



Holy Rosary Nursery
School

First Aid & Medication Policy

Ratified by Board of *Governors*: January 2019
Review: Annually - September

First Aid & Medication Policy

'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;
- Record all occasions when first aid is administered to employees, pupils or visitors.
- Provide equipment and materials in order to facilitate 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;
- During induction, seek parental permission to administer first aid and apply plasters when required.
- Notify parent/carer that first aid treatment was given to the child.

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;
- Location of the first aid kits.

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

Arrangements for administering First Aid

1: Staff - The First Aider(s) are:

- Ms O'Loughlin
- Mrs O'Neill

Both have had first aid training & subsequent triannual refresher training organised by the Education Authority.

Assistance should always be sought from a trained First Aider who will report to Mrs Morrison. There should always be at least one member of staff who is a trained first aider present during the school day.

2: Materials and Facilities

The location of the First Aid kits in the nursery school are: -

- Large green cupboard in the secretary's office
- On windowsill beside external door in Veranda area

Only items listed in the health & safety manual will be used for administering first aid and as such a standard first aid kit will contain the following items:

- 20 individually wrapped sterile adhesive dressings assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra large wound dressings
- 1 pair of disposable gloves

The contents of the kits will be checked on a regular basis by Ms O'Loughlin.

3: Procedures -

In the event of illness or an accident;

- In the event of a child being ill, they should be brought to the attention of their class first aider
- In the event of an accident, an assessment of the child's injuries should be made by the supervising adult.
- If the child is able to walk they should be taken to the nearest first aider for treatment.
- If the child is able to stand but finds walking difficult, the first aider should come to the child. Weight should not be put on the injured limb. If necessary assistance should be sought.
- If the injury is deemed as severe and the child is unable to move, the first aider must be sent for immediately.
- If in doubt send for the first aider.
- Parent(s) of a child for whom parental consent has not been received should be telephoned instead. A list of any children who may not be given first aid will be clearly sited, beside the first aid boxes, for all staff to check.

Emergencies

If serious injury, or ill-health, occurs at work **DO NOT DELAY - CALL AN AMBULANCE IMMEDIATELY** via Mrs Morrison's office phone or if engaged, Mrs Stewart's office phone or staff member's mobile. Give your name, location address and as much detail as possible about the injury/ill person. Medical Records are contained in the principal's office for children who are on School Medical List.

Accidents involving bumps to a pupil's head

Bumps to the head, however slight, should always be reported to parents. If deemed severe, parents will be contacted immediately and asked to collect their child.

Transport to hospital or home

Parents must be contacted, if possible, before a hospital consultation is sought, but the "in loco parenti" rule will be adopted if a child is in pain or danger and parents/ carers cannot be contacted. Contact numbers for parents should be kept as up to date as possible following the initial completion of the school's emergency contact forms in September. It is the parents' responsibility to notify the school of a change of contact number.

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/carer will be notified. If hospital treatment is required, then the pupil's parent/carer will be called, for

them to take over responsibility. If no contact can be made with parent/carer 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 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 pupil in a vehicle;
- A second member of staff, first aider - Ms O'Loughlin, will be present to provide supervision of the injured pupil or in her absence, Mrs O'Neill.

School trips

It is good practice to encourage pupils with medical needs to participate in school trips, wherever safety permits. Sometimes the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff supervising outings should always be aware of any medical needs, and relevant emergency procedures. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, the child's parent must be in attendance. At least one trained first aider with first aid kit must accompany teachers who are off site with children on a school outing.

Accident Recording & Reporting.

Following an accident the class teacher or first aid provider, in consultation with the first adult to have seen the child at the time of accident, must complete an Incident Report Slip, adding in details of treatment and time parent was contacted. Incident Report Slips are kept in each classroom. Details of accidents should be recorded by the class teacher / first aider in our school accident book. (Cabinet 1 Mrs Stewart's office)

In the case of a more serious accident or significant injury the principal in consultation with the first aid provider and class teacher or witness **MUST** record all the relevant details on an EA accident form (Cabinet 1 Mrs Stewart's Office). Principal will keep a copy of form for record purposes and send master copy to the appropriate department in the EA.

Issuing of Medicines in School

Teachers' and support staff terms and conditions of employment do not include giving medication or supervising a pupil taking it, although staff may volunteer to become a trained first aider. Having received training, he/she as part of the remit agrees to accept responsibility for administering prescribed medication to a pupil. He or she should also be aware of possible side effects of the medication and what to do if they occur.

No member of staff should agree to administer medicine to any child without prior consultation with the principal.

