



LANTERN OF KNOWLEDGE
EDUCATIONAL INSTITUTE

LoK First Aid and Medical Policy

September 2

2024

Revised by S. Ahmed

		Next Review Date	01/09/2025
Approved By	Position	Date	Sign
Shakil Ahmed	Headteacher	02/09/2024	
Mol. Usman Butt	Governor	02/09/2024	

1. Rationale

This policy addresses responsibilities, procedures and provides information related First Aid and Medication. This policy has been written in line with the following guidance:

- <https://www.hse.gov.uk/pubns/priced/174.pdf>
- First aid at work The Health and Safety (First-Aid) Regulations 1981 (Third edition, published 2013 – reissued with minor amendments in 2018)
- Supporting pupils at school with medical conditions 2014, last updated in August 2017 <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2>

2. Responsibilities

The Trustees are responsible for the health and safety of employees and of all those on the school premises.

The employer must arrange adequate and appropriate training and guidance for staff who are appointed to be First Aiders.

The owner should ensure the minimum provision for First Aid:

- An appropriate number of suitably stocked first-aid boxes
- An appointed person to take charge of first-aid arrangements
- An appropriate number of staff suitably trained in first aid at work and supporting pupils with medical conditions
- Information for employees on first aid

The head teacher is responsible for putting this policy into practice and for developing detailed procedures. The head teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid and dispensation of medicines.

The head teacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes including new pupil admissions. Previous incidents, near incidents, logbooks and consultation with staff should inform the monitoring and review process.

The head teacher must ensure that First Aid notices are suitably displayed in staff/common rooms providing information on: location of equipment, facilities and personnel.

Teachers and other staff in charge of pupils are always expected to use their best endeavours, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

3. First Aiders

The Head Teacher in conjunction with the Trustees will ensure that First Aider(s) are available on-site all the time and during school trips as appropriate. A member of staff who has

completed a First Aid course and holds a valid certificate of competence in First Aid at Work (FAW).

The main duties of First Aiders are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

Appointed person

The Trustees will appoint a person as 'Appointed Person'. An appointed person is not necessarily a First Aider. The appointed person will:

- take charge when someone is injured or becomes ill;
- look after the first-aid equipment e.g. restocking the first-aid containers;
- ensure that an ambulance or other professional medical help is summoned when appropriate;
- supervise those who are placed in the Medical Room.

The Appointed Persons are Moulana Ibrahim & Molana Sayed Ahmed

What is First Aid?

"First Aid" means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted first aid practice to treat a suspected heart attack.

Who is a First Aider?

A member of staff who has completed a First Aid course and holds a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).

A list of qualified First Aiders is displayed throughout the school and includes:

1. Mr Muhammed Sayed Ahmed
2. Mr Mol. Ibrahim Teladia
3. Mufti Imran

First Aid Boxes

First Aid boxes are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines in Guidance Note 37 of the First Aid Guidance. (<http://www.hse.gov.uk/firstaid/legislation.htm>)

First Aid boxes are located at these positions around the School site and are as near to hand washing facilities as is practicable:

The school has first-aid containers /boxes which are located in:

- The First Aid room
- The school's office (2 boxes)
- The OLD kitchen/Storage Room
- The science lab

THE P.E. TEACHER MUST ENSURE THAT ONE FIRST AID CONTAINER IS TAKEN TO P.E. SESSIONS.

4. Procedure in the event of illness, accident or injury

Pupils may visit the office/medical staff at any time. If administration of first aid is required then:

- staff/pupils should immediately call for/inform the appointed person
- the appointed person will then take charge of the situation, summoning a first-aider if need be
- the first aider will then administer first-aid if appropriate; the medical room should be used if required
- the appointed person and first-aider will decide whether the emergency services are to be called, in which case the appointed person will do so
- the reporting member of staff/pupil and the first aider should record the incident in the first-aid logbook or on computer, and the appointed person should inform the Head Teacher of the incident and its outcome
- if the incident involves a pupil, the Head Teacher will ensure that the parent/carer of the pupil is informed. Injuries to the head, minor or more serious must be reported to parents on the same day for minor injuries, with written information on what developments would trigger an emergency visit to hospital; at once in the case of more serious injuries

If the incident involves spillage of bodily fluids, the affected area should be cordoned off by the appointed person at the earliest opportunity and cleaned with disinfectant wipes, stored in the medical room school office. The appointed person should always wear gloves when cleaning and disposing of body fluids.

Below is a list (not an exhaustive list) of incidents, which may require calling the emergency services:

- Serious cuts/bleeding requiring bandaging
- Burns
- Severe pain
- Unconsciousness.

