



**THE ROYAL SCHOOL  
ARMAGH**

**FIRST AID &  
ADMINISTRATION OF  
MEDICINES POLICY**

**Reviewed: June 2018**

**Reviewed: September 2020**

**Review due: September 2022**

## **POLICY ON FIRST AID AND ADMINISTRATION OF MEDICINES**

### ***FIRST AID***

#### Principles

First Aid can save lives and prevent minor injuries becoming major ones. The Board of Governors accepts the responsibility to provide adequate and appropriate equipment and facilities for providing first aid in school.

The Board of Governors is responsible for the health and safety of its employees and anyone else on the school premises. This includes:

- Arrangements for first aid
- Number of first aiders/appointed persons
- Number and locations of first aid containers
- Arrangements for off-site activities and visits

**The Board of Governors should ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.**

In practice, most of the day to day functions are delegated to the Head, who is responsible for ensuring that the policy is put into practice, and that parents are aware of the School's Health and Safety Policy, including arrangements for first aid.

#### **Responsibilities of school staff**

Staff are expected to use their best judgement at all times to secure the welfare of students at the school in the same way that parents might be expected to act towards their children. The Head must arrange for adequate and appropriate training and guidance for staff who volunteer to be first aiders and ensure that there are enough trained staff. In addition, the Head will consider:

- the individual's reliability and communication skills
- aptitude and ability to absorb new skills and knowledge
- ability to cope with stressful and physically demanding emergency procedures
- ability to leave normal duties to attend an emergency.

#### **Duties of First Aiders**

A School Nurse Auxiliary is on site from Monday to Friday, between 8.30am and 3.30pm during term time and is the primary recourse in the event of illness or accident. Staff First Aiders complete a training course approved by the HSE. In the absence of the School Nurse, they give immediate help to casualties with injuries or illnesses and those arising from specific hazards at school. When necessary, they ensure that an ambulance or other professional medical help is called. Staff who undertake advanced first aid training do so on a voluntary basis. Key Staff are provided with basic first aid training and the School has a rolling programme of training. The School keeps a training record and organises courses and retraining as appropriate. When identifying potential first aiders, consideration is given to the more vulnerable areas of the school and to staff most likely to accompany residential visits.

## **Assessment of Need**

The School is required to provide first aid for employees and, in the light of legal responsibilities, considers the likely risks to students and visitors and makes allowances for them when training first aiders. This is reviewed annually. The following factors are taken into consideration in the provision of first aid:

- The size and spatial arrangement of the school
- Any specific site hazards, for example in science laboratories
- Any specific need arising from the staff or students
- Accident statistics
- Provision at lunchtimes, or in the case of absence, or for out of hours activities

## **Providing Information**

All staff, students and visitors to the school are informed as appropriate of the first aid arrangements. Notices are clear and easily understood and displayed in prominent places. All staff, students and visitors should know how to contact a first aider from **any area** of the school.

## **First Aid Equipment and Facilities**

Sick Bay has three beds and a washbasin. This area houses the first aid equipment according to HSE recommended provision. For off site visits, a travelling first aid kit is available. Basic first aid kits are strategically positioned around the school and restocked as appropriate by the Caretakers/Sick Bay Supervisor.

## **Hygiene and Infection Control**

All staff are required to take precautions to avoid infection and must follow basic hygiene procedures. First Aiders have access to single use disposable gloves and hand washing facilities. The usual precautions are taken when dealing with blood and other body fluids, or disposing of dressings or equipment. A waste management company will be contacted to deal with the disposal of sharps and surgical waste, when necessary. Out of date epipens will be returned to the appropriate parents.

## **Reporting Accidents and Record Keeping**

The School Nurse Auxiliary keeps appropriate records and the Bursar reports relevant incidents to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Relevant records are kept for a minimum of three years. In addition, Accident Report Records are kept by the Bursar (for staff and pupils) and the School Nurse Auxiliary (for all cases she has treated). The school keeps a record of treatment given by first aiders including:

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injury or illness and the first aid given
- What happened to the person immediately afterwards - for example, went back to class
- Name and signature of the first aider dealing with the incident

In the case of any serious or significant incident, the parents are contacted by telephone, or by letter if less urgent.

## **ADMINISTRATION OF MEDICINES**

### **General Principles**

The Board of Governors recognises that many students will, at some time, need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the students while at school, and the Board of Governors wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

### **Responsibilities**

The Board of Governors takes responsibility for the administration of medicines during school time in accordance with the government's policies and guidelines. The Head will implement this policy and report, as required, to the Board of Governors.

