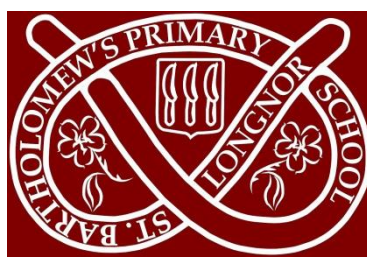


Staff	Signature	Staff	Signature
A Collins		G Marchant	
C Gunn-Smith		C Broadhurst	
S Farnell			
G Sedgwick			
S Collier			
N Williams			
D Malkin			

St Bartholomew's CE (VC) Primary School

First Aid and Administration of Medicines Policy



Aim

The aim of this policy is to clarify the school's position with regard to first aid, so that staff have the knowledge needed to protect themselves and the children.

GUIDELINES

- ☐ The school's appointed qualified First Aiders including Pediatric First Aid are Mrs Anne Collins, Mrs C Gunn-Smith, Ms Nichola Williams, Ms D Malkin and Mrs Shirley Collier
- ☐ The school's Emergency Aid in the Workplace for Appointed Person are Mrs Anne Collins (Headteacher).
- ☐ Qualified First Aiders will attend first aid updated courses as and when necessary.
- ☐ First Aid equipment is kept in the staff room.
- ☐ All first aid boxes are stocked and in date and checked half-termly by School Administrator.
- ☐ First Aid boxes must not contain medications or aspirins/paracetamol.
- ☐ Plastic gloves must be worn when treating patients who are contaminated with body fluids such as blood or vomit. The disposable material should be placed in the medical yellow bags provided or double sealed inside two plastic bags.
- ☐ Basic personal hygiene must be maintained thoroughly.

- ☑ If a pupil has an accident, bumped head, etc an "Accident/Injury/Illness" Report slip is completed by a first aider duplicate kept on file and the slip is sent home informing parents.
- ☑ The "Accident/Injury/Illness" file is kept in the staff room.
- ☑ All accidents to employees must be recorded by the injured person, in the Statutory Accident Book BI 510 retained in the school office.
- ☑ All accidents must be investigated (post-accident risk assessment) by Mrs Anne Collins to determine the cause and to determine the improvements required. Accidents must be recorded on the Staffordshire County Council Accident Investigation Report Form.
- ☑ Where a pupil has sustained an injury that requires them to be taken to hospital initially every effort will be made to contact the parents. If this is not possible then a first aider or a member of staff will telephone for an ambulance.
- ☑ Where a parent is unable to accompany a pupil, then a staff member must accompany the pupil to hospital in an ambulance. No child should travel alone to hospital.
- ☑ All accidents to pupils and employees that result in them being taken to hospital from the scene of the accident must be reported on the Staffordshire County Council accident report form available in the Staff room. This form must be sent to the Health & Safety Team within 3 days.
- ☑ The location of accidents are recorded on a plan of the school grounds to aid the identification of "areas with high numbers of accidents" which can be reviewed annually or when concerns are raised.
- ☑ All staff have a list of the children on a care plan in school which is kept in the registers for each class and on the wall in the staffroom for quick reference. The list also includes emergency contact details which are updated annually/ when details change.
- ☑ All pupils with significant allergies have their photograph and diagnosed allergy displayed in the staff room and, if food related, the school kitchen.
- ☑ All staff have access to the school's Asthma Policy displayed on the notice board in the staff room and also in the first aid file. A list of all the pupils with asthma is displayed on the notice board in the school office. Pupils' medical information is updated regularly. Care plans are written with the School Nurse.
- ☑ When pupils are taken out of school, e.g. swimming, school trips, inhalers should be taken plus the first aid travel pack.
- ☑ Refer to Staffordshire County Council's First Aid Policy
- ☑ Assessment of First Aid Provision is undertaken by Karen Green (Governor) and Mrs Anne Collins (Headteacher) annually.

PROCEDURES FOR A CHILD TO BE SENT HOME IN THE EVENT OF AN INJURY/ILLNESS AND THE ADMINISTRATION OF MEDICATION.

Step 1

If a child complains of sickness/headache/stomach ache/cough etc. the class teacher/other adult should check:

- i) Has the child eaten breakfast/lunch?

- ii) Have they been to the toilet recently?
- iii) Do they require a drink of water?
- iv) Is the complaint out of character for the child?

Step 2

The First Aider will assess the child and take one of the following actions:

- i) Treat the child (if appropriate) and the child will return to class
- ii) Seek authorisation from the Head Teacher to contact the parents to come and collect the child.
- iii) Log the phone call in the Parent Phone Call log book (located in the School Office).

If a child is injured the following procedures must be followed:

In Class:

Minor Graze/ small injury

A minor (i.e. a graze/small cut) injury may be treated by the class teacher (all teaching staff are First Aiders). The class teacher/other adult should complete an accident form.

