

Christ the King Catholic Academy

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St Cuthbert's Catholic Academy

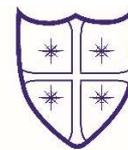
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Care - Courtesy - Concern

Medical Policy

Reviewed: September 2021

Introduction

Christ the King and St Cuthbert's Catholic Academy will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors. We will also ensure that procedures are in place to meet that responsibility. This policy complies with the Director's Health and Safety policy and is reviewed annually.

Medicines

- Parents needing medicines during the day must complete a medication administration form with the correct dosage of medication and give it with the office staff
- There is a separate protocol for each student who is at risk of anaphylaxis for example; this is agreed between the school, the School Nurse and the parents. Copies are held with the pupil's GP and the Authority Medical Care Plan.

AIMS & OBJECTIVES

- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the academies and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the academies and on class trips, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the academies First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

FIRST AID PROVISION	
St Cuthbert's Catholic Academy	Christ the King Catholic Academy
First Aid kits are available at the following destinations:- 1) The School Office 2) The First Aid room 3) The Lunchtime Supervisors' Store 4) 1 Portable First Aid Kit for general outing use 5) 1 Portable First Aid Kit for sports outing use 6) All school classroom 7) Children center reception	First Aid kits are available at the following destinations:- 1) The School Office 2) The First Aid room 3) 1 Portable First Aid Kit for general outing use 4) 1 Portable First Aid Kit for sports outing use 5) All school classroom 6) Baking area

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Replenishing

It is the responsibility of first aider administering First Aid, to check the contents every time it is used and request re-stock from Mr Flannigan-Salmon's first aid team.

Staff Knowledge

All staff will be informed of First Aid arrangements and made aware of this policy as part of their induction. Visiting staff will ensure that they have read the relevant Academy's First Aid Policy.

FIRST AID TRAINING

Mrs Sarah Smith is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed Persons.

A large proportion of teaching assistants, teachers and welfare staff have completed Certificate for Emergency First Aid at Work. Mrs Vikki Cullen ensures that these courses are renewed on a regular basis.

HYGIENE/INFECTION CONTROL

- Hands must be washed before and after giving First Aid.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Any soiled dressings etc must be put in a sanitary bins
- Any body fluids on the floor should have absorbent granules sprinkled on to them, then collected. This should external bin, then the area disinfected.
- Body fluid spillages on hard surfaces should be cleaned up then the area disinfected.
- Exposed cuts and abrasions should always be covered with plasters and dressings placed sensitively

ACCIDENT PROCEDURE

During playtimes and lunchtimes injuries that require minor first aid treatment should be dealt with in the first instance by the first aider on duty. Persons administering first aid should wear disposable gloves where bodily fluids are involved. For injuries that require closer attention children should be sent to the medical room where a trained first aider is called for to deal with the incident.

Minor incidents and accidents should be dealt with, wounds cleaned etc and the child returned to the playground when possible and practical. An adult witness should be present if tending an intimate part of the body. Any dressings or materials which have been in contact with body fluids (e.g. blood, vomit etc) must be disposed of in the designated yellow bin in the disabled toilet. This is emptied regularly by an appointed contractor.

INCIDENT REPORTING

All incidents/injuries/head injuries/ailments and treatment are recorded in the child's class First Aid Book situated in tier class rooms or Electronic log on staff drive. Parents are informed by letter and text of any head injury. The nominated First Aider will alert Senior Leader and then contact the parents if they have any concerns about the injury, or need to send a child home through illness.

For any significant injury an Accident/Incident/Near Miss Report Form needs to be filled out and given to Mrs Sarah Smith for investigation. Mrs Bateson is then responsible for this to be sent to Occupational Health and Safety Team. This needs to be completed by the person administering First Aid and by the person who has had the accident. It is recommended that these records are kept for 7 years.

Directors Responsibilities

The Academy Trust Director will implement the Local Authority's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

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The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety Executive as it applies to employees. All significant accidents are reported to the Health and Safety Committee on a termly basis.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at Hospital.

For each instance where the Executive Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought. Where a pupil has an accident it will be reported to the Local Authority. All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

HEAD INJURIES

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time. If the injury is minor, the head injury should be monitored closely and a 'Head Injury Note' (see Appendix) should be completed and sent home to the parents.

