



## **Erne Integrated College**

# **First Aid and Administration of Medicines/Supporting Pupils with Medical Needs Policy**

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## **First Aid and administration of medicines**

- First Aid is carried out by trained staff in the College to treat injuries to students and colleagues alike and to record treatment in the Accident Books. We currently have three first aiders trained by St John Ambulance: Darron McLaughlin, Eimear McAuley and Mark Butler – additionally Sarah Pennell completed the Community of Life Savers Training along with Mark Butler in March 23.
- Students who have medical conditions have an agreed care plan provided by their dedicated health care nurse and shared with their family. The care plan is updated by the health professionals annually. Family are supposed to provide school with a copy of this and where provided it is stored at school to guide and inform best practice– It is the responsibility of family to liaise with the health care nurse and provide copy for school annually or if amended for any reason.
- A care plan most frequently covers conditions such as asthma, anaphylaxis/severe allergies and diabetes but can exist as a result of a disability or post-surgically for a limited time.
- For students who need to self-medicate during the school day – most frequently diabetics, they test their blood manually or automatically with a CGM (blood sugar monitor) and adjust their insulin as directed. Most manage their condition very well. Home is advised usually via the care plan, to provide a labelled emergency food box with high sugar sweets and drinks in the event of hypoglycaemia and this is stored centrally opposite the main office.
- For students who need to medicate due to an emergency situation (typically asthmatics and anaphylaxis patients) inhalers and epi-pens are provided by their health care professionals on the NHS. Typically they are in pairs and the student/home is expected to ensure that at least one is carried by the student at all times. The recommendation is for a second one to be brought to school, labelled and stored centrally opposite the main office. This is the responsibility of family to provide and replace/dispose of any out of date medication and replace with up to date medication as an on-going provision.

## **Pupil illness in School**

If a pupil becomes ill in class it may be enough to send the pupil, accompanied by another class member, out for a breath of fresh air. If necessary, send them to the school office who will try to contact their home. If it is not possible for the pupil to go home, then they must return to their class. Students are not to remain sitting outside the office unless they are waiting to go home.

**Under no circumstances should any medication be administered, unless contact has been made with a parent or guardian.**

## **Safety Regulations**

Pupils must NOT be asked to carry dangerous or heavy equipment. In class the operation of plugging and unplugging T.V. sets, video recorders or the setting up or dismantling of equipment must be carried out by the teacher.

Subject teachers using electrical equipment or other dangerous equipment/apparatus must ensure that all possible safety precautions are taken.

**ON NO ACCOUNT** must a pupil be left in charge of a machine or equipment during a teacher's absence.

**Pupils must NOT be left unsupervised in a classroom.**

## **Accidents**

When an accident occurs either inside the school building or the school grounds, the member of staff to whom the accident is reported should contact a first aider. At present these are: Mark Butler, Eimear McAuley and Darron McLaughlin to determine whether the pupils needs first aid or should be taken to hospital. In this case the parents are contacted to ask them to take the child to hospital or if this is not possible a member of staff will accompany the child to the hospital and parents informed at the first available opportunity.

The member of staff to whom the accident is reported must obtain an accident report form from the office and complete it immediately, noting the names of any witnesses to the accident. All such accident report forms should be filed in the office.