Medication will normally be administered by the School Nurse, or in her absence, by designated staff.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The Board of Governors does not require staff to administer medication.

### **Staff Indemnity**

The Board of Governors fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following Board of Governors guidelines. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The Board of Governors will meet any claims in these circumstances.

### **Procedures**

#### **Admission Records**

On admission of any student to school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants
- special requirements (eg dietary)

At the beginning of each academic year, all parents will be required to up-date the medical form.

## Administration of the Medication

The school expects that normally parents will administer medication to their children. Any requests for medicine to be administered must come from a parent in writing and each request will be considered on an individual basis. The Form will include:

- name of parent and contact number
- name of child and class
- name of medicine
- name of doctor who prescribed it, and contact details
- how much to give  
(complete this section if the information is not on the medication label)
- how it should be kept and stored
- how it is to be administered
- when to be given
- any other instructions

The Form will end with the following consent statement:

*'The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the school to administer the medication in accordance with the school policy. I will inform the school in writing of any changes to the above information'.*

It must be signed and dated by a parent or someone with parental control. A separate form must be completed for each medicine to be administered. Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity. If there are difficulties or concerns, they will be invited to discuss with the Head and the School Nurse Auxiliary what can be done before the Head makes a decision.

The Head, or person authorised by the Head, will decide whether any medication will be administered in school, and by whom (usually the School Nurse). In appropriate cases the Head and parents, in consultation with the School Nurse Auxiliary and anyone else the Head deems necessary, will draw up a healthcare plan.

The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the student's name and instructions for administration printed clearly on the label. For day pupils, the school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

Please note that all epi pens are stored in Mr Hooks' office in an unlocked cupboard. They are in clearly labelled containers, containing care plans for each pupil. Care plans are updated annually by Mrs Montgomery and the school nurse.

If the student is required and able to administer her own medicine, for example, an inhaler for asthma, where appropriate the School Nurse Auxiliary will check that the student fully understands what has to be done.

Medication will be kept under the control of the School Nurse Auxiliary or the trained staff unless other arrangements are agreed with the parent. The School Nurse Auxiliary and trained staff are able to administer non-prescription medicines in school, for example, cough sweets and painkillers, at an age-appropriate dose. Parents are asked to sign the Medical

Form to give permission for this to take place.

## **Asthma**

*Parents:* There is a section on the data collection form to record any illnesses/medical issues and if any medication is needed. It is expected that parents inform the school of any ongoing issues.

*School:* Medical issues are recorded on SIMS.

*Sports:* Sports teachers should be aware that a number of pupils with asthma take a dose of their reliever inhaler before exercise, and may need to use their inhaler again on the sports field or in the swimming pool. If a child seems over-reliant on their inhaler, then this concern should be communicated to the child's parent as this may mean that the child's asthma is poorly controlled.

## **Food Allergies**

When school is informed that a pupil has a serious food allergy the information will be passed to School Nursing Auxiliary, the Head of Boarding (if applicable), the Form Tutor, the Head of PE and the Catering Department (all relevant staff). The information will also be displayed appropriately. Teachers in charge of pupils attending away matches or on school trips must ensure that they are aware if any pupil in the party has a serious allergy.

Where an allergy has been discovered prior to the admission to school, the application form will provide the information. In the event of a parent communicating such information at a later date to any member of staff, the Concourse must be informed immediately so that the information can be disseminated.

In the event of an allergic reaction to foodstuffs resulting in admission to hospital, or death, the school has a duty to inform the Health and Safety Executive.

## **Long-term Medical Needs**

The Board of Governors and Head will do all they reasonably can to assist students with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The Head also reserves the right to discuss the matter with the School's Doctor.

## **Records of administered medicines**

The Boarding Matron and trained staff will complete an entry in their daily log in every instance. It will be kept in the relevant office. The record will contain:

- name of the student
- date and time of the administration
- who supervised the administration
- which medication
- how much was given
- a note of any side-effects

The Sick Bay Supervisor in the day school maintains a log book of all Sick Bay attendees/visitors.

## **Training**

The Board of Governors is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

## **Defibrillators**

The school has 3 defibrillators (2 fixed and 1 roving}. All relevant staff are trained in their usage.

## **Ambutran**

Ambutran is contracted to supply immediate and initial First Aid at all rugby football home matches. There is a key access system for ambulance gate access to routes and slipways leading to the pitches. The Code is shared with the relevant key personnel.

## **Monitoring and Review**

The Head will be responsible for monitoring the implementation of the policy and reporting annually to the Board of Governors.

Date Policy Reviewed: \_\_\_\_\_

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Chair of Board of Governors)