

**St. Patrick's Primary &
Nursery School Mayobridge**

First Aid & Administration of Medication Policy

June 2017 (Amended Nov. 17)

Policy Statement

The Principal and Board of Governors of St. Patrick's Primary & Nursery School, Mayobridge accept their responsibility under the Health and 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 of St Patrick's Primary & Nursery School, Mayobridge recognise 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. The DE document 'Supporting Children with Medical Needs' has provided clear guidelines in the compiling and implementing of this policy

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

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 in liaison with the Principal/Vice Principal/Pastoral Care Co ordinator and forward information to the SELB/CCMS where appropriate using the School's Accident File (located in the Principal's Office);
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with SELB CASS 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 (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits and Disposal Buckets in the School are:

- 1 *Nursery (Kitchen) - Left Wall Cupboard)*
- 2 *Primary One Room (Nursery Building) – Teacher’s Store, Left Shelf*
- 3 *St. Clare’s Building – First Shelf on Right in Bookstore*
- 4 *KS1 Area – Art Store, Bottom Shelf*
- 5 *Reprographics Room (Front Hall area) – at eye level on shelf opposite Door. A SEPARATE KIT (BAG 6) WILL BE STORED ALONGSIDE THE WOODEN BOX WHICH WILL BE TAKEN ON ALL SCHOOL TRIPS AND RETURNED APPROPRIATELY AFTERWARDS BY THE ASSIGNED FIRST AIDER.*

A standard First Aid Kit will contain the following items:

A Contents List

Leaflet giving general advice on First Aid

20 x individually wrapped sterile adhesive dressings assorted sizes

6 x individually wrapped triangular bandages

2 x sterile eye pads

6 x safety pins

6 x medium individually wrapped sterile wound dressings

2 x large individually wrapped sterile wound dressings

3 x extra large individually wrapped sterile wound dressings

Quantity of disposable gloves

2 x roller bandages

Anti Bacterial Wipes

3 x sachets Vinegar (only used with prior approval)

3 x Burns Dressings

4 1 X packet of assorted plasters

The contents of the Kits will be checked on a regular basis i.e. on the first day of each Term by Mrs G. O Hare (Mrs M. Fearon in her absence) Disposal Buckets will be cleared regularly.

The School **First Aiders** are:

Mrs G. O Hare, Miss C. Fegan

First Aid Assistants are: Mrs P. Redmond, Mrs K. Cunningham, Ms A. Killen, Mrs B. Campbell, Mrs M. Fearon , Mrs O. Mc Garry, Mrs C. Hillen, Mrs C. Boyle, Mrs P. Grealish, Mrs W. Mc Veigh and Mrs C. Quinn

Before undertaking any off site activities the level of First Aid provision will be assessed by the Principal and at least one First Aid Kit will be taken along.

Information on First Aid Arrangements

The Principal will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Principal will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- Their room number or extension number;
- Location of the First Aid Boxes.

All members of staff will be made aware of the School's First Aid & Medication policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head/face area is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required the parent/guardian will be contacted and encouraged to assess the child's injury. A 'Head Bump' letter will be sent home (see Appendix 1)

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 parent or guardian will be notified. If hospital treatment is required, then the pupil's

parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Principal/Designated Adult may decide to transport the pupil to the hospital. Two adults will be present on all journeys to the hospital/home.

Where the Principal makes arrangements for transporting a child then 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 child in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

ADMINISTRATION OF MEDICATION

In keeping with the School's Pastoral Care Policy, Medication will only be administered on the School premises where and when it is deemed absolutely essential and after consultation between the Principal (Vice-Principal/ Pastoral Care Co-ordinator in her absence) and the Parents/Guardians of the child concerned.

When a request by a Parent to administer medication to his/her child is received, the following procedure will be followed:

- Principal (Vice-Principal/Secretary/Pastoral Care Co-ordinator/Class Teacher) discusses request with Parent and if it is deemed appropriate short term/long term to administer the medication, a note will be taken of the name of the medication, dosage and the period of duration using the Authorisation Slip (see Appendix 2). Alternatively, a note from the parent is acceptable.
- The Medication will be clearly labelled by the parent with the child's name and dosage.
- The medication will be given by the parent/carer (NOT THE CHILD) to the adult in the classroom. Alternatively the medication will be left directly to the School Secretary who will forward it to the Principal's office for safe storage. The only exceptions to this procedure are children who have a particular medical condition e.g. peanut allergy etc. and for whom individual arrangements are in place.
- Details of all Medication administered will be recorded in the Red Book in the Principal's Office.

- Specific medical conditions which require ongoing /occasional medication should be noted appropriately on the *School Information Sheet* annually i.e. early September e.g. Asthma. Inhalers should be clearly labelled, these are stored in the Principal's Office.
- Medication is never kept in any other area of the school in order to prevent it being used/consumed by another child
- If a child suffers a bee/wasp sting, Mrs Ryan/Mrs Magee/Mrs Brownlow will apply vinegar only with the written approval of the parent/carers (see Appendix3 – issued annually)

Implementation of the First Aid & Administration of Medication Policy will be monitored by the Principal, Vice Principal and Pastoral Care Coordinator in consultation with staff, parents and children. Feedback will inform amendments which will be incorporated appropriately.

This Policy forms part of the School's Pastoral Care Policies and links with the Health & Safety Policy and the Drugs Policy which promote the welfare of the children in our care. It will be formally evaluated biannually and is due for review in November 2018.

Signed: M. Ryan (Principal)

Signed: N. Lynchehaun (Chairperson of Board of Governors)

Date: 20th June 2017

(Updated Nov. 2017)

APPENDIX 1

ST. PATRICK'S PRIMARY & NURSERY SCHOOL MAYOBRIDGE

Dear Parent/Guardian

Your child

received a bump on their head while at school today.

The injury occurred as follows:

.....

.....

.....

.....

.....

A School First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms

Yours sincerely

Mrs M. Ryan

Date:

Appendix 2

ST. PATRICK'S PRIMARY & NURSERY SCHOOL, MAYOBRIDGE

AUTHORISATION TO ADMINISTER MEDICATION

I consent to medication i.e.

..... (name of medication) being administered

.....(dosage)

to my child (name).

I have provided the following amount of medication

.....

To be used for the period of

.....

The medication will be administered by Mrs Ryan, (Mrs Brownlow/Mrs Magee/ Mrs Morgan in her absence) for the period stipulated. It will be my responsibility to inform the school of any changes to the agreed arrangements.

Signed:

Date:

Appendix 3

ST. PATRICK'S PRIMARY & NURSERY SCHOOL, MAYOBRIDGE

AUTHORISATION TO ADMINISTER VINEGAR TO BEE/WASP STING

- I give permission for Mrs Ryan/Mrs Magee/Mrs Brownlow to apply vinegar to a wasp/bee sting
- I do not give permission to apply vinegar to a wasp/bee sting

Child's Name (s) _____

Parent's Signature: _____

Date: