



Shaftesbury Park Primary School



First aid & medication in school

POLICY STATEMENT

The school recognises that medication may be required by children on occasions during the school day. Generally staffs are **NOT PERMITTED** to administer medication of any kind to children. However, in particular cases, where an oral dose of medicine is required, or pills need to be taken and the parent or guardian is unable to attend the school to administer the dosage themselves they must write to the school or complete the medication form (see Appendix 1) to request that the medicine be given at the appropriate time. The medicine must then be kept in a locked place and be given to the child by a responsible adult in that child's class or phase. The adult administering the medication must write the necessary information in the book marked "Administering Medication in School Time". One book is kept in the Parent Worker office and the other in a cupboard in the washroom in the Safari classroom.

KEEPING RECORDS

At the beginning of each school year ALL parents will be asked to fill in a general medical questionnaire (see Appendix 11) which also includes details of all specific causes of allergic reactions. From these forms we are able to identify in particular any children who suffer from epilepsy, hay fever, asthma or sickle cell anaemia.

ASTHMATICS

The pumps for asthmatic children in the Foundation Stage are kept in the cupboard in the Safari classroom, next to the First Aid Kit, along with the completed forms from parents detailing their children's requirements.

Children in the rest of the school must store their pumps and nebulisers in the teacher's cupboard but must be able to get them out themselves. Forms with details of the children's requirements are kept with the medication.

It is important to remember to take asthma pumps with the first aid kit on school trips.

ALLERGIES

The epi-pens required for children that suffer with anaphylaxis are kept in the Parent Worker office, in the first aid kit mounted on the wall. A second epi-pen should be kept in the teacher cupboard in the child's classroom. In the Foundation Stage the second epi-pen should be kept in cupboard in the Safari room.

ADMINISTRATION OF FIRST AID

List of First aiders

In the case of accidents/ injuries the following people should be called to deal with the children in each particular phase:-

Sue Diment	Foundation Stage	G /Floor
Belinda Botchway	Foundation Stage	G/Floor
Vicki Dickson	Foundation Stage	G/Floor
Beverley Irvin	Key stage1/2	G/Floor
Leanne Fraser	Key Stage 2	2nd Floor
Jobe Patterson	Lunchtime	

If children are feeling unwell the teachers in each class should send either their own teaching assistant, or the designated unit representative named above, to the Reception area to ring parent/carer.

(THE CHILD WHO IS UNWELL MUST NOT BE SENT TO THE RECEPTION AREA)

Telephone numbers for all the children in the school are kept in the reception area. The child's parents, or the person named as the emergency contact, should be informed of the child's condition and they should be requested to come to the school to collect the child.

If a child is hurt they should be sent to a first aider accompanied by an adult. If this is not possible then they should be accompanied by another child. It is the supervising adult's responsibility to ensure that the child does actually see the first aider. This may involve checking in with the child as soon as possible.

If the first aider is teaching then the accompanying adult must cover the session so that the first aider can treat the child and make any necessary phone calls.

The child should stay in the classroom until the parent arrives unless he/she is so ill that it is necessary for him/her to lie down. In this case he/she should be made as comfortable as possible in the **Parents' Worker office** until his/her parents/guardians arrive to take him/her home. This should also be the procedure for a child who is very unwell but whose parents cannot be contacted. The class teacher must ensure that the child is made comfortable and has adequate supervision until the end of the school day.

When the child is collected this information must be recorded in the 'Children going Home in School Time' book kept in the reception area.

LOCATION OF FIRST AID KITS

First aid kits are located on each floor throughout the school, as follows:-

GROUND FLOOR ZEBRA CLASS/SARAFRI WASHROOM

FIRST FLOOR STAFF ROOM

SECOND FLOOR OASIS CLASSROOM

GROUND FLOOR LOBBY GROUND FLOOR HALL/ PARENT WORKER OFFICE

WE ALSO HAVE FIRST AID TRAVELLING KITS FOR SCHOOL JOURNEYS AND VISITS

A 'Guidance Card' is placed in the box listing the school's first aiders, how to contact them and where they are located.

