

Tatham Fells CE (VC) Primary School

First Aid and Medicine Policy

Policy & Guidelines for Administering First Aid and Medication at Tatham Fells (CE) Primary School

Introduction

It is essential to have in place adequate first aid provision and medical care for all pupils and school personnel. The aim of this policy is to set out guidelines for all staff in school in the administration of First Aid or medicines.

Aims

1. To provide adequate first aid provision and medical care for pupils and school personnel.
2. To have in place qualified first aid personnel.
3. To have in place adequate first aid equipment.
4. To have in place excellent lines of communication with the emergency services and other external agencies.

Strategy

Identification & Awareness

- Parents must inform the school of the medical condition of their child that may be a cause for concern.
- School personnel must be suitably trained in identifying Pupils where a medical condition may be developing.
- School personnel must report any concerns they have on the medical welfare of any pupil.

Training

- For all nominated personnel to undertake training in first aid, administration of medicines and awareness of medical problems in pupils.
- A record of trained personnel is kept centrally.

Administration of Medicines

- A procedure must be in place for the administration of medicines for pupils.
- Before the school administers any medication the parent must complete the necessary paper work.
- Records must be kept of the administration of medicines.

House Keeping

- All medicines must be securely stored in a central location.

Emergencies

- A procedure for dealing with accidents must be in place.

Records

- Records are to be kept for all pupils.

Reporting

- Parents are to be informed of all accidents and a head injury letter and form to be given for all head injuries.

Intimate care

- In the event of an injury/soreness in an area of the body that could be described as intimate, two or more first aiders must be present.

Pupils with specific medical needs

Details of Pupils with specific medical needs (diabetic/severe allergies/epipens/inhalers) can be found in the Medical file located in the first aid cupboard in the school office. All staff are expected to familiarise themselves with the pupils concerned. Children with medical needs must be brought to the attention of the Headteacher, SENCO and teaching staff.

Qualified first aiders:

Jodie Lumb (Headteacher)

Mr Jon Lindsay (KS2 Classteacher)

Miss Lorraine Frew (KS2 Classteacher)

Mrs Lisa Cotton (FS/KS1 Classteacher)

Mrs Joan Metcalfe (School Administrator)

Mrs Janette Street (Teaching Assistant) *Paediatric qualified*

Mrs Diane Denby (Teaching Assistant.Midday Supervisor) *Paediatric qualified*

Mrs Sally Brasington (Teaching Assistant.Midday Supervisor/ASC Leader) *Paediatric qualified*

Mrs Sarah Lowther (After School Club Leader, Midday Supervisor, Teaching assistant)

One of the above members of Staff MUST BE CONSULTED in the event that a child (or member of staff) should sustain an injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns (including sunburn)
- Stings: bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of Staff MUST BE CONSULTED to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with inhalers in school - irrespective of the type of illness or injury sustained.

Consultation from a member of First-Aid staff does not need to be sought in the event of minor incidents which may be treated with Pastoral care.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel - or who are actually – sick
- Minor marks to the body (bruises/grazes), skipping rope burns etc
- Headache/Stomach ache

Treatment: Tatham Fells CE (VC) Primary School has a ready supply of minor first aid equipment. These may be found in the First Aid cupboard in the office. A green first aid box is also located in each classroom. The administration of items such as antiseptic creams are not permitted in case of allergic reaction. Cuts and grazes should be treated with clean water and elastoplast/micropore applied where necessary.

Treatment guidance

- Persons administering first aid should wear disposable gloves where bodily fluids are involved.
- An adult witness should be present if tending an intimate part of the body.
- Children who are unwell should be sent to the school office to rest away from the classroom activity. The decision to send an unwell child home will be made by the Headteacher.
- Unwell children must be signed out when collected by a parent/carer.
- **First Aid kits must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.**
- Mrs Joan Metcalfe (registered first aider) is responsible for checking the contents and replenishing school first aid kits and for ordering resources as and when required.

Disposal of bodily fluids

- Any items that come into contact with blood must be disposed of in the sanitary bin in the disabled toilet.
- Any other bodily fluid or excrement must be disposed of down the toilet.
- All staff must wear disposable gloves when attending to bodily fluid.

Accident Procedures:

- During playtimes and lunchtimes injuries that require first aid treatment should be dealt with in the first instance by emergency aiders outside if appropriate. For injuries that require closer attention children should be sent to the office where a first aider will attend to the child's needs.
- All accidents/injuries must be reported by the person who initially dealt with the incident in the accident book which is located in the school office.
- All head bumps/injuries must be reported, logged and a letter sent home: a brief description of the incident should be recorded on the notification form for parents and sent home with the child. Children should be given a sticker to alert adults to the fact that the child has sustained a head injury.
- In the event of major injury where further medical assistance is required, an informed assessment will be carried out in consultation with the Headteacher (or nominated deputy) and:
 - Emergency services (999) to be called if necessary
 - Arrange for parents to be informed
 - Arrange for the child/adult to be transported to A&E .
 - RIDDOR informed if required.

Incident reporting: All incidents requiring first-aid (whether minor or major) must be recorded in the school First-Aid Incident book. This is situated in the First Aid cupboard in the office. Staff to make an informed decision with the Headteacher as to whether parents need to be notified at the time of the incident or the end of the day (parents and carers always informed).

Administering medicine: Medicines that are not prescribed such as calpol, nurofen will not be administered by first aid staff (unless there are special and exceptional circumstances).

The administration of antibiotics in school will only be permitted if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime. Before medicine is administered in school, parents must complete the relevant forms and a log must be kept of medicine administered (**FORM 3 AND FORM 5** – Please see attached). Staff must not feel obliged to administer medicine and must speak to the Headteacher if not comfortable administering medicine.

Health Care Plans: Administration of non-prescribed medicine may be authorised by the Headteacher if linked to a pupils specific medical condition and outlined in their Health Care plan.

Monitoring: Injury/accident books should be monitored to identify recurring incidents which may be prevented if appropriate action is taken. All staff will be informed of First Aid arrangements and made aware of this policy as part of their induction.

Tatham Fells CE (VC) Primary School

First Aid and Medicine Policy

Signed (Headteacher):

Signed (On behalf of the Governing Body):

Date: April 2015

Review date: April 2017