

First Aid
(Including Medicines, Asthma and Headlice)
Croscombe Church of England Voluntary Aided Primary School

We are a Church of England School and this policy has been written with reference to our Christian foundation.

Policy Statement

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, the administration of medicines to dealing with Asthma and advice about headlice.

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 of 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 regularly reviewed and updated. 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 Croscombe Church of England 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 audits by Somerset County Council. The school would seek advice from the school medical adviser concerning the administration of medicines, when necessary.

First Aid Policy Guidelines

First aid in school

Training

Three members of staff are fully trained first aiders . With three 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

Midday Assistants are issued with their own first aid kit and carry this with them at lunchtime if they go to the school field.

First Aid resources are stored in cabinets in the staffroom, kitchen and hall. The cabinet in the kitchen contains named inhalers for pupils in Class 1, the one in the staffroom has named inhalers for children in Key Stage 2 and the hall cabinet contains general First aid resources.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Minor cuts/grazes do not need to be recorded in the accident file.

All staff have basic training and can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Parents are made aware of minor cuts if it is thought necessary.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES. All blood waste is disposed of in the yellow bin located in the adult toilet.

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. Parents and guardians must be informed BY TELEPHONE or FACE to FACE The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident file and a letter is sent home.

Accident file

The green accident file is located in the hall next to the medicine cabinet. Each year there is a new file. Old files are stored in the school office. The member of staff, who witnesses and deals with the accident, should fill in the accident report in the file.

For major accidents, a further county form must be completed within 24 hours of the accident. These forms are located in the office. These forms need to be signed by the Headteacher, a copy taken and a copy forwarded electronically to county.

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 the location of the school
2. State what has happened
3. The child's name
4. The age of the child
5. Whether the casualty is breathing and/or unconscious

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency personnel into the school.

If the casualty is a child, his / her parents should be contacted immediately and given all the information required. If the casualty is an adult, his/her next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office.

Medicines in School

Administration of Medicines

Medicines (prescribed short-term eg anti-biotics) are not administered by school staff. Parents can come into school to give their children prescription medicines. The only drugs administered by staff will be those given to pupils, who have a chronic condition. (see below)

Parental permission

In the case of a child with a chronic medical condition the following will apply:

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

Where medicine is stored

No medicines should be kept in the class or in the child's possession (except inhalers). All medicines are kept in the staff room fridge or the locked cupboard. Administration of medicines takes place in the staffroom.

Administration of medicines file

All medicine permission slips are placed in the black Administration of Medicines File, which is kept in the staffroom, hung up by the door. Each year there is a new file. Old files are stored in the school office.

When medicine is administered, staff must complete the dated entry of this, which is printed on the back of the form. Before administering medicines, staff should read the dates entry section of the form to check that the medicine has not already been administered.

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 and their conditions is kept in the class register and in the red medication file in the kitchen and in the green file in the staffroom.

Inhalers Key Stage 2 children are expected to take their inhalers with them whenever they do vigorous activity. Key Stage 1 and Reception children will keep their inhalers with their class teacher for safety. Inhalers must be taken to all off-site activities.

Epipens and anaphylaxis shock training

Some children may in the future require epipens to treat the symptoms of anaphylaxis shock. Epipens will be kept centrally in the locked medicines cupboard in the staffroom. Staff will receive regular training on the use of epipens if it becomes necessary. Children who require these epipens will be listed as above. Epipens must be taken to all off-site activities.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child has headlice we will inform parents by letter and request that treatment is given.

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 look at their arms or legs. 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 we would ask the child if it was alright. Parents/carers would be informed by telephone of suspected infection.

Exclusion periods for contagious diseases will follow NHS guidelines.

Signed **Headteacher**

. **Chair of Governors**

Date

