

Redcliffe Gardens School

# First Aid and Administration of Medicine Policy



Reviewed: DR/IR April 2021  
HSRM Committee: June 2021

Next review by: July 2022

**This policy applies to the whole school including the EYFS. It is available to parents and prospective parents on our website and a paper copy can be viewed in the School Office.**

## **1. Introduction**

- 1.1. At Godolphin and Latymer Redcliffe Gardens School the person with overall responsibility for First Aid, Injuries and Dangerous Occurrences is the Head who will ensure that provisions conform to the Health and Safety (First Aid) Regulations 1981 and the revised approved code of practice issued by the HSE in 1990.
- 1.2. The Head will delegate the responsibility of ensuring that first aid boxes are available and stocked with approved items to the teacher/teaching assistant in each classroom. Replenishment orders should be placed through the Office Manager.
- 1.3. The Head will ensure that at least one qualified first aiders is available at all times – on site and on residential trips - and that at least one member of staff with a paediatric First Aid qualification is available to EYFS children.
- 1.4. The School is aware of its duties under the Equality Act 2010, including issues related to pupils and staff with additional needs and makes reasonable adjustments for all.

## **2. Administration of First Aid**

- 2.1. Where pupils, or employees, require specific medication or have particular medical requirements, these shall be noted and kept in a specific log (see below). Such records shall be maintained and their contents made known to those people appointed to deliver first aid treatment as necessary, where medication or condition may have a bearing on any emergency treatment given by that person.
- 2.2. Medical requirements are recorded in two places, depending on the requirement. The **Appendix** to this Policy A details how to record administered first aid on iSAMS.
- 2.3. In addition to iSAMS , information regarding any pupil who has a medical need that requires an emergency intervention (e.g. epipen, inhaler) is kept on the school server at the following location: <T:\Admissions\Allergies and Dietary info>. This is to ensure that all staff will have quick access to the information, should there be an emergency.
- 2.4. The Head will also ensure that any special notices will be posted to advise on emergency procedures, the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities.
- 2.5. All staff, both teaching and support, are responsible for dealing with minor incidents requiring first aid in a timely manner.
- 2.6. During lessons the class teacher or teaching assistant administers first aid. If an accident occurs in the playground and first aid is required, the children are dealt with either in the playground, if it is a very minor injury, or brought into school by one of the staff on duty. Should a more serious accident occur in the playground where the injury is such that the child should not be moved then the person on duty will send a colleague or an older child to inform the Office Manager who will call the Emergency Services and inform the Head or member of SLT.
- 2.7. All injuries requiring First Aid must be noted in the accident book and parents informed of incident and treatment administered on the same day. Parents may request a copy of the accident form.

- 2.8. An accident report book is kept in the school office and in all First Aid bags.
- 2.9. All serious injuries must be reported immediately to the Head and the Bursar, who is responsible for compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

### **3. First Aid – Safety/PPE**

- 3.1. Staff are advised to always wear disposable gloves when treating any accidents or incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any soiled children's clothes should be placed in a plastic bag and fastened securely ready to take home.

### **4. First Aid Boxes**

#### 4.1. Location in the Upper School – 47 Redcliffe Gardens

- Playground – taken from the Art Room (Austen)
- Basement – Austen Art room
- Ground floor – entrance hall cupboard
- First floor – classrooms
- Second floor – classrooms
- Large kit, mostly for offsite use: in Eliot classroom

#### 4.2. Location in the Lower School – St Luke's Church

- All classrooms
- Large kit for offsite use: staff room

#### 4.3. Contents of First Aid boxes

- Hypoallergenic dressing pads
- Hypoallergenic tap
- Alcohol-free cleansing wipes
- 1 x sachet of cooling gel
- Assorted plasters
- Cotton wool pads
- Triangular bandage
- 1 x eye pad
- Scissors
- 1 x spray sterile solution
- 2 x coolpack
- Medium wound dressing
- Antiseptic cream
- Gloves
- There are also icepacks in the office and hall cupboard (47)

### **5. Reporting Accidents – minor injuries**

- 5.1. These are the accidents which most commonly occur in school. Procedures to follow:

- Always fill in the accident book for injuries (including all bumps and minor cuts and grazes). The report should include details of the accident, the injury caused and the treatment given. The report must be signed and dated. (This is vital in the EYFS as continual small falls and consequent grazes could indicate further developmental or balance/co-ordination problems.)
- If an accident results in a bump on the head, no matter how minor, the pupil's parents must be called.
- The form teacher must inform the parent or guardian of the accident and subsequent treatment when the child is collected on that day. A telephone call might be appropriate to a parent when a non-English speaking carer collects the child.
- A copy of the accident report form must be sent to the School Office for filing.

## **6. Reporting School Accidents - RIDDOR**

6.1. The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require the School to report to the Health and Safety Executive certain accidents, diseases and dangerous occurrences arising out of or in connection with work.

- For employees or self-employed contractors this includes: accidents or physical violence resulting in death or a specified injury; an injury resulting in the employee being incapacitated for more than 7 days; or certain occupational diseases.
- For pupils and other non-employees this includes: death or an injury arising out of, or in connection with, a work activity and resulting in the individual being taken directly from the scene of the accident to hospital for treatment. This applies to accidents on the school site or off-site on an activity organised by the School.
- Dangerous occurrences (near-miss events) are reportable if they are specifically listed under RIDDOR.

6.2. Injuries to pupils and other non-employees will generally be considered to "arise out of, or in connection with, a work activity" if they are caused by:

- a failure in the way the work was organized (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors).

