



First Aid Policy

| | |
|---------------------|-------------------------|
| Written by | Matthew Slater May 2004 |
| Date of last review | Michael Davis May 2025 |
| Date of next review | May 2026 |

Red Kite School First Aid Policy

It is the policy of Red Kite School that there should be adequate and appropriate equipment, facilities and trained personnel to provide first aid within the school.

First aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.

The school provides suitably stocked first aid containers, kept in the following locations:

- Reception office
- School kitchen
- First Aid room
- School vehicles
- DT room
- Food room
- Science room
- Staff room

There are also an Emergency Eyewash Kit in the DT, food and science rooms. Before undertaking any off-site activities first aid provision is considered and first aid kits are kept in the school's vehicles. All first aid containers are marked with a white cross on a green background.

At Red Kite School there is always an appointed person on-site to take charge when someone is injured or becomes ill. They will decide whether further medical treatment is advisable (e.g. hospital visit). First Aid trained personnel (appointed persons) will have the responsibility for assessing and where appropriate administering treatment and logging action taken. The Headteacher and Deputy Headteacher will have the responsibility for overseeing first aid.

In the event that hospital or treatment is required, appointed persons must ensure appropriate action is taken, inform the Headteacher or Deputy Headteacher, and ensure contact is made will be made with the student's parent/carer to inform them of the situation and whether the student has been taken to hospital.

Appointed persons have emergency first aid training. The Headteacher carries the responsibility for informing the school community of the first aid arrangements.

Details of who the first aid personnel are and where they are to be found are displayed prominently as people walk into the school. Therefore, all visitors, staff and students are made aware of this information.

The named lead first aider for the school is:

- Lilian Vorster, Administrator

Staff take precautions to avoid infections and follow basic hygiene procedures. They have access to single-use disposable gloves and hand washing facilities and take great care when dealing with blood or body fluids and disposing of dressings or equipment.

Whenever students are off-site engaging in adventurous activities suitably trained person accompanies the group.

The First Aid containers and equipment are checked regularly and re-stocked when required. Currently the named person responsible for checking the First Aid boxes is Lilian Vorster.

Red Kite School has a procedure which records all accidents and provides for the reporting of fatal or serious accidents, injuries etc. to the Health and Safety Executive (HSE).

The school records any first aid treatment given on-site and retains these records for inspection in the statutory accident books. Emergency contact numbers, and consent for medical treatment are obtained for all students and stored on the iSams system.

First aid arrangements are the subject of regular and systematic checks.

MEDICATION POLICY

1. Rationale

Many students will need to take medication, or be given it at school at some time in their school life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases, there may be a long-term need for students to take medication. To allow students to take or be given medication at school minimises the disruption that could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

2. Aim

The aim of this policy is to effectively support individual children with medical needs and to enable students to achieve regular attendance.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

3. Our Commitment

In common with good practice, we will aim to work in partnership with parents and (as appropriate) students to meet their individual needs. The following guidance aims to ensure a smooth-running partnership that minimises the impact of medical requirements on the day to-day school life of students. Parents are encouraged to contact the Headteacher if they feel that procedures require adjustment or alteration to suit their specific case.

Staff that provide support for students with medical needs which may include the administration of medication will be given support by the Headteacher, access to necessary information, and receive appropriate training and guidance where necessary.

It is important that students who need to take medication at school are involved as closely as possible in the arrangements made for them. When making arrangements for medical care at school the following should be considered:

- Independent management of needs
- Supervised administration of medication
- Staff administration of medication

Staff will assist students with their medical needs after consultation with the Headteacher. Agreements for administering medication will normally fall to the Headteacher after adequate consultation with parents and students. No staff member should enter into individual agreements with a parent or child.

Red Kite School will ensure that training is delivered according to guidelines.

Information about an individual student's medical condition and related needs will only be disseminated to relevant staff in order to ensure the student's well-being. Information can only be passed on with the consent of parents.

Where there is concern about whether Red Kite School can meet either a student's needs or the expectation of parents, the Headteacher will seek advice from Acorn Care & Education (and Outcomes First Group), and a suitable health professional.