Serious Injury

A serious injury should be referred to a fully qualified First Aider.

The First Aider must complete and sign/ date the accident form ensuring that a copy is retained in the school. A parental notification of injury form must be completed and given to the parent when they collect their child or at the end of the day.

In the Playground:

- i) A minor injury may be treated by any staff member by sending the child to first wash minor cuts, grazes etc. Then it can be assessed as to whether it needs to be referred to a first aider.
- ii) A serious injury or one assessed as needing some treatment should be referred to a duty first aider. After treatment the First Aider must complete and sign/ date the accident and parental notification forms.

Serious Injuries on school premises

- ☑ An ambulance will be called as directed by the first aider or senior member of staff.
- ☑ Parents should be informed immediately and a member of staff should accompany the child if the parent is not available.
- ☑ A copy of the child's contact sheet should be taken to show if the child has any allergies, current medication etc.
- ☑ An accident form should be completed and statements written by witnesses.
- ☑ If the child does not return to school the next day a phone call will be made to the family as part of our absence monitoring policy.

On Educational Visits

☑ Risk Assessments for all trips should be completed and submitted to the head teacher for approval at least 5 working days in advance. This should include details of mobile numbers etc. A First Aid Kit must be carried on all visits. Any medicines, asthma pumps etc must also be taken.

☑ All school trips must be accompanied by a trained First Aider.

☒ If first aid is administered on a school trip the first aider must complete the accident form on return to school.

Drugs and Medications in School - Prescribed Medicines

On the rare occasions that children need medication during the school day a written parental consent form (see Appendix A) needs to be completed which is available from the school office.

As a general rule:

☒ The school will only administer prescribed medicines that cannot be given outside the school day. For antibiotics that need to be given 3 times a day – these can be given before school, after school and at bedtime so there would be no need for staff to administer the medicine in school.

☒ The school will not accept a third party administering medicines to a child e.g. a friend of the parent.

☒ The school will consider each pupil's individual medical needs to determine how the school can best accommodate the child within existing resources or whether specialist training is required. Where required an individual care plan in conjunction with parents and appropriate health professionals will be put in place.

☒ Prescribed medicines are stored safely in the Head Teacher's office/staffroom fridge and accessed when required. The medicine must be labelled with the child's name. Asthma pumps are kept in the staffroom.

☒ Only staff who have received first aid training can administer medicines.

☒ The school maintains a written log of all medications administered to pupils in school (see Appendix A).

☒ Parents are required to collect the medication at the end of each school day. The parent must sign the 'Record of medicine administered to an individual child' form (see Appendix A) to confirm this.

☒ In the case of long-term care plans, the school will review annually any written agreements between parents and the school to ensure they are valid. Care plans will be in agreement with the school nurse.

Maladministration

In the event of maladministration

- Parents will be notified
- Medical advice sought if necessary either 111 or GP
- Review of procedures to avoid happening again.

Sun Cream

Children will be encouraged to cover up and wear a hat on sunny days. If a child has a particularly sensitive skin and needs to apply sun cream an adult in school will supervise the child applying cream prior to going out to play at lunchtime. The cream must be labelled with the child's name and will be stored by the class teacher for the day. A written medical request form must have been completed by the parent.

Policy adopted: March 22

Policy reviewed by Governors:

St Bartholomew's CE (VC) Primary

Date of next review:

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Appendix A

Parental agreement for school/setting to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Name of school:	St Bartholomew's CE (VC) Primary
Name of child:	
Date of birth:	
Year Group:	
Medical condition or illness:	
Medicine:	
Name/type of medicine: (as described on the container)	
Date dispensed:	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions: Are there any side effects that the school/setting needs to know about?	
Self administration	Yes/No
Procedures to take in an emergency	
Contact Details Name Relationship to child	

Daytime telephone no.	
Address	

I understand that I must deliver the medicine personally to:

Mrs Collier, Ms Williams, Mrs Collins, I understand that I must notify the school of any changes as soon as possible and complete another form if necessary.

I confirm that I will collect the medicine at the end of each school day.

Date _____ Signature(s) _____

Record of medicine administered to an individual child	
Date	
Time given	
Dose given	
Name and Signature of member of staff who administered med.	
Parent signature upon collection	
Time of collection	
Date	

Record of medicine administered to an individual child	
Date	
Time given	
Dose given	
Name and Signature of member of staff who administered med.	
Parent signature upon collection	
Time of collection	
Date	

Record of medicine administered to an individual child	
Date	
Time given	
Dose given	
Name and Signature of member of staff who administered med.	
Parent signature upon collection	
Time of collection	
Date	

Record of medicine administered to an individual child	
Date	
Time given	
Dose given	
Name and Signature of member of staff who administered med.	
Parent signature upon collection	
Time of collection	
Date	