



H&S Code of Practice

FIRST AID and ADMINISTRATION OF MEDICATION

PURPOSE

Health and Safety is an important consideration for all within Wingate School. The School will take all reasonable steps to provide a safe and suitable environment for students, staff and visitors.

The school is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. We will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils.

Responsibilities:

The School will:

- Appoint sufficient First Aiders (qualified by training) to take charge of first aid
- Ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury
- To ensure that medicines are only administered at the School when express permission has been granted for this
- The school will securely store and administer medication as authorised and directed by parents.
- Have suitably stocked first aid boxes in key areas of the school which are checked periodically
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or illness
- To promote effective infection control
- Periodically check students for head lice
- Provide information to employees, pupils and parents on the arrangements for first aid
- Ensure that any accident is recorded on an Incident & Accident Report Form held in the office
- Nothing in this policy should affect the ability of any person to contact the emergency services (112) in the event of a medical emergency

First Aid:

- Basic First Aid is administered by the School Office staff. The School has two appointed First Aiders - Mrs Jacqui Dadswell and Srta Eva Ramirez, though many of the staff have undergone Basic First Aid training
- Any child complaining of being ill should be taken to the sick room and the office informed
- After initial appraisal, JD or ER should decide on the follow up action:
 - The child rests in the sick room for a short period of time and returns to class
 - First aid is administered and the child returns to class (or rests prior to return)
 - The illness or injury requires more than first aid and contact the parents to collect the child
 - The illness or injury requires emergency services and calls 112
- Head injuries should always be treated as serious and the parents called to collect. For any serious head injury the emergency services should be called immediately

Administration of Medication:

- The School office keeps a register of all students who are on prescribed medication and/or have any allergies. Teachers are notified of any student in their class who may need medication
- Students with serious medical conditions or serious allergies are identified on the notice board in the staff room
- Epi pens with instructions for use are held by the student concerned and in the office
- Any medication is kept in the office or in the fridge in the staffroom and correctly labelled
- It is the **parents responsibility** to keep medicines for their children in date and the office advised on any changes to medical conditions
- On Trips or excursions, if a Trip Leader is uncomfortable with issuing medication then one of the child's parent must accompany them on the trip or the child does not attend the trip (see also Trips & Excursions Code of Practice)

Contagious Diseases:

- Children should not be sent to school if a parent suspects their child has an infectious disease
- Parents must inform the school immediately if their child is diagnosed with an infectious disease
- If there is a serious outbreak of a disease, parents and staff will be notified via email

Head Lice:

- Checks on children for head lice are carried out regularly or if a case arises
- It is also important that parents carry out regular checks on their children and inform the office if they have required treatment
- Incidents of head lice are reported to parents of children in the class where an outbreak has occurred and the student collected from school. Parents are provided with the standard letter giving instructions of how to deal with their child. Children should not be returned to school until they are completely free of the lice and eggs.



Mr Colin Macrae
Head of Wingate School

Date of review: September 2019