'Head Injury Notes' slips are kept in the school office. Any serious head injury should always be referred for Hospital treatment (please follow the section for Emergency Arrangements).

EMERGENCY ARRANGEMENTS

Where the injury or incident is an emergency, an ambulance will be called following which the parents will be contacted. Where hospital treatment is required but it is not an emergency, then Mrs Smith will ensure that contact with parents is made and for them to take over the responsibility of the child.

In the event that the parents cannot be contacted, the Executive Head teacher, senior leader or appointed person will accompany the child to hospital and remain with them until the parents can be contacted.

Off-site Visits/activities

A person who has been trained in first aid will accompany all off site visits. At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc. The member of staff leading the visit should familiarise themselves with first aid provision and procedures at the visit location and ensure they are identified during risk assessment.

Managing Illness/Medical Conditions

Sharing Medical Information

At the start of the academic year, the school office will contact all parents and use the information they provide to update the BROMCOM records. As a consequence overview documents are updated. Health care plans are held on google drive [Medical Drive].

Advice is sought from other professionals when writing a health plan if the child is deemed to have a more serious or complicated medical condition e.g. diabetes. All teaching staff will be provided with a list of pupils in their class who are known to have medical conditions.

Illness

Children who feel unwell should go to the school office with a staff member. The decision to send an unwell child home will be made by the senior leader.

- **Vomiting and diarrhoea**

There are sick bowls in the first aid room for pupils who feel sick. Absorbent granules, mops and buckets may all be found in the caretaker's cupboard. Vomit must be treated as a biohazard and the area must be thoroughly disinfected. If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 24 hours after the last symptom has elapsed.

- **Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox etc, a member of staff will look at their arms or legs. A child's back or chest would only be examined if the school were concerned about infection to other children. In this case another adult would be present and would not be completed without the child's consent. If a child has any of these infections they will need to stay off school for a prescribed period of time as advised by the GP.

- **Head lice**

If head lice are suspected, school will inform parents, ask them to examine their child and treat if necessary. If live head lice are observed on a child, parents will be contacted immediately and asked to take their child home to treat before returning to school.

Pastoral care:

There may be occasions that children state that they are unwell or require First Aid but actually require 'pastoral care'. Such incidents if regular or significant are reported on 'My Concern' and class teachers informed.

Administering Medication in school

No medication (except for Asthma inhalers,) will be administered to children without the express permission of parents or guardians. The school will make clear to parents, either through the school prospectus or some other form of written communication that prescribed medication and drugs will only be administered during the school day or on residential school trips, if the following conditions are met.

- Parents will provide the medication in the prescribed box/packet with clear printed administration details on, directed by the doctor/pharmacy.
- The responsible parent will give the school sufficient information about the medical condition. This is particularly important where there is a long-term medical condition. Some medicines may, for example, affect cognitive or physical abilities, or the pupils' behaviour or emotional state.
- The responsible parent will provide the medicine in its original container with the dosage instructions clearly displayed.
- The responsible parent will provide only sufficient medicine for the dosage to be given in school. Where a medicine is to be used both in the home and at school, it is good practice to get the prescribing doctor or pharmacist to provide two original containers, one for use at home and one for use in school.

Storage/Administration Procedures for Prescribed Medicines

All medicines may be harmful to anyone for whom they are not appropriate therefore they will always be stored in a medication safe or locked cabinet. All asthma inhalers/spacer devices, epi pens will be stored separately for emergency access in the

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child's classroom. Access will be available only to the nominated support staff.

All medication including asthma inhalers/spacers will be clearly labelled with:

- the name and year group of the intended recipient
- the correct dosage
- the frequency of administration (as outlined on their Health Care Plan)

Where medicines need to be refrigerated, they will be kept in a refrigerator in the staff room fridge. They will be kept in an airtight container that is clearly labelled. Access to any refrigerator holding medicines will be restricted.

Support Assistants will be responsible for checking their class's medication stored in the medical room/ refrigerator for: correct labels, expiry dates, adequate supply of medication

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Request for Medication Note

Date.....

Name of Child.....Year Group.....

Your child's medication is out of date/ in low supply. Could you please ensure that you provide school withas soon as possible.

Many thanks,

Class Teacher