# First Aid Policy

Lead Person: Hazel Elks

Policy Date: September 2023

Review Date: September 2024

Signatures:

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**Chair of Governors** **Executive Headteacher**



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|   **Minster Church of England Primary School**  |    **Monkton Church of England Primary School**  |
| **Nurturing Foundations, Flourishing With God**  | **Compassion, Courage, Justice** **Jesus said, ‘Go and do the same.’**  |
|  Rooted in our Christian Foundations, we nurture, respect and value each individual, in the loving community of our village school.  Through our holistic development of both character and curriculum, our children learn and flourish.  From little seeds we grow: caring for God’s world, building lifelong foundations and striving for a just and harmonious society.   |  Our school has compassion at its heart, which inspires us to be people of courage, who care for ourselves, stand with others and seek justice as we grow and discover the world around us.  By knowing each individual, our learning environment is shaped to encourage creativity, promote challenge through our learning values and nurture spirituality, ensuring all thrive.  |
|  **The Mustard Seed**  Matthew 13:31-32 English Standard Version Anglicised (ESVUK)  |  **The Parable of the Good Samaritan**  Luke 10:25-37 English Standard Version (ESV)     |
| **Christian Foundations**  |
| **Creation   Justice   Love** **Forgiveness   Peace**  | **Compassion   Courage** **Justice**  |
|  **As a Federation, we are passionate about every individual flourishing, so that they can be nurtured and develop as well-rounded children, living life in all its fullness.**  Every policy is written with our Christian Vision and Foundations in mind.  |

The health and safety of all children at Minster and Monkton Church of England Primary School is of the highest importance to all staff. This policy explains the practices in place to address the health needs of the children which may be as a result of an accident or medical conditions.

The school has fully qualified first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. There is a list of first aiders at Minster CEP School in the care suite and at Monkton CEP School in the Medical Room.

All members of staff will administer to small cuts, bruises and bangs that are the normal occurrence in a school day. First aid boxes are held in each classroom for this purpose.

Parents will not be notified of these incidents.

First aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re-qualify as a first aider.

At Minster CEP School the first Aid equipment is kept in the first aid cupboard in the Care Suite which is located opposite the Computer Suite. First Aid bum bags are carried by all first aiders during break times. At Monkton CEP School First Aid equipment is kept in the Medical Room, in each classroom and in portable bum bags for playtimes and school trips.

Gloves are worn by staff when dealing with blood and at Minster and Monkton CEP Schools. These are located in each first aid kit and bum bag, and they are also located in the care suite/Medical Room.

At Minster CEP School the ice packs are kept in the fridge in the care suite, at Monkton CEP School they are kept the freezer in a named container in the Kitchen Freezer. They are to be used to reduce the swelling for bumps and suspected strains and sprains- a cold compress will be used for head injuries. If ice packs are used then these are first wrapped in a paper towel/tea towel to prevent contact with the skin. **Do not send a child to obtain or return an ice pack as confusion can arise as to whether the child has seen a first aider.**

All medical waste is disposed of in the yellow bin which at Minster CEP School is located in the care suite. This is then emptied into a medical waste bin by the caretaker/cleaners. At Monkton CEP School waste is disposed of in the general disposal bins, but sealed in plastic bags and stored away from child access.

**Dealing with bodily fluids – blood etc**

**Aims:**

• To administer first aid, cleaning, etc, for the individual

• To protect the individual and others from further risk of infection

• To protect the individual administering first aid, cleaning, etc

**Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:**

• Isolate the area, as soon as the First Aider is able too, they should arrange for area to be cleaned

• Always use disposable gloves and apron (located in the First Aid Box) NEVER touch body fluids with your bare hands

• When cleaning vomit from the floor use the spillage kits which are located at Minster CEP School in the care suite, Dining Hall, Reception Office, Caretakers Room, and at Monkton in the Disabled Toilet suite

• Double bag all materials and place in the yellow bin, located in the Care Suite at Minster CEP School. At Monkton CEP School in the general waste, but securely away from child access

• Blood loss – if possible give individual gauze pad to hold against themselves whilst you put on disposable gloves

• Always wash your hands after taking disposable gloves off and dispose of them in the yellow bin/secure disposal bag

**Off-Site Visits**

It is the responsibility of the teacher in charge to ensure that a qualified first aider is taken on the visit and that the first aider take a first aid bag.

