



# Richard Lander School

## Medical Support/First Aid Policy

Policy Effective From: September 2023

Responsibility: Head/Deputy Head/Medical Officer

Reviewed by: Reviewed and monitored by: Head/Deputy Head/Medical Officer

Review Date: September 2024

### **PRINCIPLES:**

The School accepts the necessity to offer professional support to all staff and students and to provide back-up first aid support to all members of the school and to families.

### **AIMS**

- To offer skilled, fully trained first aid provision by the appointment of suitably trained personnel.
- Have a team 'of emergency trained first-aiders' who will be able to support everyone and in the absence of the first aider.
- To make sure that there is an appropriate member of staff who has 'up to date' training as required by Health and Safety - First Aid in the Workplace.
- To support all students with specific illnesses e.g. diabetes, epilepsy and asthma by giving the first aider the opportunity to attend relevant training sessions and seminars.
- To work closely with Children, Young People and Family Services to provide support and facilities for health checks.
- To support families and maintain confidence in our care of students.
- To keep staff fully informed of the health of individual students as considered necessary by the Health Authority and parents.

### **GUIDELINES**

- An emergency would require the first aider to attend to the child at the scene.
- Up-to-date confidential details of students with medical concerns are available to all staff through linked documents in SIMS. This will be updated when necessary throughout the year. The medical officer sends medical updates to teaching staff about individual students as necessary.
- We shall follow Health and Safety Guidelines as explained at relevant training sessions.
- In the event of an accident all appropriate forms should be completed.

- All portable first-aid kits must be ready for use and spillage kits/sick bags taken on school visits.
- It is essential that all students have two emergency contact telephone numbers.

#### **PROCEDURES:**

- In an emergency the emergency first aider should be called and remain in attendance until the school first aider arrives.
- Should a student report an injury, the parent/carer is to be contacted and if required, requested to collect their child and advised to seek a medical opinion/treatment regarding the reported injury.
- Suspected more serious injuries may be referred to the emergency services if it is felt appropriate. It is vitally important that injuries such as suspected fractures etc., receive a diagnosis from a medical practitioner. Should a pupil be taken to the casualty department by ambulance, then a member of staff will accompany the child to the hospital and remain with him/her until the parent/carer arrives.

Any regional or national health issue will be dealt with in a separate risk assessment document.



## **Richard Lander School**

### Medicines in School

Richard Lander School will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

The school keeps an “emergency asthma kit” in the Medical Office.

The School does not keep any other prescription medication other than student Epi- pens, which are stored in Student Reception.

Non-prescription medicines will only be administered at school when it would be detrimental to the pupil's health or school attendance not to do so, and where we have parents written consent. The school may request further guidance from medical professionals for individual students.

### **Dispensing of Medicine**

All requests for the dispensing of medication must be accompanied by a Medical Record sheet and consent form completed, signed and dated by the student's parent or guardian.

**Louise Chilcott** is responsible for receiving medicines, checking consent and dose information, checking “use-by” dates and dispensing medication.

**Helen Hyde** will deputise where necessary.

All medication will be kept in a secure location in the Medical office.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where students could gain access to them.

A supply of mild pain relief; paracetamol, ibuprofen and anti-histamines are kept securely in the medical room, available on request by members of staff.

### **Medical Log/Medical Information Records**

Medical Information Record sheets will be kept against a student's SIMS record and in the Medical Filing system and will be kept for the duration of the student's attendance at the school. All parents will be emailed Medical Information Record sheets at the start of each academic year. Medical logs are kept of all students who visit the medical officer. SIMS In-touch will email notification of a visit home to parents.

The Medical Filing will be kept in the Medical office, and is the responsibility of Louise Chilcott.

### **Medical Procedures**

Richard Lander School has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for students with particular conditions and these are detailed in individual health care plans.

### **Off-Site Activities**

Richard Lander School has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.