Short term health issues/conditions:

Medication should only be administered in school when absolutely essential. Where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should be encouraged to ask the prescribing doctor or dentist about this. In the event of a short term health issue/condition, which can relate only to PRESCRIPTION medication, parents must be available to come to the school to administer the medicine themselves.

Administering Medication

No pupil in Holy Rosary Nursery School should be given medication without his or her parent's written consent. Any authorized member of staff giving medicine to a pupil should check:

- pupil's name
- written instructions provided by parents or doctor
- prescribed dose
- expiry date

If in doubt about any of the procedures the member of staff should check with the parents or a health professional before taking further action.

The dosage and administration of all medicine should be recorded. See Appendix 2.

Refusing Medication

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services.

Record Keeping

Parents are responsible for supplying information about medicines that their child needs to take at school, and for letting the school know of any changes to the prescription or the support needed. The parent or doctor should provide written details including:

- name of medication
- dose
- method of administration
- time and frequency of administration
- other treatment
- any side effects

Long term health issues/conditions:

It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs. The school needs to know about any medical needs before a child starts nursery, or when a pupil develops a condition mid-year. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary.

In the event of a long term health issue/ condition parents, in conjunction with relevant health professionals, must complete a Health Care Plan. This will be displayed in a designated area of the child's classroom and staff for whom it is deemed relevant will undergo centralised health awareness training organised off site or in house relating to its implementation. Parents must provide the school with full information about their child's medical needs. Staff noticing deterioration in a pupil's health over time should inform the principal who should let the parents know.

DEALING WITH MEDICINES SAFELY

Safety Management

Some medicines may be harmful to anyone for whom they are not prescribed. Where our school agrees to administer this type of medicine the employer has a duty to ensure that the risks to the health of others are properly controlled. This duty derives from the Control of Substances Hazardous to Health Regulations 1994 (COSHH).

Storing Medication

In Holy Rosary Nursery School we will try to avoid storing large volumes of medication. When the school stores medicines, staff should ensure that the supplied container is labelled with the name of the pupil, the name and dose of the drug and the frequency of administration. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Staff should never transfer medicines from their original containers. The Principal is responsible for making sure that medicines are stored safely.

Access to Medication

Requirement of and access to a child's medicine will form part of their Health Care Plan.

Disposal of Medicines

School staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for disposal of date-expired medicines.

Hygiene/Infection Control

All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff should have access to protective disposable gloves/aprons and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Confidentiality

The principal and school staff will treat medical information confidentially, as far as possible. The principal will agree with the parent, who else should have access to records and other information about a pupil. If information is withheld from staff at the request of a parent, staff cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Monitoring and evaluation

This policy will be reviewed annually by the principal and first aiders or in the event of any occurrence which requires us to amend our practices.

Appendix 1:

Letter for medicine to be administered in school by first aider

**PERMISSION FORM FOR THE ADMINISTRATION OF PRESCRIBED
MEDICATION**

Name of Pupil: _____

Class and Teacher: _____

Name and Type of Medication: _____

Dosage to be given: _____ Times: _____

Date Medication to be given from: _____

Date Medication to cease: _____

I give permission to an Education Authority trained first aider to administer medication to my child.

Signed (Parent/Guardian) _____

Date: _____

Signed (Principal): _____

Date: _____

Appendix 2

Record of Medication Administered

Date	Pupil's Name	Time	Name of medication	Dose given	Any reactions	Staff signature	Print name

Appendix 3

Healthcare Plan for a Pupil with Medical Needs Attached

(A full Medication Plan will consist of Forms AM1, AM2 or AM3, AM4 and AM6. Form AM7 may also be needed for pupils with Epilepsy.)

Appendix 4

Documentation relating to specific medical care plans we hold in school for specific children:

ANAPHYLAXIS

What is Anaphylaxis?

Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. When such severe allergies are diagnosed, the children concerned are made aware from a very early age of what they can and cannot eat and drink and, in the majority of cases, they go through the whole of their school lives without incident. The most common cause is food - in particular nuts, fish, egg or dairy products. Wasp and bee stings can also cause allergic reaction. In its most severe form the condition can be life-threatening, but it can be treated with medication. This may include antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

Medication and Control

In the most severe cases of anaphylaxis, people are normally prescribed a device for injecting adrenaline. The device looks like a fountain pen and is preloaded with the correct dose of adrenaline and is normally injected into the fleshy part of the thigh. The needle is not revealed and the injection is easy to administer. It is not possible to give too large a dose using this device. In cases of doubt it is better to give the injection than to hold back. Responsibility for giving the injection should be on a purely voluntary basis and should not, in any case, be undertaken without training from an appropriate health professional.