At Minster and Monkton CEP Schools small first aid packs are available in all classrooms and every qualified teaching assistant has their own bum bag. Hazel Elks at Minster and Sue Jenks at Monkton will provide first aid kits for residential visits, Please give them plenty of notice.

All teachers taking children out of school for a trip or residential visit must be equipped with a first aid pack and will carry any medication (inhalers) needed for individual children.

***Children with Care Plans*** – Teachers and First Aiders who are going on the visit need to be fully aware of the care plan, and a copy of the care plan taken.

The first aid equipment is regularly checked and managed by Hazel Elks at Minster CEP School and Sue Jenks at Monkton CEP School.

At Minster CEP School a wheelchair is kept in the ‘care suite’ for emergency use.

All accidents other than small cuts, bruises and bangs are recorded at Minster CEP School in an accident logbook, which is kept in the care suite at break and lunch times. At the end of break and lunch times this is taken to the office so they can record the incident on arbor and send emails home to parents. At Monkton they are recorded on the accident log which is kept in the Medical Room.

Any serious injuries are recorded, and parents are informed by telephone.

Minor wounds are recorded and parents are informed by emails at Minster CEP School and by the sending home of an accident form at Monkton. Head bump stickers are used at Monkton to ensure that staff and parents are aware of the need to monitor a child for any signs of an adverse head injury.

In the event of major injury resulting in a visit to the hospital/Doctor, Hazel Elks/Helen Ling must complete an on-line HS157 form. A record of the report number must be kept, until 3 years after the child turns 18 Years old. The Head of school is to be informed of any child needing hospital treatment after an injury at school, as soon as possible on the same day.

Medical information about a child is gathered through the data collection sheets, which are issued annually, as well as through information provided by the parent or carer. All-important medical information is provided for class teachers and kept in classrooms. At Minster records about children who have a care plan are kept in a folder in the care suite, class file and on T-Drive, first aid, care plans. At Monkton CEP they are kept on the SLT drive, in the SEND filing cabinet and in the Medical Room.

All emergency phone numbers are kept in the contact file in the Reception Office and available on Arbor.

The parent/carer of each new child that starts within the school will supply information regarding health issues. These are passed on to all relevant members of staff.

Food allergies are listed in each relevant child’s register so that the teacher is aware. The school cook is notified of all children with food allergies. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.

Minster and Monkton C of E Primary Schools will not discriminate against pupils with medical needs. In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals.

They will include the following:

• Details of the young person’s condition

• Special requirements i.e. dietary needs, pre-activity precautions

• Any side effects of the medicines

• What constitutes an emergency?

• What action to take in an emergency

• Who to contact in an emergency

• The role staff can play

**Administration of medicines**

Ideally it is preferable that parents, or their nominee, administer medicines to their children, this could be affected by the young person going home during a suitable break or the parent visiting the school. However, this may not be appropriate. In such cases a request must be made for medicine to be administered to the young person at school using the appropriate form. This must contain clear instructions regarding dosage. At Minster CEP School these are kept in a folder in the care suite and at Monkton in the Medical Room. Each request for medicine to be administered to a young person in school, will be considered on its merits.

**Medicines**

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions for administration. **We will not accept medicines that have been taken out of their original container as originally dispensed nor make changes to dose’s prescribed.** In some instances, we will administer medicines that have been bought over the counter such as Piriton and Calpol. However, staff will **never** give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents. Medicines brought into school are kept: at Minster CEP School in a lockable fridge in the Care Suite or the lockable first aid cupboard, At Monkton they are kept in the Medical Room. Medicines are stored strictly in accordance with the product instructions and in the original container in which dispensed. At Minster CEP School Hazel Elks/First Aider on duty will dispense medication at 12pm at Monkton the Teaching Assistant in each class will be responsible for dispensing medicines to pupils in their class. They will also ensure that the supplied container is clearly labelled with the name of the young person, name and dosage of the medicine and the frequency of administration. All medicines given will be reordered in the medical log at Minster CEP School and on the medicines record sheet at Monkton.

