



Egerton Primary School

First Aid & 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 and the administration of medicines; including the management and/or treatment of Asthma and Epilepsy.

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 reviewed and updated annually. 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 Egerton Primary 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 Cheshire East Council, these happen annually. Adjustments are made immediately if necessary.

First Aid Policy Guidelines

Training

All staff at Egerton Primary School are offered emergency first aid training. This is repeated on a 3 year cycle. Staff recruited mid cycle will be offered the training too. Dates of training are recorded on the school's Safeguarding Audit. Five members of staff are fully trained first aiders – having been accredited with the **First Aid At Work Certificate**. With five fully trained first aiders, there should

always be one on the school premises at any one time. Fully trained first aiders attend retraining courses as required.

First Aid kits

All staff, including Midday Assistants, are issued with their own first aid kit and carry this with them whenever they are on playground duty.

Additional first aid kits are stored in the infant, lower junior and upper junior art areas.

Cuts

Cuts can be treated by **any** trained first aider. All open cuts should be covered after they have been cleaned with clean water or a medi wipe. **All plasters used should be dermalogically tested to ensure that no child can have an allergic reaction to wearing one.** (N.B. All parents/guardians are asked to complete a Medical Form that details any allergies when they register their child at Egerton Primary School).

For more severe cuts a fully trained first aider must attend the patient to give advice.

All cuts must be recorded in the Pupil Accident File (which is kept in the Admin Office).

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES. All blood waste is disposed of in the first aid bin, located in the site manager's office.

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; and the child's teacher must be informed and asked to keep a close eye on the progress of the child throughout the remainder of the day.

All bumped head incidents must be recorded in the Pupil Accident File **and the child's parent/guardian must be contacted by telephone to ensure that they are aware of the incident and the treatment provided BEFORE the child leaves that day.** Concerned parents should always be invited to come into school to assess their child personally.

Any trained first aider can apply a ice pack when a child or adult has bumped their head. However, if the child shows any signs of concussion then the advice of a fully trained first aider must be sort.

The signs of concussion include:

- Dizziness or nausea.
- Loss of memory of any events that occurred at the time of, or immediately preceding, the injury.
- Mild, generalised headache.

Bumps & grazes to other parts of the body

If a child reports an injury to any part of their body that is above the knee but below the neck (not including the arms) - that is hidden by their clothing - then they must be asked if they are comfortable to show their injury to a trained first aider. In the event that a child needs to remove

any clothing to expose the region that has been injured then another member of staff must be present.

Any child who does not feel comfortable to do this should be encouraged to examine themselves privately, or with a friend, and report any marks, bruising or bleeding. If a child reports that they are injured but still feels uncomfortable to have the injury assessed by a first aider then their parents must be contacted by telephone to make them aware of the situation; and that no treatment has been able to be carried out.

In the case of an emergency - and the need for a child to go to the local minor injuries unit at Northwich Victoria Hospital - the child's parent must be called immediately. If all contacts are unavailable two members of staff will take the child by car to the hospital and the parent will be informed as soon as possible. In the event of two members of staff needing to take a child to hospital, a photocopy of the child's DATA COLLECTION SHEET must also be taken with them.

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 at the end of the cul-de-sac and direct the emergency vehicle in through the school gates.

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.

Pupil Accident and Administration of Medication Files

The Pupil Accident and Administration of Medication Files are located in the Administration Office. At the end of each term, records are removed, analysed and stored in the filing cabinet in the Administration Office.

For major accidents - where the casualty leaves school early or further medical advice and services are sought – this must be reported via the electronic remote PRIME system overseen by the Local Authority. This must be completed within 24 hours of the accident taking place.

Medicines in School

What can be administered?

Staff can only administer medicines prescribed by a doctor or covered by a doctor's note. All medicines must be clearly labelled with the child's name.

Parental permission

Medicines will not be administered unless we have the written permission of parents. Medicines' forms are available from the school office.

Where medicines are stored

Medication requiring refrigeration is stored in the staffroom fridge. All other medication, including inhalers, is securely stored in a specific box in classrooms.

Administration of Medicines file

All medicine permission slips are placed in the Administration of Medicines file, which is kept in the administration office.

Whenever medicine is administered, staff must first check to ensure that the medicine has not already been administered by checking the Medicine permission form. They should also check the label on the medicine bottle/container to ensure they are administering the correct medicine and the correct dosage. Once the medicine has been administered, the Medicine permission form must be completed and signed – **and a copy should be given to the child to take home.**

Once the course of medication is complete the Medicine permission form must be stored in the Administration of Medicine file. The member of staff responsible for administering the medication will be detailed on the Medicine permission form.

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 – including their photograph and details of their conditions - are kept:

1. On SIMS
2. In the school office
3. In the school kitchen
4. In the staffroom

Inhalers

Children should have their inhalers with them at all times. Key Stage 2 children are expected to take their inhalers with them whenever they do vigorous activity. All children who have an inhaler will keep their inhalers in their classroom in a secure place in a designated container for safety.

OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS! In the event of a child having an asthma attack, who has no inhaler with them, the parents must be contacted and informed quickly (by telephone) and the emergency services contacted.

Epipens and anaphylaxis shock training

Some children require epipens to treat the symptoms of anaphylaxis shock. Epipens are kept in a secure place in the child’s classroom. Staff receive regular training on the use of epipens.

Head lice

Staff do not touch children and examine them for head lice. If we suspect a child has head lice we will inform parents and ask them to examine them. When we are informed of a case of head lice in school, we send a standard letter to the class where the case has been identified.

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 only look at their arms or legs with the child’s permission. 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 permission will be sought from the child.

If a child has any of these infections they will need to stay off school for a prescribed period of time; as advised by School Health.

Telephone Number: 01565 757291

This policy will reviewed annually in the Summer term.

Approved for Issue:

Chairman of Governors

Date

Headteacher

Date

This policy is to be updated annually in the Summer term.