



Westward House School

Qualifications are important. Self-esteem is life changing

First Aid and Medicines Policy

Introduction

This First Aid and Medicines Policy outlines the procedures and guidelines for administering first aid and managing medicines at Westward House School. It aims to ensure the health, safety and well-being of all pupils and staff while on school premises.

First Aid Provision

Training – we will ensure that a sufficient number of staff members are trained in first aid, including basic first aid and paediatrics first aid, according to the size and needs of our school population. Our lead first aider is Grace Embra. Other first aiders are identified on posters around the school and all staff are made aware of current first aiders. Untrained staff should always refer first aid situations promptly to a colleague with suitable training. There will always be at least one appropriately trained first aider present whilst there are children on site. A staff training schedule is attached to this policy.

First Aid Kits – Appropriately stocked first aid kits will be available in easily accessible locations throughout the school premises, including medical room, reception area and staff room. There will be portable first aid kits for trips and visits. School vehicles will contain further first aid kits. All first aid kits will routinely be checked and restocked as appropriate.

First Aid Procedures – First aiders will follow established first aid procedures for treating injuries and illnesses, including assessing the situation, providing necessary care, and seeking medical assistance when required. All staff are instructed to seek further medical assistance if there is any doubt as to the severity of an injury. Only minor injuries should be addressed by first aiders.

Procedures for the disposal of blood or bodily fluids spills – disposable gloves (located in medical room) should be worn and absorbent paper towels used on contaminated area followed by a bleach solution.

Higher Risk Classes/Activities – Including but not limited to Science experiments, Cookery lessons, Outdoor Activities, Sports – these should be individually risked assessed and any additional safety measures discussed with the Proprietor. Staff leading these sessions will ensure they know where first aid kits are located and be confident with first aid processes.

Specific Pupil Health Needs – A list of all pupils with specific health needs – asthma, diabetes, epilepsy, allergies etc can be found at the front of the Administering Medicines file (located by the medicine cabinet) together with the location of any medical aids required and detailed notes from parent/carer/health specialist regarding interventions. All staff will be familiar with these pupils and their care. A copy of Supporting learners with healthcare needs Guidance Document 215/2017 should be referred to for further support.

Documentation - All incidents requiring first aid intervention will be documented using the school's incident report book, detailing the nature of the injury or illness, actions taken, and any follow-up required.

Medicines Management

Administration of Medicines - Medicines will only be administered by designated staff members who have received appropriate Administering Medication in School training. Parents/carers must provide written consent for the administration of any prescribed or over-the-counter medications.

Storage of Medicines - All medications, including prescription and non-prescription drugs, will be stored securely in the locked medicine cabinet, accessible only to authorised staff. Medicines requiring refrigeration will be stored accordingly.

Emergency Medications - Emergency medications, such as inhalers and epinephrine auto-injectors for pupils with known medical conditions, will be managed appropriately in consultation with parents/careers and where required specific health professionals. They will be readily accessible and clearly labeled with the pupil's name and

instructions for use. Further information on specific pupil's needs are located in the front of the Administration of Medicines file next to the Medicines cabinet.

Documentation and Record-Keeping - Records of all medicines administered to pupils will be accurately maintained, including the type and dosage of medication, date and time of administration, and any adverse reactions or side effects observed. Medical form templates are available in the Medical Records file kept next to the Medicine Cabinet. All staff are required to familiarise themselves with these forms.

Communication with Parents/Carers - Parents/Carers will be informed promptly of any instances where their child receives medication or first aid treatment while at school, including the nature of the incident and any follow-up recommendations.

Training and Review

Training - Staff members responsible for administering first aid and managing medicines will receive regular training and updates on relevant policies, procedures, and best practices.

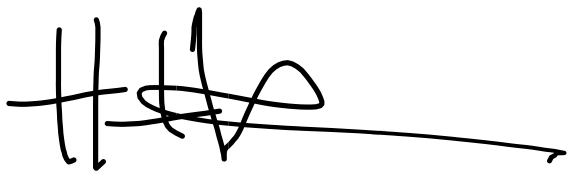
Review - This policy will be reviewed annually to ensure compliance with legal requirements and reflect any changes in best practice guidelines.

Implementation - This policy will be communicated to all staff members and available for parents/carers to inspect.

Conclusion

By adhering to the guidelines outlined in this First Aid and Medicines Policy, our school aims to create a safe and supportive environment where the health and well-being of every individual are prioritised and protected.

Ratified: April 2024

A handwritten signature in black ink, appearing to read 'Harriet Harrison', with a long horizontal line extending to the right.

Harriet Harrison

Review Date: April 2025

Reviewed and updated September 2024 to reflect new school site

First Aid/Administering Medicines Training

Name	First Aid Course Date	Renewal Date	Administering Medicines	Renewal Date
Grace Embra (Lead First Aider)	Dec 2021	Dec 2024	Dec 2023	May 2027
Jay Maindorge (Deputy)	June 2024	June 2027		
Eleri Jones			Nov 2023	Nov 2026
Alana James	Sept 2024	Sept 2027	Sept 2024	Sept 2027
Caroline Hide	Sept 2022	Sept 2025		
Jessie Williams	Sept 2024	Sept 2027	Sept 2024	Sept 2027