Advice on the storage of medicines should be sought from a qualified pharmacist when required.

Medicines may be potentially harmful to anyone for whom they are not prescribed. We will try to ensure that risks to the health of others are properly controlled. A secure location is provided by Red Kite School; this is in the medicine fridge in the First Aid Room.

Medicine must only be brought to school in a suitable container. The container should be clearly labelled with the following information:

- Name of the student
- Name of the drug
- Dosage
- Frequency of administration.

Medicines should always be kept in their original containers.

In an emergency students should have prompt access to their medicine through a recognised procedure. It is the duty of the Headteacher to ensure that all staff are familiar with the emergency procedure.

Red Kite School staff will NOT dispose of medicines. Out of date medicines will be returned to parents/carers for disposal.

The Headteacher will ensure that staff know how to call the Emergency Services.

A student who is taken to hospital by ambulance should be accompanied by a member of staff who will remain until the student's parent/carer arrives at the hospital or the student is returned to school or when the student has to be transported home by school staff. If a student is taken to hospital, it is essential that Red Kite School makes every effort to inform parents immediately; failing this the emergency contact person will be informed.

In an emergency it may be necessary for a member of staff to take a student to hospital in his/her own car. When a student is taken to hospital by a member of staff, they should also take with them all medication the student is currently taking together with the student's medical record showing what medication has been taken, when it was taken, and the dosage.

4. Working with parents

We will work together with parents to ensure that all relevant information with regard to a medical condition which may affect a student at school is passed on to all concerned. Information will only be requested from parents when it is necessary to ensure the health and safety of the individual student and/or their peers at school. The confidentiality of a child's medical records will be respected. Information is gathered at induction meetings and regular reviews. Separate information is requested when a student is going off-site.

All parents/carers will be informed of Red Kite School policy and procedures for addressing the medical needs of children.

Parents should provide the school with adequate information about their child's medical condition, treatment, or any special care needed. They should, in partnership with the school, reach an agreement on the school's role in helping to address their child's medical needs. Any details will be passed on to those who need to know using the staff meeting forum.

The cultural and religious views of families should always be respected.

Parents will be asked for the following information about medication:

- name of medicine
- dose
- method of administration
- time and frequency of administration
- other treatment which may involve school staff or affect the child's performance during the school day.
- side effects which may have a bearing on the child's behaviour or performance at school.

Student medical conditions will be established at the admission meeting. Parents should advise Red Kite School of any changes in the medication administered to their child and/or changes of their condition at the earliest opportunity.

5. Administration of Medicines

If a student refuses to take medication, Red Kite School will record this and inform the child's parents. If the medication is essential to the child's continued well-being, Red Kite School will call the emergency services and inform the parents. If the medication is essential to the child being educated, Red Kite School will contact the parents to discuss actions to be taken.

Medication should be brought to school only when it is needed. Often medication can be prescribed in dose/frequencies which enable it to be taken outside school hours. Parents should be consulted about this.

5.1 Non-prescribed Medicines

Students sometimes ask for pain killers (analgesics) at school, including paracetamol. Red Kite School staff should not give non-prescribed medication to students without the express consent of parents/carers.

Although updated advice states that over-the-counter analgesic medication (such as Calpol) can be given in schools and Early Years settings without a GP's signature (BMA, January 2020), it is our policy that a child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

5.2 Prescribed Medicines

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet in the First Aid room.

Any member of staff authorised by the Headteacher to administer prescribed medicines to a student should observe the following procedure in cooperation with a colleague

- confirm the student's name agrees with that on the medication
- check the written instructions provided by the parents or doctor
- confirm the prescribed dose
- check the expiry date

5.3 Functional Medication

This type of medication includes; Insulin (diabetes), Ventolin (asthma), Diazepam/Valium (Epilepsy), Adrenaline (anaphylaxis). Where this type of medication is needed staff will be given specific training.

5.4 Sharps/Needles

Where students require medication which is supplied with a syringe or epi-pen, or where blood needs to be tested, the staff must dispose of the needles appropriately. A bona-fide sharps box will be used for this purpose.