A suitable safe, yet accessible, place for storage of medicine and Epipens should be found. The safety of other pupils should also be taken into account. If a pupil is likely to suffer a severe allergic reaction all staff should be aware of the condition and know who is responsible for administering the emergency treatment.

Epipens are located in the cupboard beside the sink in Room 1 and the large double door store in Room2

Parents will often ask for the school to ensure that their child does not come into contact with the allergen. Holy Rosary Nursery School will always bear in mind the risk to such pupils at snack and dinner times and when cooking, baking or providing party treats and seek to minimise the

risks whenever possible. It will also be necessary to take precautionary measures on school outings.

Allergic Reaction

Symptoms and signs will normally appear within seconds or minutes after exposure to the allergen. These may include:

- a metallic taste or itching in the mouth
- swelling of the face, throat, tongue and lips
- difficulty in swallowing
- flushed complexion
- abdominal cramps and nausea
- a rise in heart rate
- collapse or unconsciousness
- wheezing or difficulty breathing

Each pupil's symptoms and allergens will vary and will need to be discussed when drawing up the health care plan.

Call an ambulance immediately particularly if there is any doubt about the severity of the reaction or if the pupil does not respond to the medication.

Medicines may be administered to children by individual members of staff and at the discretion of the principal. Staff should check with the principal if in any doubt.

MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS

Date _____

Review Date _____

Name of Pupil _____

Date of Birth ____ / ____ / ____ Class _____

National Health Number _____

Medical Diagnosis _____

Contact Information

1 Family Contact 1

Name _____

Phone No(home/mobile) _____ (work) _____

Relationship _____

2 Family Contact 2

Phone No (home/mobile) _____

(work) _____

Relationship _____

3 GP

Name _____ Phone No _____

4 Clinic/Hospital Contact

Name _____ Phone No _____

Plan prepared by

Name _____ Designation _____

Date _____

Describe condition and give details of pupil's individual symptoms

Daily care requirements (e.g. before sport, dietary, therapy, nursing needs)

Members of staff trained to administer medication for this child (state if different for off site activities)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of

Signed _____ Date _____

Parent/carer

Distribution

School Doctor _____ School Nurse _____

Parent _____ Other _____

Form AM2

Holy Rosary Nursery School

REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medicine.

Details of Pupil

Surname _____ Forename(s) _____

Address _____

DOB ____ / ____ / ____ M • F • Class _____

Condition or illness _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container)

Date dispensed _____ Expiry date _____

Full Directions for use

Dosage and method

NB Dosage can only be changed on a Doctor's instructions

Timing _____

Special precautions _____

Are there any side effects that the School needs to know about?

Self Administration Yes/No (*delete as appropriate*)

Procedures to follow in an emergency

Contact Details

Name _____

Phone No (home/mobile) _____ (work) _____

Relationship to Pupil _____

Address _____

I understand that I must deliver the medicine personally to _____ (agreed member of staff) and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signature(s) _____ Date _____

Agreement of Principal

I agree that _____ (name of child) will receive _____ (quantity and name of medicine) every day at _____ (time(s) medicine to be administered e.g. lunchtime or afternoon break).

This child will be given/supervised whilst he/she takes their medication by _____ (name of staff member).

This arrangement will continue until _____ (either end date of course of medicine or until instructed by parents).

Signed _____ Date _____
(The Principal/authorised member of staff)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to administer medication to the named pupil.

Holy Rosary Nursery School

(Form AM4)

RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Surname: _____ Forename(s) _____

Date of Birth ____ / ____ / ____ M · F ·

Class _____

Condition or illness: _____

Date medicine provided by parent: _____

Name and strength: of medicine: _____

Quantity received: _____ Expiry date ____ / ____ / ____

Quantity returned : _____

Dose and frequency of medicine: _____

Checked by:

Staff signature: _____

Parent signature: _____

Date	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
Time given			
Dose given			
Any reactions			
Name of staff member			
Staff initials			

Date	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
Time given			
Dose given			
Any reactions			
Name of staff member			

Staff initials			
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Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Any reactions			
Name of staff member			
Staff initials			

Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Any reactions			
Name of staff member			
Staff initials			

Holy Rosary Nursery School
(Form AM6)

TEMPLATE FOR A RECORD OF MEDICAL TRAINING FOR STAFF

Name _____

Type of training received _____

Name(s) of condition/ _____

Medication involved _____

Date training completed _____

Training provided by _____

I confirm that _____ has received the training

detailed above and is competent to administer the medication described.

Trainer's signature _____ Date: _____

I confirm that I have received the training detailed above

Trainee's signature _____ Date _____

Proposed Retraining Date _____

Refresher Training Completed Trainer _____

Date _____

Trainee _____ Date _____