

FIRST AID & MEDICATION POLICY

This policy is applicable to all children in the school including those in the Early Years Foundation Stage

INTRODUCTION

The employer (Governors of the school) is responsible under the Health and Safety at Work Act 1974 for making sure that the school has a Health and Safety Policy. The staff also has responsibilities. This includes arrangements for First Aid based on a risk assessment of the school.

First Aid provision must be available at all times while people are on school premises, and also off the premises while on school visits. In the EYFS at least one person on site and on visits must hold a paediatric first aid certificate involving a minimum of 12 hours training.

The Head is responsible for ensuring that the policy and arrangements are put into practice. Teachers and other staff in charge of pupils are “expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children”. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Adequate and appropriate training for staff that volunteer to be first aiders [2/4 days], appointed persons [8 hours] and nursery nurses (12 hours) must be arranged.

FIRST AID PROCEDURE (displayed in the areas listed below)

EYFS	Kitchen	Laboratories	Offices	Catering Room
Gymnasium	Staffroom	Main Hall	Creative Landing	Nursery

In the event that a child displays signs and symptoms of either an illness or an injury the following procedure must be followed:

- In the Nursery notify the Manager/Deputy in charge. Ensure that you relay the event and all signs and symptoms to the person in charge on the day. By doing this, the person in charge can assess the child and decide what further action to take.
- In the rest of the EYFS and the School contact a first aider.
N.B. The number of the first aider is displayed by every telephone extension (Mrs Cameron Price 302).
- If there is a back, head or neck injury, children should not be moved until a first aider arrives.
- A record of all medical aid must be recorded; in the EYFS and where a child looks feverish temperatures must be taken and recorded.
- It is the responsibility in School of the Matron or an appointed person, usually a secretary in school and in the Nursery of the Manager/Deputy to inform Parents/Guardians by telephone.
- It is also their responsibility to decide whether it is necessary to phone the emergency services if required and to make that phone call.
- In the event that a child becomes infectious, the medical room must be used. Using the medical room ensures that the child is cared for, on a one to one basis in a room that is comfortable, warm and quiet. This ensures that the spread of infection can be controlled.

N.B. In the EYFS (Nursery, Kindergarten & Reception) parents must be informed of any accidents or injuries sustained by their child whilst in the care of Dodderhill and of any first aid treatment that was given.

GUIDANCE ON CALLING AN AMBULANCE

Call an ambulance immediately if a child is:

- in anaphylactic shock, is having a diabetic hypo and not responding to glucose, is having a fit and is not a known epileptic, having a severe asthma attack
- Unconscious, a suspected fracture or profound bleeding

- Vomiting or suffering double vision after a head injury
- Suffering from a very high temperature(39 +) and not responding, particularly EYFS children
- In any case where there is doubt or where parents cannot be contacted

FIRST AIDERS

First aiders must complete a training course approved by HSE. Their main duties are:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional help is called.
- Be able to go immediately to an emergency.

In the school, the first aiders [4 day course] are:

Mrs Joan Cameron-Price ~ Matron; Mrs Hilary Forecast ~ PE; Mrs Jan Feltham ~Junior School/PE

In addition, the following hold Duke of Edinburgh Award 1st Aid certificates [2 day course]

Mrs Christine German; Mrs Carol Radcliffe

In the Nursery **Mrs Jacky Hiorns** (Manager) and **ALL nursery staff** hold an appropriate paediatric First Aid qualification

N.B. Certificates are only valid for 3 years. Matron or the Nursery Manager arrange refresher courses as required.

In the EYFS, all staff nursery staff and Susan Berwick hold paediatric first aid certificates and have undergone training involving a minimum of 12 hours.

APPOINTED PERSONS

An appointed person is not a first aider. She/he should not give first aid treatment for which she has not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval and normally last 8 hours, covering:

- What to do in an emergency
- Cardiopulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded or bleeding

An appointed person is someone who:

- Take charge when someone is injured or becomes ill, until a first aider arrives
- Ensures that an ambulance or other professional medical help is summoned when appropriate
- **Appointed persons are listed at appendix A & B (Nursery)**

REPORTING ACCIDENTS/RECORD KEEPING

The witness or person on duty must record all accidents on the official Accident Form. The top copy must be taken to the Bursar for confidential filing. Accident books are located in the junior school office, the senior school office, After School Club, the Nursery, the Kitchen and the Food Room.

Some accidents must be reported to HSE. The date, time and place of event should be noted, personal details of those involved and a brief description of the event/disease.

These accidents include:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Fatal/major injuries must be reported immediately (by telephone). This must be followed up within 10 days by a written report on Form 2508
- Accidents that prevent the injured party from doing their normal work (or school) for more than 3 days.
- These serious accidents must be reported if they occur during any school activity, both on and off the premises, involves equipment, machinery or the condition of the premises.

NOTIFYING PARENTS/NEXT OF KIN

- **In the event of more significant incidents, i.e. those requiring medical attention, parents (next of kin for staff) will be contacted immediately by telephone.**

- All pupils receiving a head injury, however minor will take a ‘bump – letter’ home that day. In the case of seniors, Matron will inform parents by telephone
- Staff are responsible for keeping their NOK details held by the School up to date
- In the EYFS, serious accident or injury, illness or death and the action taken in respect of it must be notified to Ofsted within 14 days. Local child protection agencies must be similarly informed.

