WALWAYNE COURT PRIMARY SCHOOL

FIRST AID AND ADMINISTRATION OF MEDICINES POLICY

RATIONALE

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend to emergency first aid provision, the administration of medicines to dealing with asthma, epipens and long term medication.

PURPOSE

This policy

1. Gives clear structures and guidelines to all staff regarding all areas of first aid and medicines
2. Clearly defines the responsibilities and the staff
3. Enables staff to see where their responsibilities end
4. Ensures the safe use and storage of medicines in the school
5. Ensures the safe administration of medicines in the school
6. Ensures good first aid cover is available in the school and on visits.

GUIDELINES

New staff to the school are given a copy of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority. Safety for the children and adults receiving first aid or medicines and safety for the adults who administer first aid or medicines.

CONCLUSION

The administration and organisation of first aid and medicines provision is taken very seriously at Walwayne Court School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks by Wiltshire Council – these happen in the autumn term each year. The school also discusses its first aid and medicines procedures with the school nurse each year. Adjustments are made immediately if necessary.
FIRST AID POLICY GUIDELINES

First Aid in School

Training
All support staff are offered emergency first aid training. A minimum of two members of staff will hold Paediatric Emergency First Aid certificates.

However it is important to note the following:

- There is no legal requirement for staff to hold First Aid Certificates, and therefore should a child require help the principle of acting “in loco parentis” applies.
- To comply with the OFSTED requirements for First Aid Training in an Early Years setting, Early Years and EYFS Foundation Stage staff need to attend a 2 day Paediatric First Aid course.
- Both Fist Aid at Work (3 day) and Emergency First Aid at Work certificates are valid for three years from issue. Prior to the certificate’s expiry date, candidates will need to undertake a Refresher First Aid at Work (2 day) course or another Emergency First Aid at Work (1 day) course to obtain a new certificate.

First Aid Kits

Midday Assistants are issued with their own first aid kit and carry this with them at lunchtime. First aid items and kits are stored in the First Aid Room and in teachers’ cupboards.

Cuts

The nearest adult deals with small cuts. Some open cuts should be covered after they have been treated with water. Children over seven years of age should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Minor cuts are recorded in the accident book. Where a child is seven or under, their medical form will be checked to determine whether a plaster can be applied

Any first aider can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident file and parents informed using a pink slip.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES. All blood waste is disposed of in a separate labelled bin held in the first aid room.

Bumped Heads

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack unless there is bleeding. In some circumstances, parents and
guardians must be informed **BY TELEPHONE** and asked to collect their child. If the child remains in school, the child’s teacher should be informed and they should keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident file and a slip sent home along with a head injury advice sheet for parents. **At the end of lunchtime, teachers should be responsible for picking up any bumped head slips from the staffroom.** KS1 children are given a sticker to wear which says, ‘Keep an Eye on Me’.

**Accident Book**

The Accident Book is located in the First Aid Room. Each unit also has a book to record any accidents during playtimes and lunchtimes.

For major accidents, a further county form must be completed within 24 hours of the accident. These forms are located in the staff office. These forms need to be signed by the Headteacher, a copy taken and placed in the child’s section and the original copy forwarded to county. An online report is submitted to RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

**Calling the Emergency Services**

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services, they must:

1. **State what has happened**
2. **The child’s name**
3. **The age of the child**
4. **Whether the casualty is breathing and/or unconscious**
5. **The location of the school**

In the event of the emergency services being called, a member of the admin staff OR another member of staff, should wait by the school gate on Brook Road and guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office.

**MEDICINES IN SCHOOL**

What can be administered?

In school we will administer medicines such as antibiotics, anti-histamine, cough mixture, throat lozenge. All medicines must be clearly labelled with the child’s name and class. Medication which is prescribed by a doctor must be in its original packaging.
**Antibiotics**

We can only administer ONE dose of an antibiotic during the school day. This will be administered by a member of staff.

**Anti-histamine**

If prescribed, we can administer anti-histamines in school usually undertaken by a member of staff. We will administer these medicines as stated or when required.

**Cough Mixture/Throat Lozenges**

We can administer cough mixture and throat lozenge in school usually undertaken by a member of staff. We will administer these medicines as stated or when required. Children should not be sucking on throat lozenges unsupervised.

**Creams**

We can administer creams for skin conditions such as eczema. HOWEVER, staff must not rub cream onto a child’s body unless agreed with the parents in writing. With agreement, application of these creams must be made under the observation of another adult.

**PARENTAL PERMISSION**

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. A copy of the required form for prescribed medication is available on the website or from the school office.

**WHERE MEDICINE IS STORED**

No medicines should be kept in the class or in the child’s possession (except inhalers). All medicines are kept in the staff room fridge or the locked cupboard in the office. Administration of medicines takes place in the staff office.

**Administration of medicines file**

All medicine permission slips are placed in a locked cupboard in the staff office. Teachers are given a copy of the permission slip (held in registers).

When medicine is administered, staff must complete the dated entry of this, which is printed on the back of the form. An additional member of staff must witness and sign the form when medicine has been administered. At the end of the school day parents must all sign the form to acknowledge their child has received the correct dose etc. Before administering medicines, staff should read the dates entry section of the form to check that the medicine has not already been administered.
Staff Medicines
All staff medicines must be kept out of the reach of children; either in the staff office or the staff fridge, dependent upon storage instructions.

Disposal of Medicines
It is the responsibility of the parents to collect unused medicines from the school and dispose of them accordingly.

School Visits
In the case of a residential visit, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre. In the case of day visits, we will seek permission from the pupils’ parent/guardian to administer first-aid wherever necessary.

Asthma and other medical problems
At the beginning of each academic year, any medical problems are shared with staff and a list of these children and their conditions is kept in the class register. New photographs and signs are made of children with severe medical problems such as asthma. These photographs and signs are located in the:
1. School Admin Office.
2. Staff Room.
3. First Aid Room Book.

Epipens and anaphylaxis shock training
Some children require epipens to treat the symptoms of anaphylaxis shock. One epipen is kept in the child’s class and the other in the office. Staff receive regular training on the use of epipens. The training takes place on an annual basis. In school two epipens are required per child considered at risk.

Inhalers
Key Stage 2 children are expected to take their inhalers with them whenever they do rigorous activity. Key stage 1 children will keep their inhalers with their class teacher for safety. When children take place in an offsite activity they must have a suitably charged inhaler with them before they go on that activity.

It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out or will not run out on an offsite activity.

OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS.

In the event of a child having an asthma attack, who has no inhaler, the parents must be sought quickly by phone to give permission for the administration of someone else’s inhaler. If
parents cannot be located, then the emergency services will be contacted and they would give permission for the sharing of the inhaler.

**Headlice**

If we suspect a child has headlice we will inform the parent/carer and ask them to examine the child. When we are informed of a case of headlice in school, we send a standard letter to the parent/carer of the class where the case has been identified. In extreme cases, we will ask the parent to collect their child so that the headlice can be treated.

**Vomiting and diarrhoea**

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

**Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox etc, we will look at their arms or legs. To look at a child’s back or chest would only be done if we were concerned about infection to other children. In this case another adult would be present and we would ask for the child’s consent.

If your child has any of these infections they will need to stay off school for a prescribed period of time. The Headteacher or school office will advise timescales.

**Accidents/Illnesses requiring hospital treatment**

If a child has an incident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child. Any advice given to parents e.g. suspected broken bones, head bumps we request that parents acknowledge by signing the accident book.

It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

**First Aid will be administered in the First Aid Room where possible.**