

## Iceni Secondary Academy - Local First Aid Supplementary Information

### First Aid & Medication

A first aid box stocked with the contents recommended in the Approved Code of Practice to the Health and Safety (First Aid) Regulations is kept in the Medical Room.

Additional first aid boxes are available in various locations throughout the school.

First Aiders are responsible for ensuring that the contents of the first aid box are replaced as necessary and for ensuring that first aid training is repeated every 3 years.

First aid boxes are to be taken on school trips, and the person in charge is appointed to be responsible for the first aid box and for taking charge of the situation, i.e. calling assistance if a serious injury or illness occurs.

#### First Aiders:

- The school has sufficient numbers of first aiders (includes Initial First Aid at Work and Emergency First Aid).
- A list of first aiders is displayed around the school.

Drivers (who transport students) will check that any vehicles are properly equipped with first aid boxes before they are used.

#### Transport to Hospital:

If the first aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

#### Location of First Aid Boxes:

Classrooms as appropriate

Medical room

Minibuses

Reception

#### Administration of medicines

All medication will be administered to students in accordance with the DfE document <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent/guardian and with the consent of the Principal.

Records of administration of medicines will be kept by the First Aiders/Reception.

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in school are securely stored in the medical room.

Where students need to have access to emergency medication, i.e. asthma inhalers, adrenaline pen etc., it will be kept with them at all times.

#### Health Care Plans

Health care plans are in place for those students with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually and written precautions/procedures made available to staff. Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.