

First Aid and Medicines in School Policy



Created: October 2016

Agreed by Governing Body: October 2016

Review Date: October 2018

Written by: Headteacher

Values Statement

At Deal Parochial Primary School the curriculum is firmly rooted in its Christian foundation: enabling every child to grow spiritually and emotionally; fostering imagination and a deep sense of personal identity and self-worth; providing guidance through the loving example of Jesus Christ.

Mission Statement

Our hope is that each child at Deal Parochial Primary School will develop an appetite for learning that will endure throughout their lives. To achieve this, the curriculum will need to motivate and excite children so that they engage fully in learning, cultivate positive attitudes and relationships, make good progress and fulfil their true potential; living up to our motto - "The best that I can be".

Rationale

At Deal Parochial CEP School Primary School we would like all our pupils to be happy, safe, fit and well. In order to achieve this, we believe a clear policy on first aid and the handling and administration of medicines in school is necessary to safeguard all of the pupils in our care.

1. FIRST AID

First Aid Training:

The following staff have attended a 12 hour course in Paediatric First Aid:

Jacky Collister (valid until 01/18)

Sabine Gunemann (01/18)

Julie Dougall (01/18)
Joanna Booth (01/18)
Jean Potter (01/18)

Christine Knight (12/18)
Anne Toogood (12/18)
Jacqui Messenger (12/18)

Alice Tancock (2016)
Colin Perry (2016)
Simon Earl (2016)
Claudia Clugston (2016)
Emma Cotterill (2017)

Jill Holman (12/18) (also has First Aid at Work qualification (01/19))
Nikki Pettitt (12/18) (also has First Aid at Work qualification 01/19)

Medical Equipment:

It is to be the responsibility of the Appointed Person, Christine Knight to ensure that the first aid stocks are checked and replenished regularly and that all first aid equipment is maintained. Where deficiencies are identified ensure new stock is ordered through liaison with the school finance officer.

First Aid for Major Injuries:

A second member of Staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, a second member of Staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with epipens in school – irrespective of the type of illness or injury sustained. On **NO ACCOUNT** must these pupils be left/sent to self-administer their own treatment.

Classification for incidents such as these is '**FIRST AID**'.

Sending to Hospital:

Should the injury require medical assistance (i.e. Parent called into school/hospital visit/ambulance), a member of the office staff should be contacted immediately to seek urgent authorisation from the Head/Deputy Head Teacher (injury type permitting) and the relevant action taken. Where a child is sent to hospital/receives medical treatment this should be reported to the LA on the same day using the correct form (HS157) available from the office. Advice line for accident/incident reporting to the LA is: 01622 694476. A copy of the reporting form should be added to the KCC Accident Book held in the office.

Pastoral Care for Minor Injuries:

Consultation from a second member of First-Aid staff should not be sought in the event of **minor incidents** which may be treated with Pastoral Care.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel – or who are actually – sick
- Minor bumps to the head – i.e. pupils colliding in the playground.
- Minor marks to the body (bruises), skipping rope burns etc
- Dog-dirt on shoes/soiled clothing/mud on clothes etc

Classification for incidents such as these is '**PASTORAL CARE**'

Reporting Minor Injuries and Pastoral Care given:

In the event of minor injury, once treated, a minor injury reporting form should be completed and given to the appointed person (Christine Knight). All head injuries should be reported to parents using the correct letter pro forma and signed by class teachers.

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made.

Should the decision be that parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with the Head/Deputy Head Teacher, and parents contacted.

2. MEDICINES IN SCHOOL

Storage, administration and handling of Medicines:

For safety reasons, all medicines are stored centrally in the school office and are handled by adults only. Parents are asked to deliver any medication to school via the school office staff and to collect them at the end of the day in the same way. At no time should children carry their medication to and from school. Only medicines that have parental authorisation and are appropriately named are allowed in school.

Timing of Administration of Medicines:

Medication will be administered to the child in accordance with parental advice and permission. The medication will be administered by office staff or the child's teacher or teaching assistant.

Written Parental Authorisation:

Before medication can be given in school, Parents must give appropriate written authorisation for administering medicines. This should clearly indicate the name of medication and relevant dosage and time.