FIRST AID ACCOMMODATION

- A suitable room is set aside in both EYFS/ junior and senior schools which can be used for treatment and care
- The area contains a WC or wash basin

First Aid Equipment/Materials are available in:

Laboratories
 Art/DT Junior School
 Changing rooms
 Coach House
 Catering
 First Aid Rooms Junior and Senior School
 Staffroom
 Maintenance Area
 Kitchen
 Nursery

Equipment is marked with a white cross on green background

Contents of First Aid Container (which are checked half termly by the First Aider)

A leaflet giving general advice on First Aid
 Individually wrapped sterile adhesive dressings
 Sterile eye pads
 Triangular bandages
 Safety pins
 Medium sized (12x12cm) individually wrapped non-medicated wound dressings
 Disposable gloves *NB Equivalent items are acceptable*

“Travelling” First Aid containers to be taken on ‘off site’ activities and in the minibus, should contain the above but in smaller quantities.

INFECTION CONTROL

- Children and adults must remain absent until 24 hours after their last bout of vomiting or diarrhoea (**48 hours in the EYFS**)
- All staff should follow basic hygiene procedure when dealing with spillage of body fluids and to avoid infection e.g. Use
 - disposable rubber gloves (in the first aid room)
 - Hand washing facilities
 - Crystals and spray
- With regard to suspected and confirmed notifiable or infectious diseases the HPA will be consulted; Ofsted will be informed if any child has such a disease.
- The secretary will inform staff of any infectious diseases and any necessary precautions. Parents may also be notified in writing.

MEDICATION IN THE EYFS

- When registering, all parents are given a medication form which permits the staff to administer prescribed and un-prescribed medication in an emergency.
 - We will always endeavour to notify parents before giving any medication in emergency circumstances.
- Written permission must be obtained daily from all parents before any medication is given
 - A daily medication form and a long term medication forms for on-going illnesses such as asthma are used for this purpose [appendix B]
- **Staff must record details of all medication given to children, inform parents and obtain a parents’ signature**

- Within the EYFS, it is the responsibility of the class teachers/ the Nursery Manager/Deputy to administer medication. In their absence matron or the person delegated to be in charge has permission to administer medication.
- All medicines are stored in a locked cabinet or the Nursery fridge. An inventory book is kept and all medicines are recorded in the book.
- In the EYFS staff will only administer medication as instructed to following the guidelines i.e. dosage and permitted length of time before seeking medical help as stated per instructions on the bottle of the medicine.
- It is at the discretion of the Teaching staff / Nursery Manager/Deputy to ask parents to collect children if in their professional opinion the child is not well enough to remain in the nursery.

MEDICATION IN THE SCHOOL

- The School will keep a supply of Paracetamol /Calpol to give to children with parental consent.
 - It is kept in a locked cupboard and administered by the Matron/a first aider
 - In the junior school specific consent is requested by telephone
 - In the senior school general consent is requested at the start of each academic year.
- Only **prescribed** medication is to be brought in to school.
 - All such medication must be in its original packaging
 - It will be kept in a locked drawer or refrigerator and administered by the Matron or a first aider.
- **Staff will record details of all medication given to children.**
- No child under 16 will be given Ibuprofen in any circumstances unless prescribed by a doctor. It should then be sent in to school in the original packaging.
- Any child requiring **an inhaler** or **an Epi-pen** **MUST**
 - (a) carry it with them at all times e.g. in blazer pocket, pencil case or bag
 - (b) supply a 2nd one to be kept in a central place i.e. school office

PARTICULAR MEDICAL CONDITIONS [eg asthma, epilepsy, diabetes]

- All parents complete a medical condition form on entry which is updated as required (EYFS) or annually (school)
- Children with specific conditions are listed clearly by year group with medical conditions and allergies
- The list is posted in offices and the staffroom **and** circulated to all staff every new school year.
- Medical conditions must be highlighted on RAs for off site visits
- Individual photos and treatment details of children with severe conditions e.g. Type 1 diabetes, epilepsy or allergies requiring epi-pens are displayed in offices, kitchen and staff room
 - Spare epi-pens are in the office
 - Spare in halers are in the junior office(KG – Y6) and on top of 1st aid cabinet in prep room (seniors)
- A number of staff have undergone epi-pen training [shown on register by*]; the diabetes nurse has given general training to teaching staff (Sep 2008)

RISK ASSESSMENT

The governing body/head regularly review the school's first aid needs and inform staff of the first aid arrangements i.e. location of equipment, facilities and personal and the procedure for monitoring and reviewing the school's first aid needs. This is done by:

- Displaying simple and clear first aid notices in staff rooms
- Informing new staff and pupils about first aid arrangements e.g. in staff handbook / on notice boards

Risk assessment considers size, location and hazardous areas of the school, the age range of pupils and any special needs, and the safety of visitors. Generally, schools fall into a lower risk category, with some areas of higher risk.

At Dodderhill these are the EYFS and:

PE and Games lessons, Playgrounds, Science, DT, Home Economics, Out of hours activities including before and after school clubs

Use of minibuses

All 'out of lesson' times e.g. break and lunch