

## **POLICY FOR MEDICINES IN SCHOOL**

### **Prescribed medicine within school**

Parents are at all times, responsible for the administration of prescribed medicine to their children. If a child is receiving a course of prescribed medicine then a parent/guardian shall arrange this procedure by:

- a) coming to school at the correct time  
or
- b) arranging for the child to be kept at/or go home for the dose.

In exceptional circumstances, the Head/Deputy or a designated staff member may supervise the taking of medicine by children, but only after parents have completed the appropriate paperwork detailing dosage and timings. This arrangement is only made on the understanding that no member of staff can be held responsible should a dose be missed or the incorrect amount given. Teachers will ensure that the medicine is kept in the locked first aid box or an allocated sealed tub within staffroom fridge or fridge in KS1.

If teachers are faced with a situation in which what they have been asked to do contradicts school policy, the parent concerned shall be contacted immediately.

### **Inhalers**

We require parents to complete an Asthma card if their child is asthmatic. All pupils who are asthmatic keep an inhaler in school during term time; the inhalers are kept in the classroom. The pupils are supervised by an adult when using the inhaler and this is recorded in the Individual Class Asthma Record book and a slip is sent home to notify the parent / carer that their child has needed to use their inhaler that day.

The expiry dates for inhalers are recorded so they can be replaced by parents as required.

Inhalers are always taken to the field and swimming pool during PE lessons, lunchtimes and after school activities. They are also taken by the named First Aider on school visits.

## **FIRST AID PROCEDURES**

All First Aid administered shall be given following the correct school procedures which are described below.

### **Location of First Aid Boxes**

There are 3 First Aid stations in school:

- Visitor's toilet/First Aid Room
- KS1 ~ Stock room
- Activity Room ~ After School Club/ Parent Toddlers

Each station has a First Aid box which is stocked with the appropriate equipment and checked regularly by the First Aid at Work Trained member of staff – Heather Wellings

In addition we have two portable first aid kits which are kept fully stocked and used on visits and a basic First Aid Kit is taken to the field when in use during fine weather.

### **Trained First Aiders**

All TAs within school hold a current First Aid Certificate (as approved by the Health and Safety Executive). Their names are available from the school office.

The office keep a list of when the certificates need updating and will arrange training as required.

As part of our Risk Assessment Procedures for Visits, it is our school policy to ensure that a trained First Aider is present on all out of school visits.

### **Treatment of Injury**

All matters requiring assessment of an injury (i.e. suspected fracture/sprain/bump on head/bad headache etc.) shall be referred to either the Head or Deputy. In their absence, the most senior teacher on site should be consulted. They will usually involve Hayley Pye or Heather Wellings who both hold the First Aid at Work certificate and together they will decide upon the course of action to be followed and ensure that any necessary short term First Aid is given.

It is acceptable for any member of staff to help a child with a minor injury e.g. grazed knee. They do not have to be a trained First Aider.

### **Calling Emergency Services/Accident Procedure**

The First Aid officer(s) shall make the decision to call an ambulance and do so themselves or instruct someone else to do so. If both the Head/Deputy are not on the school premises and the parent of the child is unavailable, then a member of staff shall ring an ambulance when necessary.

If the patient requires emergency medical treatment but an ambulance is unable to attend within 30 minutes, a decision will be made to take the patient to hospital. Hayley Pye or Melanie Moore along with the child's class Teaching Assistant will accompany the child to hospital, parents will be contacted and requested to meet them at the hospital. Unless, the parent can get to the school within 10 minutes to take them themselves. Support of a member of staff to accompany them will be offered.

If children are taken to hospital by an ambulance and a member of the family is unable to be with them straight away, a member of staff will accompany them and remain with them until a parent/ carer arrives.

### **Giving Treatment**

After an injury has been assessed, the attending First Aid Officer or staff member shall do one of the following:

- i) Administer minor First Aid
- ii) Contact parent(s) to take child home
- iii) Ring ambulance and contact parent(s).
- iiii) The child will be taken to hospital by above named staff

### **Hygiene**

For Accidents involving bleeding:

1. Normal First Aid procedures shall be followed, but plastic gloves must be worn whilst giving aid.
2. If splashed with blood, the First Aider should wash off the blood immediately.
3. Any soiled surfaces shall be cleaned thoroughly.
4. If staff giving First Aid have cuts or abrasions on their hands these must be covered.
5. Blood stained items should be carefully disposed of within a sealed bag in the bin in the First Aid room.