Medicine Administration:

Office staff or the child's teacher/teaching assistant dispenses all oral medicine to children. **Two members of staff must be present to ensure correct medication and dosage is administered to named pupil and both staff members must sign the office record to witness this procedure.**

All children with asthma administer their own medication under supervision of a member of staff.

Epipens:

There may be pupils in school requiring 'Epipens'. The administering of epipens must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first. Members of staff are familiar with the use of epipens and/or symptoms of anaphylactic shock via regular staff training.

Pupils with specific need:

Details of Pupils with specific need i.e. diabetic/severe allergies/epipens etc may be found in the staffroom and the child's classroom. Please take time to familiarise yourself with the pupils concerned and their individual potential need.

Non-prescribed Medicines:

Due to the increasing number of children receiving medication in school, medicines that are not prescribed such as cough lozenges etc. will not be administered by staff and are not to be brought to school.

Administration of Antibiotics:

The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

Monitoring of Administration of Medicines:

When a child receives regular medication in school over a prolonged period, details are recorded in the Medicine Record Book which is located in the school office.

Educational Visits:

A portable First-Aid kit and individual pupils' medicines must be taken on Educational Visits. This is the only time medication will be allowed outside the designated storage area for medicines in school. On such visits medicines are to be transported and administered by a designated member of staff (see relevant authorised Risk Assessments for each visit).

Appendices:

Deal Parochial Church of England (Aided) Primary School

Minor Injury Reporting Form



Date:

Name of pupil:

Year group:

Name of person attending to injury:

Time:

Location:


Part injured:	Type of injury:	Cause of injury:	Treatment:
Finger/thumb	<input type="checkbox"/> Cut	<input type="checkbox"/> Insect bite	<input type="checkbox"/> None required <input type="checkbox"/>
Hand	<input type="checkbox"/> Graze	<input type="checkbox"/> Animal bite	<input type="checkbox"/> Cleaned wound <input type="checkbox"/>
Head	<input type="checkbox"/> Bruise	<input type="checkbox"/> Rough play	<input type="checkbox"/> Cold compress <input type="checkbox"/>
Face	<input type="checkbox"/> Fracture	<input type="checkbox"/> Slip/trip	<input type="checkbox"/> Ice pack <input type="checkbox"/>
Eye	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Fighting	<input type="checkbox"/> Plaster <input type="checkbox"/>
Neck	<input type="checkbox"/> Crushing/pinching	<input type="checkbox"/> Lifting	<input type="checkbox"/>
Chest	<input type="checkbox"/> Puncture/bite	<input type="checkbox"/> Climbing	<input type="checkbox"/> Further action:
Back	<input type="checkbox"/> Concussion	<input type="checkbox"/> Struck by object	<input type="checkbox"/> Monitored <input type="checkbox"/>
Ankle	<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Equipment	<input type="checkbox"/> Rested <input type="checkbox"/>
Foot	<input type="checkbox"/> Pulled muscle	<input type="checkbox"/> Sport	<input type="checkbox"/> Head sticker <input type="checkbox"/>
Leg	<input type="checkbox"/> Bump	<input type="checkbox"/> Struck by vehicle	<input type="checkbox"/> Phoned home <input type="checkbox"/>
Arm	<input type="checkbox"/> Burn/scalding	<input type="checkbox"/> Hot/toxic liquid	<input type="checkbox"/> Letter home <input type="checkbox"/>
Knee	<input type="checkbox"/> Burn/friction	<input type="checkbox"/> Collision	<input type="checkbox"/> Informed teacher <input type="checkbox"/>
No apparent injury	<input type="checkbox"/> No apparent injury	<input type="checkbox"/> Other	<input type="checkbox"/> Other <input type="checkbox"/>
Other	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>

Any other information that may inform HT / Caretaker of a Health & Safety risk:

Deal Parochial Church of England (Aided) Primary School

Mrs C Cecilio BA MSc PGCE NCFE
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Walmer, Deal
Kent CT14 5ER
Website: www.deal-parochial.kent.sch.uk



Letter filled out and prepared by: _____ (name of person attending to injury)

Minor injuries letter home to inform parents

Dear parents/carers of _____

We are writing to inform you that your child met with a slight accident today.

Date: _____

Time of Day: _____

Details of accident: _____

Action taken by school: _____

We suggest that you monitor your child closely and seek medical advice if you have any cause for concern.

Yours sincerely