Any spillage of blood or other bodily fluids will be managed using appropriate PPE. If this occurs in the medical room, then the medical officer on duty or first aider will deal with it. Elsewhere in the school, the H&S Coordinator will deal with it.

Reporting

However minor the issue, the medical staff always is informed and all medication or first aid given will be recorded. These reports will be strictly confidential and only accessible by the Medical staff.

Record-keeping

Records are kept of any medication or treatment administered to a pupil whilst under the care of the school. Records are kept of all significant accidents/illnesses in the relative folders.

Information on Pupils and Confidentiality

The Medical staff will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the Headteacher, teachers and first aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

Prescribed Medication

All medication should be administered from the medical room for the safety of all. Medication cannot be brought into school and taken without notifying the school. The school will only administer prescribed medication; the medication must be prescribed only for that individual and must be clearly labelled with all statutory requirements met. The office staff will check the expiration date, duration and times of administering the medication. The medication must be handed into the school office and stored in a secured place.

Records of the administration of prescribed medication will be kept.

Non-prescribed and overseas medication

No non-prescribed medication or medication from overseas will be accepted under any circumstances.

Storage

Medication will be stored in a locked medical cupboard in the office or those that need to be refrigerated will be stored in a fridge and accessible from the office.

5. Prescribed medicine administration procedure

The following procedure will be followed:

1. When medication is given to the school to keep in school, a record will be made with
 - The pupil's name and date of birth and the expiry date will be checked against the medicine.
 - An allergy history will be obtained
2. When medication is administered
 - The member of staff should record the name and dose of the medication, the time and date and the person administering the medication.
 - If a child refuses, the staff has no power of enforcement and refusal will be recorded.
 - If a child has a reaction to the medication, this will be recorded in detail, parents will be informed and appropriate steps will be taken which, in rare cases, may involve calling the emergency services.
3. Once the medication is dispensed, the pupil should be reminded of the time for his next dose and the medication should be returned to the secure cabinet.
4. The onus is on the child to come to the office at the appropriate time. The parents will be notified at once if a child refuses in the best interests of that child. Emergency services will be called if a refusal compromises a child's safety.

Wrongful Administration of Medication

In the event that any medication is administered wrongfully or to the person it was not prescribed for, the parents/carers of the child will be contacted at once to inform them of the error and agree on next steps; then professional help will be sought immediately through the means of the emergency services, and/or Out of Hours GP, and/or NHS Direct by calling 111.

All such occurrences must be logged, and the Head Teacher must be informed immediately

Self-Medication, Prescribed Creams and Inhalers

Some medication, such as inhalers or EpiPen's, will need to be with pupils at all times for use in an emergency including during school trips. Others, such as prescribed creams may be kept by the pupil for personal use. An exception to this is if a cream is required to be kept in the fridge. In this case it will be kept securely in the medical fridge.

Chronic illness management

Our staff are pleased to work and support families and pupils suffering from chronic illnesses (diabetes, epilepsy and asthma and anaphylaxis etc.) and hope for them to achieve independence and self-management. Individual health care plans will be drawn up and become part of the Education, Health and Care Plan (EHCP) of pupils with SEND if applicable, working closely with the pupil, health professionals and the family. The pupil will carry a sugar substitute/inhaler etc. at all times on their person. Staff will receive appropriate training to support these pupils.

Suitable toilet and washing facilities are provided in order to cater for the needs of pupils who are sick or injured.

All medication is safely and securely stored. Proper records are kept of its administration. Prescribed medicines are given only to the pupils to whom they are prescribed. Pupils allowed to self-medicate are assessed as sufficiently responsible to do so.

Parental Consent

Parents are requested to provide written consent for the administration of first aid and medical treatment before pupils are admitted to the School. It is also revised regularly through medical questionnaires, at least once a year.

6. Arrangements for Off-Site Activities and Trips

A full first aid box will always be taken on School outings. Pupils who have asthma must take their inhalers with them, this includes PE and break times. At least one qualified first aider will be on all school trips. All pupils' medical needs and issues will form as part of the risk assessment for each outing. The same procedures will be followed for staff to ensure all are properly safeguarded.

7. Emergency Procedures

- Contact will be made to the emergency services detailing the incident at first instance.
- In the event that an ambulance is needed to be called, arrangements for the ambulance to have access to the accident site should be made. Arrangements should be made to

ensure that any pupil is accompanied in the ambulance by a member of staff. Parents will be contacted as soon as possible. The member of staff will remain until the pupil's parents arrive.

