



## Policy for First Aid and Medicines in School

### Further References

*Policies:* Health and Safety  
*Documents:* Health and Safety Law (poster in main office)  
Accident/ Incident Reporting Procedures for PRIME  
CWAC Accident Reporting Policy  
Accident/ Incident Report Form  
PRIME User Guide

### Accident / Incident Reporting

Every injury should be reported in the school accident book, located by the First Aid trolley in the junior corridor. An injury that needs medical attention or involves time off school must be investigated by the person in charge of the area or activity. Where the accident falls within the Local Authority Accident reporting criteria, the incident/ accident must be reported by the relevant member of staff or head teacher using the PRIME system.

### First Aid Arrangements

#### First Aid Provision

First aid provision should be available at all times while people are on school premises and also off the premises whilst on school visits.

#### First Aiders

The school's current first aiders and appointed persons are shown on the first aid timetable located next to the staff room and displayed around the school.

The main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school, and to call an ambulance or other professional help.

An appointed person, in the absence of a first aider, is someone who takes charge when someone is injured or becomes ill and ensures that an ambulance or other professional

medical help is summoned. They will deal with routine first aid requirements but should not give first aid treatment for which they have not been trained.

First aiders and appointed persons should be trained in accordance with HSE requirements. The Headteacher holds a record of first aiders and their certification dates.

First aiders should be called upon when an accident requires treatment. They are not expected to deal with very minor injuries such as falling over where comfort and reassurance and a wet paper towel should suffice. First aiders should be consulted on whether children complaining of being unwell should go home. This decision should rest with the teacher who has been working with the child, with the Headteacher or deputy in her absence.

### **Facilities and supplies**

A first aid trolley containing medical equipment such as bandages, plasters and medi-wipes is situated in the junior corridor. The office is used to administer medicines and deal with any medical issues.

### **Hygiene and Infection Control**

Staff should take precautions to avoid infection and should follow basic hygiene procedures and take appropriate care when dealing with blood or other bodily fluids. Hand washing facilities are available as is all necessary equipment and surgical gloves. Suitable hygiene standards are followed, including the disposal of soiled materials.

### **Educational Visits**

A qualified first aider accompanies children on all outdoor visits and all adults in charge of a group carry small first aid packs in case of minor scratches or falls. The group leader should have a good working knowledge of first aid and ensure that adequate first supplies are taken.

### **Reporting accidents and record keeping**

For very minor accidents such as a fall not requiring treatment other than some sympathy it is recorded in the accident book and a slip is sent home to parents. This should indicate the date and time of the accident and any care provided (wet paper towel, mediwipe).

Minor accidents such as falling over in the playground will require the wound cleaning and a plaster putting. An accident form will be completed and a slip will be sent home to parents. All accidents are recorded in the school accident book showing the following information:

- Date of accident
- Name of injured person
- Where the accident occurred
- Time
- Reason for the accident
- Any first aid provided
- Other action taken (e.g. sent home, parents called)

Additionally a 'bump' letter should be sent home to inform parents of all bumps to the head. More serious accidents or injuries should be reported in accordance with the Local Authority Health & Safety guidelines, using the PRIME system.

Parents complete an admissions form on starting their child at the school which contains information on a child's health and contact telephone numbers in the case of an emergency or their child becoming ill whilst at school. In the case of a head injury, parents are always informed even if the child is not required to go home.

### **Medicines in School**

We follow Cheshire West & Chester Local Authority guidance. We work closely with other agencies such as the School Nurse, when appropriate, to ensure that staff are competent to administer first aid medication in specific, extreme cases.

- Parents requesting medication to be administered in school must obtain a written request from the child's GP, nurse or doctor.
- Parents and carers must complete the CWAC form requesting that the medication be administered in school.
- No medication will be administered without the authorisation of the headteacher, or deputy headteacher in her absence.
- Parents and carers, not the school, are responsible for ensuring that all medication is up to date.
- All medication is stored in the office or in the locked First Aid trolley. Medication requiring refrigeration stored in the fridge in the staff room.
- The school will only administer medication such as antibiotics, required more than three times a day or that which must be taken within the school day.
- Only the headteacher, office staff or a qualified first aider may administer medication to children.
- Parents or carers may be asked to come into school to administer medication themselves.
- Throat sweets are not permitted in school as they are no more effective than a drink of water.
- We do not administer over the counter medication such as Calpol, although parents and carers may come into school to administer this if they wish.
- Doses given are recorded on the reverse of the request form. All medication left in school after the last day of the summer term will be disposed of.
- The school accepts no responsibility for medication not taken because the child has failed to come for it.
- In the case of serious medical conditions the school may require a welfare assistant to support a child's medical needs, including the administration of medication.

### **Asthma**

Parents and carers are requested to advise the school if their child is asthmatic. All inhalers are kept in the first aid trolley or in classroom store rooms. Children have access to their inhaler throughout the day. When taking an inhaler for a severe case of Asthma, if the child does not experience relief within ten minutes, the headteacher, deputy headteacher or qualified first aider will take the decision to call their parents and an ambulance.

## Policy Review

The Headteacher will carry out an annual review of the school's first aid needs and provision.

First aid stocks will be checked and replenished every half term by the first aid co-ordinator.

Qualified first-aiders (Paediatric First Aid Certificate)

- Laura Parsonage
- Helen Scott
- Sarah Oldham
- Clare Danielles
- Tania Cookson
- Simon Robinson
- Claire Hawkes
- Janine McDougall

Policy Reviewed by governors – Jan 2017

To be reviewed – Jan 2018

Signed: Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_