LONDON NAUTICAL SCHOOL

First aid and Administering Medicines policy
September 2015

This policy is designed to enhance the standard of service the school provides to its parents.

CHANGE CONTROL

Date	Issue	Details of change
	1	Initial release

AUTHORISATION

Approved at Full Governors' Meeting on _____

Adopted: Review date:

Signed:

_____

Chair of Governors Date:

1.

Reviewed by:

Designated Safeguarding Lead: Jack Durant, Inclusion Manager Date: September 2015
Neil Atherton, Pastoral Manager
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Headteacher: Neil McGregor Date: September 2015

Nominated Governor: Ken Parsons Date: September 201

The London Nautical School

RATIONALE

The aims of this policy is to provide First Aid cover in accordance with the Health and Safety (First Aid) Regulations 1981. It is a statutory requirement that the Head teacher makes adequate provision for all employees. There is a moral and civic duty of care to make provision for all visitors to educational establishments. In this context, students are deemed to be visitors.

PURPOSE

- To clarify responsibilities and procedures related to First Aid arrangements.
- To ensure first aid arrangements are in place to provide the best possible care to students and staff who are ill or involved in an accident, that suitable protective equipment is available with the First Aid materials and that they are checked regularly by the First Aid Co-ordinator to ensure they remain in good condition; plastic disposable bags for soiled First Aid dressings are provided - these must be disposed of safely in the 'sani-bins' which are located in the ladies toilets and not left in waste bins.

DUTIES AND RESPONSIBILITIES OF DESIGNATED FIRST AIDERS

- The designated First Aiders at The London Nautical School have successfully completed an approved course of training and hold current certificates approved by the Health and Safety Executive: First Aid at Work (4 day course) – 11 members of staff including the technicians and support workers in each of the different areas (Science, PE, Nautical studies, Design and Technology and one member of the Learning support Department).
- The Office Supervisor prepares a rota for the admin team, which ensures that staff are trained and retrained to a designated timetable (every 3 years). The admin team responsible for first aid also ensures that all paperwork has been completed, that the log is up to date and is accurate. The admin team who are the designated first aiders are responsible for medications and supports the School Business Manager with any on site investigations for accidents. The Office supervisor orders First Aid supplies and ensures the kits are restocked and in date. Kits are also made available for trips and visits.
- If students require to take medicines on the school site, these should be sent in to the admin team with a letter from the parent/carer with the instructions for the child to administer the medications. Instructions should indicate when and at what time the medicine is to be taken. The student must administer this medication themselves, unless otherwise directed or agreed.
- The on duty rota is available from the admin office. The on duty First Aider has access to a radio at all times and can be contacted by the admin office. Main Reception also has a list of alternative First Aiders should this be required. This information is also attached as an appendix to this policy.
- High risk curriculum areas (PE, science, technology) and school visits all include staff who are designated first aiders
- Duties of designated first aiders:
- To render First Aid in accordance with the Regulations and training given
- To ensure their whereabouts are known at all times and to arrange cover for periods of absence.
- For duty first aiders, to carry an appropriate means of communication with them at all times

- To keep a record of any treatment, which they put in the log, which is kept in the medical bay.
- To make sure that they have access to updated medical lists (on SIMs).

PROCEDURES FOR DEALING WITH SERIOUS INJURY OR ILLNESS

- If a member or staff or student experiences an injury or illness and are able, they are aware that they can go to the basement admin office.
- If students are seriously injured and cannot make their own way down to the basement office, the first aider on duty will go to where the student is to administer first aid and then make the decision as to what actions should be taken as a result.
- If the First Aider is busy dealing with the injured person then another designated first aider will contact the parents/carers. The next of kin is called if there is a staff injury.
- Students needing to go to hospital should be conveyed by ambulance, accompanied by a member of staff; staff may be taken to hospital by a colleague if appropriate.

