

Wray with Botton Endowed Primary School

First Aid and Administration of Medicine Policy

Policy and Guidelines for Administering First Aid and Medication at Wray with Botton Endowed Primary School.

Introduction:

It is essential to have in place 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 and medication.

Aims:

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

Strategy:

Identification and Awareness

- Parents must inform the school of their child's medical condition and any problems that may cause 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 personnel to undertake training in first aid, paediatric first aid, and administration of medicines and awareness of medical problems in pupils.
- A record of trained personnel is held centrally.

Administration of medicines

- A procedure must be in place for the administration of medicines to pupil.
- Before the school administers any medication the parent must complete the necessary paperwork. (See attached forms)
- Records must be kept of the administration of medicines.

- All medicines to be stored in a central location.
- A procedure for dealing with emergencies must be in place.
- In the event of an injury/soreness in an area of the body that could be described as intimate, at least two first aiders must be present.

Records keeping and Reporting

- All accidents must be recorded in the accident book (kept in the staffroom)
- Parents are to be informed of all accidents especially head injuries.
- A letter must be sent home informing parents of a head injury.

Pupils with specific medical needs:

Details of pupils with specific medical needs (in the form of a care plan) can be found in the medical file located in the School Office. All staff are expected to familiarise themselves with the needs of the pupils concerned. Care plan forms are updated at least annually (and also if needs, medication etc change)

Qualified First Aiders:

Mrs R Norton-Smith (April 2018)

Mrs C Taylor (April 2018)

Mrs Anne Phillips (April 2018)

Miss J Burrow (Jan 2017)

Miss C Midgley (April 2018)

Qualified Paediatric First Aiders:

Mrs A Wood (April 2017)

Mrs M Wright (March 2017)

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 the head or serious knock
- Suspected sprain or break
- Burns (including sun burn)
- Bee, wasp or insect sting

In addition the one of the above members of staff must be consulted to treat pupils who are known to have a specific illness 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.

Treatment:

- First aid kits can be found in each of the classrooms, outside the office and in the Institute.
- Replacement and back up equipment can be found in the filing cabinet in the office.
- The administration of items such as antiseptic creams is not permitted in case of allergic reaction.
- 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.
- The decision to send a child home lies with the Head teacher or Senior teacher.
- First aid kits must be taken on all off site activities.
- Mrs Jan Forshaw is responsible for checking the contents and replenishing the school first aid kits and for ordering resources was 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 staff toilet.
- Any other bodily fluids or excrement must be disposed of down the toilet.
- All staff must wear disposable gloves when attending to bodily fluids.

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 inside 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 staff room. Staff to make an informed decision as to whether parents need to be notified.
- 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 in Key Stage 1 should be given a sticker to alert adults to the fact that the child has sustained a head injury.

- In the event of a major injury where further medical assistance is required, an informed assessment will be carried out in consultation with the Head Teacher or Senior Teacher and:
 - Emergency services (999) to be called if necessary
 - Arrange for Parents to be informed
 - RIDDOR informed if required
 - Form HS 1 to be completed and returned to the Health and Safety Team if required

Administering Medicines:

Before medicine is administered in School, Parents must complete the relevant forms and a log must be kept of medicine administered. Staff must not feel obliged to administer medicine and must speak to the Head Teacher or Senior Teacher if not comfortable administering medicine.

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.