### **Allergies**

Parents complete a medical form on their child's entry to school giving permission for their child to taste food. They are asked if they need to update this on an annual basis.

For children who are known to have severe allergies parents are informed of what will be tasted and asked to complete a permission form immediately prior to any tasting activity taking place.

All food allergies are shared with kitchen staff to avoid children being given foods they are allergic too if on school dinners.

## **RECORDS OF TREATMENT AND THE REPORTING OF ACCIDENTS**

### **Record of First Aid Treatment Book and Accident Book**

Each child has an individual First Aid treatment / accident record. These are kept within a folder for each class within the first aid room for KS2 and in the store room in KS1.

### **Bumps to the Head**

If a child receives a bump to the head the following procedure should be followed:

- The member of staff dealing with the incident should give the pupil a 'bump to the head' sticker and complete a 'bump to the head letter' which should be given to the class teacher and the tear off slip retained and stored in the folder in the First Aid room.
- If the bump to the head was severe it may be necessary to inform parents immediately and the Head/Deputy should be consulted.
- The class teacher should monitor the pupil for any signs or symptoms during the rest of the day and should send for the First Aider if the pupil's condition deteriorates
- If there is any loss of consciousness or fainting after the event, emergency medical treatment will be given whether this is via an ambulance or by staff taking the child to hospital as detailed above.
- If the bump to the head was severe and the child remains in school, the pupil should not take part in PE
- At home time the class teacher or designated TA should hand the letter to the pupil's parent explaining how it occurred.
- If the child walks home by themselves, the class teacher should ask the office staff to ring and inform the parents if it was a serious bump.

### **Reporting Serious Injuries to the Health and Safety Executive**

Regulations require that an accident shall be reported if in connection with work and results in death of, or 'major injury' to the person whether employed or not.

In the regulations, major injury means;

- Fracture of the skull, spine or pelvis
- Fracture of any bone
- Amputation of hand/foot
- Loss of sight of an eye
- Any other injury for which a person is kept in hospital for more than 24 hours, other than for observation.
- 3 days of lost work time due to an accident which occurred at school

(The notification of accidents and dangerous occurrences regulations 1980)

In the event of any of the above occurrences, the Health and Safety Executive shall be informed by telephone and then on a written report, on form F 2508 via the website. A written report shall also be sent, on the appropriate form, to the County Council via the local district office. An internal report will also be written, signed and dated in the school accident book.

Any other injuries/accidents to staff or children shall also be recorded in the school record book, however trivial.

### **Reporting Less Serious Injuries**

In the event of a small accident to an employee, for example a twisted ankle or bumped head etc., a written

report, on the appropriate form, will be filled in and forwarded to the County Council, via the local district office. A written report will also be written, signed and dated in the school accident book.

Staff shall ensure that this procedure is followed. The accident book shall be kept next to the main first aid box in the toilet/first aid treatment room.

### **Procedure For Significant but Less Serious Injury to Children**

If a child sustains an injury more serious than for example, a grazed knee, but less serious than those reportable to the Health and Safety Executive, an accident form shall be filled in and forwarded to the County Council via the local education office. A report shall also be written in the internal accident book.

### **Procedure For Trivial Injury**

It is school policy to note accidents regarded as trivial, for example a grazed knee or bandaged finger. Teachers shall use their discretion when deciding which procedure to follow. If in doubt, ask the Health and Safety Co-ordinator to advise.

## RECORDS OF SERIOUS INCIDENTS

Incidents, which occur in school, shall be written in the school "Incident Book". A description of the event, including date/time and people involved shall be written and signed.

It shall be noted that accidents are noted in a separate accident book and need not be duplicated in the Incident Book. Incidents will involve occurrences such as:

- Absconding from school (attempted and /or successful)
- Physical fights between children
- Theft of school/staff or pupil property
- Damage to school property
- Incidents involving parents
- Abuse of staff
- Fire alarms
- An incident leading to serious injury or death
- Intrusion on school site
- Matters of concern to health and safety

If in any doubt about whether an event would be deemed an "incident" please see the Head Teacher or Health and Safety Co-ordinator. The incident book is kept in the Head's room.

The person who shall be ultimately responsible for the control and completion of the Incident Book shall be the Head Teacher and, in her absence, the Deputy Head Teacher.