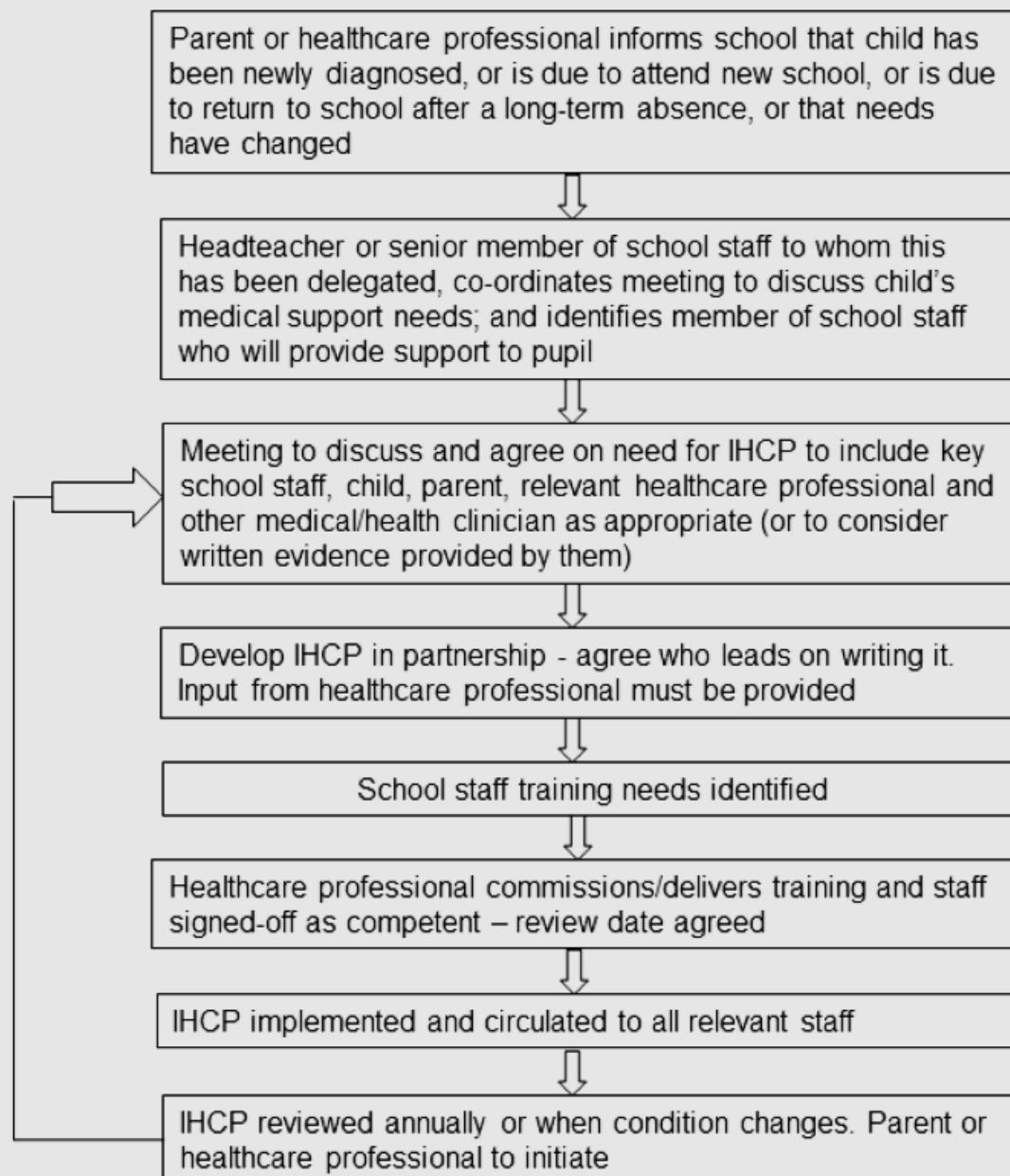
8. Dental and Optical Treatment

All dental and optical treatment will be organised by the parents. In the event that a pupil wants a check-up, or an urgent treatment is required, the staff will contact his family to arrange a suitable time for him to be picked up and assessed.

9. Monitoring and Review

The SLT will monitor the impact of the school's policy and procedures continuously and will discuss implementation of procedures and outcomes on a periodic basis. The Head Teacher will report to the Trustees on the evaluation and the effectiveness of the overall policy. In addition, the Trustees will undertake a review of all procedures following any major incident/illness to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

Appendix A: Process for developing a healthcare plan



Template A: individual healthcare plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-
indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

Template B: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

Template C: record of medicine administered to an individual child

Name of school/setting

Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

Staff signature

Signature of parent

Date

Time Given

Dose Given

Name of member of staff

Staff initials

Template E: staff training record – administration of medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date

Template F: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

