



FIRST AID AND MEDICINES POLICY

Audience	All Governors, Parents, Staff
Date of review	Academic year 2019/2020 <i>as necessary</i>
Named person responsible for monitoring	SLT i/c First Aid
Agreed by Quality Assurance Committee	30 November 2017
Ratified by Governing Body	6 December 2017

This Policy is written in the context of the school's ethos and has regard to the UN Convention of Rights of the Child: Article 24: Every Child has the right to the best possible health. It underpins the school's policy on Safeguarding. It conforms to the DfE Guidance on "First Aid in Schools" and "Support for pupils with Medical Conditions".

The School will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing so far as reasonably practicable, a safe and healthy school environment. The School also recognises its responsibility for the safety and welfare of all students at the school as paramount. All staff/new students will be informed about First Aid arrangements during induction.

First Aid Provision

- A suitably stocked and labelled first aid container situated in the Administration Office
- Posters of named Designated First Aiders displayed in key areas of the school
- Trained First Aiders to take charge of first-aid arrangements (HSE approved training) and specific training as necessary to support students with medical conditions
- Information for staff, students, parents/carers on first aid arrangements form part of the induction process for those joining the school
- On-going risk assessment carried out periodically
- First aid provision available at all times while people are on school premises, and on off-site visits where a risk assessment has indicated this might be necessary
- A stocked first box and a portable one is carried on the mini bus and outside visits
- Emergency medication labelled, securely stored with healthcare plans, parental permissions and monitoring record

The school also has an Automatic Emergency Defibrillator (AED) on site.

Parents/carers are responsible for:

- maintaining up-to-date medication.
- providing the school with information about their child's medical condition
- providing up-to-date emergency contact details

Medicines held by the school will be reviewed regularly by a designated first aider to ensure that they remain in-date. Parents/Carers must provide replacement medication if use by dates have expired or are due to expire. Parents/Carers will be asked to collect out of date medicines for safe disposal.

The school will only accept prescribed medicines that are in-date, labelled and provided in the original container as dispensed by the pharmacist and must include the child's name, dosage, instructions and storage.

Signed:  Date: 6th Dec 2017
Chair Quality Assurance Committee