PROCEDURES FOR DEALING WITH MINOR ILLNESS

- Students too ill to remain in the classroom, but not requiring first aid, should be sent to the basement office with a note and a member of the admin team will make the decision as to whether the child should be sent home. If this decision is made, the child will remain on the school site in the medical bay until contact is made with the parent/carer to arrange for them to go home.

MEDICATION

- No member of staff is allowed to undertake medical routines unless they have been given appropriate instructions or training
- The responsibility for administering medication remains with a student's parent/carer; medication that is taken on a regular basis is kept in a locked cupboard in the medical room; a first aider makes this available to the student as required, observes the student taking their medication and records that they have witnessed this in a log book
- If a child is not medically fit to attend school, or if a child carries dangerous medicines to school unsupervised, or the number of children requiring medication is unreasonable given the school's circumstances, the Head teacher could refuse to accept responsibility for them or their administration, and parents should be asked to make other arrangements
- If however, the child requires medicine to keep down the effects of a non-serious illness, the Head teacher will be sympathetic to the request. Medication is handed in to the Medical Room and is kept in a locked cupboard. The students can attend at a designated time and will administer the medication themselves and signatures of both staff supervising and student will be taken.
- Some students take medication to treat an on-going condition; the medication is kept in a labelled bag in a locked cupboard in the medical room and can be accessed by the duty staff. The student will administer the medication themselves and signatures of both staff supervising and student will be taken

- Asthma sufferers are allowed to carry their named inhalers with them at all times and should be kept ready for immediate use. A spare inhaler should also be made available to be kept in the locked medical store.

STUDENTS WITH LIFE THREATENING CONDITIONS

- Any student who has a life threatening condition has a medical care plan. These are located from the inclusion office and linked to the student in SIMs linked documents. Staff are alerted to the medical care plans via a header on the student's home page
- At the start of each year, the Inclusion Manager messages the list of students who have medical care plans to all staff. At the end of each year, the care plans are sent to parents to be updated. The Inclusion Manager works with the School Nurse to ensure the care plans are kept up to date.
- All staff are provided with information related to students with medical conditions on a termly basis year, especially related to those students who are diabetics and use epi pens. The Inclusion Manager is responsible for ensuring this takes place. Epi pens are kept in the admin office.
- The allocated school nurse prepares and distributes allergy action plans and medical care plans which are distributed to all first aiders and staff via email and a medical care plan booklet.

SCHOOL VISITS

- The member of staff in charge of organising a school visit is responsible for arranging to take a First Aid kit with them. This can be obtained from Caroline Knight (office supervisor) or Susan Cronin (Admin assistant) in the basement office.
- A medical and allergy list, as well as a first aid kit should accompany every school visit.
- The school medical lists should be checked and the necessary medical information recorded and any extra details obtained from parents before students take part in a trip; the risk assessment for the visit must indicate actions that have been taken to minimise the risk to these students.
- All students who carry inhalers or suffer from asthma should be identified. It is essential that students have the appropriate medication and inhalers with them before embarking on the trip.

MONITORING AND EVALUATION

- The inclusion Manager and Pastoral Manager is responsible for cross referencing the Child Protection Policy with all other associated polices as listed in the Report to Governing Body on Safeguarding Children
- The Governors Personnel Committee and Governor responsible for Child Protection will review all processes on an annual basis

The members of staff who are fully first aid trained are:

Admin team	Science
Caroline Knight Susan Cronin Debbie Lumley Michelle Latham Sally Palmer	Yaseen Syed - to attend training in the spring term.
PE:	**Design and Technology**
TBC	Carl Burton
Nautical	**Other members of staff**
James Bullar Ed Sumner	Nevzat Yuksel - Head of ICT Liam Henry - HLTA (Learning support)

The allocated school Nurse who has responsibility for care plans, allergy actions plans and reviewing the medicines kept on the school site it **Pauline Howell.**

paulinehowell@nhs.net

0203 049 5107

The Inclusion manager is Jack Durant and is responsible for the coordination of support for pupils with medical conditions.

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