

## **FIRST-AID AND MANAGING MEDICINES POLICY**

**The name of the first aider/appointed person is Mrs. Gaynor Rowe.**

### **Purpose:**

- To administer emergency treatment and life support for staff, students and visitors when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide resources and training to cater for the administering of first aid.
- To encourage preventative measures to minimise emergencies and promote safety.

### **Guidelines:**

The Headteacher will ensure that a sufficient number of staff is First Aid trained, including sufficient ratios of staff completing paediatric First Aid. At least one member of staff from the Early Years department will be qualified in paediatric first aid and will be on site at all times.

First Aid kits will be available throughout the school. Bins for medical waste are available in Class One and upstairs in the office.

Class One is the designated First Aid area for children in the lower school, with the quiet area being used if children need to be able to lie down. Children in the upper school have access to a roll out mattress, which can be used in the school office if required. This will allow children, waiting to be collected by parents, the opportunity to lie down if needed.

The designated First Aider will provide supervision of the first aid area.

Any children in the first aid area will be supervised by the designated First Aider or a staff member at all times.

An existing injury log must be filled in if a child arrives with an injury that has occurred outside of school premises. A parent or guardian should sign this log. Teachers must ensure that the explanation of the injury is consistent between the parents and the child. The number and types of injuries children sustain outside of the school premises should be monitored and the Headteacher kept informed.

A confidential up-to-date register will be kept of all injuries or illnesses experienced by children that require first aid, including a witness signature. Records of any treatment given will be kept for a minimum of three years.

If a child is suspected of having contracted an infectious disease reference will be made to the Spotty Book and Public Health England for infectious diseases to establish exclusion periods.

All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.

Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.

No prescribed medication (except for inhalers) will be administered to children without the express permission of parents or guardians. A form is available for this and is kept in Class One or the Office. Both parents and a staff representative should sign the form. On no account should staff administer the first dose of new medicines. The last dose given should be recorded. A record of all administered medications will be kept including a witness signature.

In accordance with new government guidelines, it is acceptable for staff to administer Calpol or its equivalent to a child in the school whom staff deem require it without parents filling in a separate form. Parents will, however, be expected to complete a general consent form for this when they complete the school's application form prior to their child taking a place at the school. Calpol will only be administered in an emergency, for example, to help prevent the occurrence of febrile convulsions from high fever, and is not to be given to prolong the arrival time of parents coming to collect their child.

Parents of all children who receive first aid will be notified.

Parents of ill children will be contacted to take the children home as soon as possible.

Children who have had sickness or diarrhoea must be clear for a minimum of 48 hours before returning to school (refer to Spotty Book).

All teachers have the authority to call an ambulance immediately in an emergency.

All school camps will have at least 1 Level 2 first aid trained staff member at all times.

A comprehensive first aid kit will accompany all camps, along with a mobile phone.

All children attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken on camps and excursions, as well as kept at school.

The designated first-aider is to be responsible for the purchase and maintenance of first aid supplies and first aid kits.

The school will request medical information at the commencement of each year.

It is recommended that all students have personal accident insurance. The school currently pays for this.

## **Implementation**

The Headteacher will ensure that appropriate staff are trained to a level 2 first aid certificate, and have up-to-date qualifications.

A comprehensive supply of basic first aid materials will be stored in Class One under the supervision of the designated first-aider.

First aid kits will also be available throughout the school where deemed necessary. Any student who has an accident or illness during class time will be sent to the office and parents will be contacted.

Incidents during lunch and /or playtime will be dealt with by the teacher on duty. All incidents will be recorded into the First Aid register on Scholarpack.

Students who have received first aid will receive a copy of a form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid, countersigned by a witness, to be taken home to parents. Where possible, obtain a signature from parents upon collection of their child to confirm they have been informed about the incident.

For more serious injuries/illnesses, the administration staff must contact the parents/guardians, so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.

Teachers will call an ambulance for serious cases. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action. Parental permission for emergency medical advice and treatment will be sought at the application stage.

All children, especially those with a documented asthma management plan, will have access to approved medication at all times.

At the commencement of each year, or at the point of entry in the case of Early Years, requests for updated first aid information will be sent home including requests for any asthma management plans, high priority medical forms, known allergies, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

Last reviewed: September 2019

Next review date: September 2020