First aid notices are displayed within classrooms and all other waiting areas stating the names and locations of the First Aiders in the school

TRAINING OF FIRST AID PERSONNEL

All first aiders hold a valid certificate of competence before taking up their duties as first aiders. The Headteacher ensures that appropriate records are kept regarding training of first aiders.

ROLE OF THE FIRST AIDER -ACCIDENTS AND INJURIES

All accidents, injuries or non accidental incidents that require treatment e.g nose bleeds, must be recorded in 'The Incident Reporting Book' kept in the reception area. After recording the details the completed slip must be given to the child's class teacher. **It is the class teacher's responsibility to give the slip to the parent and explain the circumstances of the accident. If the parent does not collect the child at home time the slip should be sent home with the child and a follow up phone call made by the class teacher. If personal contact is still difficult then an explanatory email should be sent.**

There are special forms for the recording of serious accidents. The Lead First aider will ensure that it is sent to the Town Hall and also filed in the current "Governors' Meetings" file in the appropriate section.

It is vital that all parents are telephoned as soon as possible if their child sustains a head injury. They should also be contacted as soon as possible particularly if their child sustains an injury that results in bruising, swelling or broken skin.

Please ensure that the telephone call home is logged on the form. This information must include action taken and any outcomes.

If a child sustains an injury that is serious enough to warrant his/her being taken to hospital, every effort must be made to contact either the parents or the emergency contact person. In a case where it is not possible to make contact with anyone the child must be accompanied in the ambulance by a member of staff who must stay with the child until the parents or guardians arrive at the hospital.

The Headteacher must be informed as soon as possible of any serious accidents whether an injury is sustained or not.

ROLE OF LEAD FIRST AIDER

Checks that:

- All slips are correctly completed and all procedures are followed.
- Serious accidents are recorded on the WBC form and sent off within the required timescale
- The contents of all first aid boxes are complete monthly.
- Medical forms are completed and are up to date,
- The correct medication is stored appropriately in classrooms and is within date.
- All classes going on school trips take a First Aid Box with them.

The Lead First also orders the first aid stock and is responsible for ensuring that all staff are aware of particular children's medical needs should a problem occur.

SAFE WORKING PRACTICE WITH REGARD TO HIV AND AIDS

Wherever blood, semen or other body fluids have to be cleared up, the following procedures should be adopted:

- Disposable plastic gloves must be worn throughout the operation. Spillage should be mopped up with paper towels and a solution of ordinary household bleach diluted 1:10 parts in water.
- Paper towels and gloves should be carefully disposed of, following use, in plastic bags. The bags should be placed in the special swing top bins which are located in all toilets. Individual paper towels should be disposed of down the toilet. Soiled clothing can be cleaned in an ordinary washing machine using the hot cycle.
- In the case of direct contact with another person's blood or body fluid, this should be washed off immediately with soap and water. Splashes of blood and body fluid into eyes or mouth should be washed out immediately with generous amounts of water.

Disposable gloves should be available in all teacher cupboards in classrooms.

HEAD LICE

Head lice infestations are a continuing problem but it is our aim to eradicate if at all possible.

To this end the letter (Appendix 111) will be sent home immediately to all parents of children in the affected area. This instructs parents to treat ALL members of the family, not just the child concerned in cases where lice or eggs are found to be present.

The school nurse will also be holding parents' workshops in order to provide information and help where needed.

REMEMBER:

We have a collective responsibility to ensure that all procedures are adhered to. If you notice anything that you feel requires first aid attention and the child concerned is on their own, you must check to see if the child has been attended to. Do not assume somebody else is dealing with the incident.

Reviewed by:

Date: September 2017

Next Review Date: Sept 2019