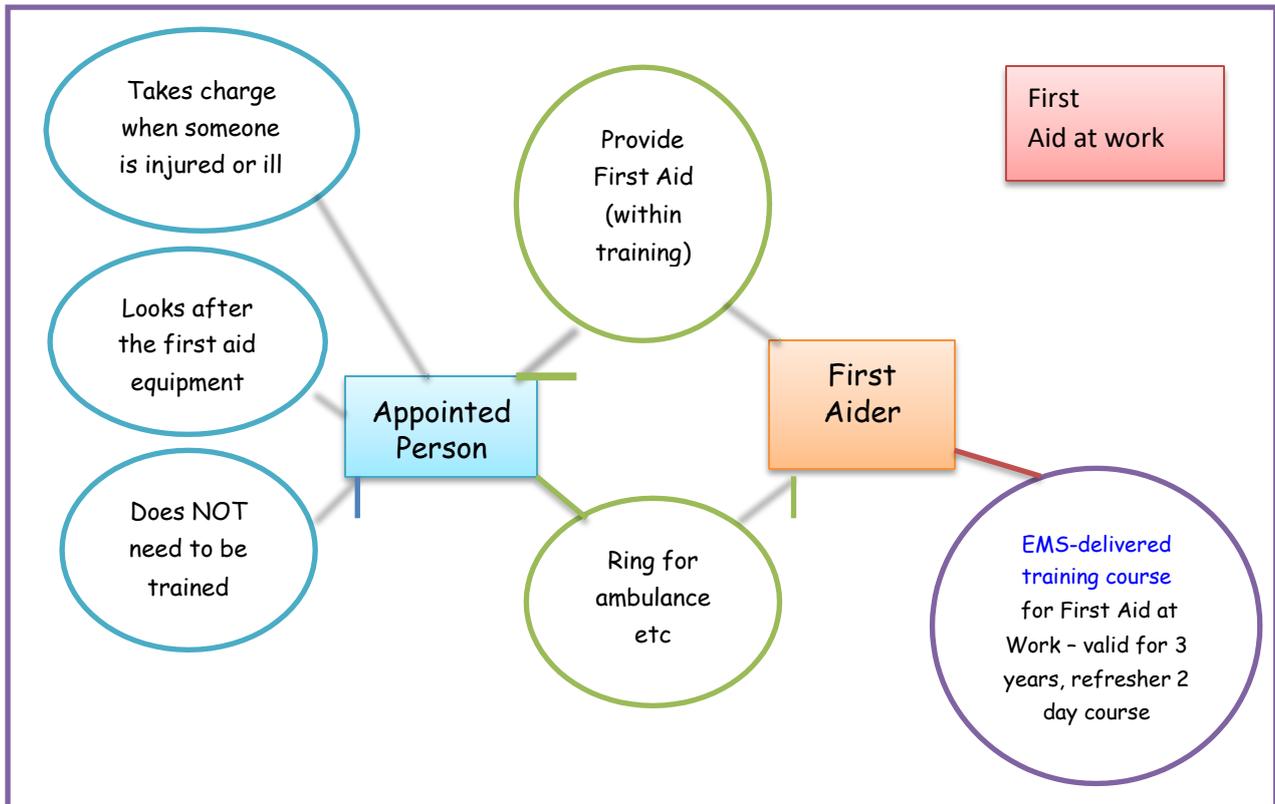
The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

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

The following proforma is available from the school office:

- Request to administer medication

**FIRST AID BOX LOCATION:**  
School Office



**The Appointed Person:**  
Mrs O'Lone (Executive Officer)

**First Aiders:**  
Steven Irwin- 'First Aid at Work'  
Valid until September 2024

Daphne Stewart - 'First Aid at Work'  
Valid until September 2024

**Staff trained in Emergency First Aid:**

Julie Matthews -Valid until September 2024

Ricky Graham -Valid until September 2024

**All staff trained in the use of Epipens/  
Inhalers**