6.3. All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only - 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

6.4. All notifications required under RIDDOR will be made by the Head or Bursar or, in their absence, by the Assistant Bursar (Redcliffe) or Assistant Bursar (Compliance), within the prescribed timeframes.

## **7. Allergies/Long Term Illness**

7.1. A record is kept in the school office and on iSAMS, kitchen and individual class files of any child's allergy to any form of medication or food (if notified by the parent), any long-term illness, for example asthma, and details of any child whose health might give cause for concern.

7.2. Form teachers of children identified as at risk of anaphylaxis have epipens in their classrooms which is in addition to specific children who carry their own epipen.

## **8. Administering of Medicines during School Hours**

8.1. Generally staff members should not be administering medicine to pupils. Parents are responsible for the administering of medicine to their children and if a child needs a dose of medicine at lunchtime, the parent should come to school to administer the medicine.

8.2. However, from time to time, parents request that the school should dispense medicines, which need to be administered at regular intervals to children. These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy).
- Children who are suffering from casual ailments (coughs, colds etc.).

8.3. If the school agrees to administer medicines, written permission and instructions must be obtained from parents prior to administration and parents must be informed on the day that it has been administered.

8.4. Emergency medication (e.g. inhalers, epipens) are to be kept in the pupil's classroom in an accessible location.

8.5. All other medication for pupils and staff is to be kept:

- In the locked cupboard in the staffroom of the Lower School or in a securely labelled box in the staff room fridge where necessary.
- In a locked cupboard in the School Office in the Upper School.

8.6. Any staff administering medication must check that said medication is within its 'used by' date.

8.7. If any form of medication is administered to a pupil at any time by a member of staff, it must be recorded in the pupil's medicine record on iSAMS (as detailed in the **Appendix** to this policy).

## **9. Training**

9.1. First Aid courses are offered regularly to all staff. All EYFS staff and many other members of staff are qualified in Paediatric First Aid (specific details can be found here <T:\Academic\CPD\Attendance record\Training attendance record First Aid 13 12 18.docx>)

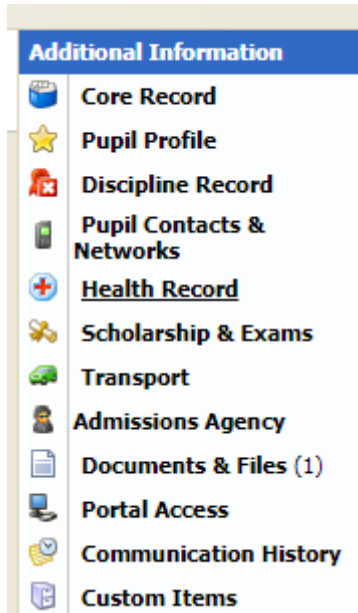
9.2. Training needs will be assessed regularly and reflect the needs of our school population, including EYFS.

9.3. Teaching staff and classroom assistants are trained in First Aid and use of an EPIPEN.

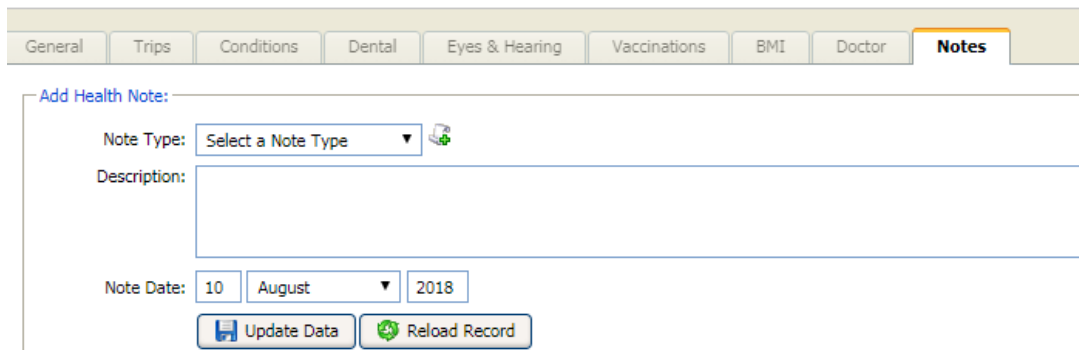
## APPENDIX – Recording medical attention /administered medication on iSAMS.

Follow these steps to record:

1. Locate the pupil profile on iSAMS.
2. Click on 'Health Record' which is located in the right-hand menu under 'Additional Information'.





3. Click on the 'Notes' tab across the top.

A screenshot of the 'Notes' tab in the iSAMS system. The tab is highlighted in orange. Below the tab is a form titled 'Add Health Note:'. The form contains a 'Note Type' dropdown menu with the text 'Select a Note Type' and a small green icon. Below this is a large text area for the 'Description:'. At the bottom of the form, there is a 'Note Date' field with three input boxes: '10', 'August', and '2018'. Below the date field are two buttons: 'Update Data' (with a blue floppy disk icon) and 'Reload Record' (with a green refresh icon).

4. Select appropriate note type (eg 'Medication Administered' ) from the drop-down menu.

– Add Health Note:

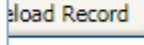
Note Type: Medication Administered  

Description: Select a Note Type

- 
- Allergy
- Dietary
- Gluten intolerant
- Medication Administered
- Other
- Past Conditions
- Phobia
- Pupil request
- Sanatorium visit
- Skin Condition

Note Date: 2018

– Current Health Notes



iSAMS can not find any notes attached to

5. Include the following in your note:
  - a. Name of medication / nature of first aid administered
  - b. Dosage
  - c. Name of person administering the first aid/medication
6. Enter the correct date.
7. Click on 'Update Data' to save the note.