All Medicines, including controlled drugs, will be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at school at the end of each term. If parents do not collect all medicines they should be taken to a local pharmacy for safe disposal.

**Residential Visits**

Prior to any residential visit taking place medical forms will be completed by the parents/carer of all pupils. This will allow the school to consider what reasonable adjustments it may need to make to enable young people with medical needs to participate fully and safely on visits. Arrangements for taking any necessary medicines will need to be taken into consideration. Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of pupils in their care. If staff are concerned about whether they can provide for a young person’s safety, or the safety of others, on a visit, the school will seek parental views and medical advice from the school health service and/or the young person’s GP, Specialist Nurse or Hospital Consultant. Prior to the residential visit medication should be handed to the first aider by parents/ carers. Following the visit, the first aider will hand back any medication to the child’s parent. Medication should not be handed back to the child.

**Asthma**

Parents of asthmatic children are asked to complete a school Medicine Administration form and to ensure that their child is equipped with a labelled inhaler. We also request that the school is provided with a spare inhaler. At Minster CEP School all inhalers will be kept in a bag in the child’s classroom. Parents/carers will also be given a Asthma care plan to complete. This bag must be taken to each PE lesson and when there is a fire drill. A list of children in school with asthma is kept in the care suite and is updated regularly. At Monkton CEP School this list is kept in the Medical Room. At Monkton CEP School inhalers are kept in a “Grab Box” in each class together with the Medical Consent form.

We encourage children with asthma to participate in all aspects of the curriculum including PE. The school does all that it can to ensure that the environment is favourable to pupils with asthma.

Appendix 1 Administration of Medicine Consent Form

Appendix 2 Serious Accident Procedure

Appendix 2a KCC Accident/Incident Report Form

Appendix 3 Asthma Medication

Appendix 3a Administration of Asthma Medication Consent Form

Appendix 1

**THE FEDERATION OF MINSTER AND MONKTON**

**CHURCH OF ENGLAND PRIMARY SCHOOLS**

**Administration of Medicine Consent Form**

In the event that you are unable to come into school to administer medication yourself, as a last resort you can request the school to give medication at the discretion of the Head Teacher.

Dear Head Teacher,

I request that ………………………………………………………. (full name of pupil) Class ………………………………………………

be given the following medicine (s) while at school. I confirm it is not possible to amend the timings to allow the medicine to be given out of school hours.

Name of medicine: ………………………………………… Duration of course: ………………………………………………

Dose prescribed: …………………………………………………… Date prescribed: ……………………………………………………

The above medication is clearly labelled indicating contents, dosage and child’s name in FULL.

I understand that the medicine must be delivered to the school and collected by me or the under-mentioned

responsible adult. **UNDER NO CIRCUMSTANCES MUST CHILDREN BRING MEDICINES INTO SCHOOL.**

I/We accept that this is a service which the school is not obliged to undertake and also agree to inform the

school of any change in dosage immediately.

Signed …………………………………………………………………………… (Parent/Guardian)

Contact telephone no. …………………………………………………………………Date: ................................................

**Note to parents:**

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Head teacher.
2. The agreement will be reviewed on a termly basis
* Appendix 2

**THE FEDERATION OF MINSTER AND MONKTON**

**CHURCH OF ENGLAND PRIMARY SCHOOLS**

**FIRST AID SERIOUS ACCIDENT PROCEDURE**

* If a serious injury is suspected do not move the patient unless absolutely necessary i.e. if they are in danger
* Two first aiders to stay with patient and assess/treat injuries where possible
* At Minster CEP School Hazel Elks will inform the office if an ambulance needs to be called, At Monkton this will be the HOS or Miss Sue Jenks
* School Office will call for an ambulance & guide them to patient
* School Office to notify parent/guardian and ask them to come to school or hospital.
* Office to produce a data check sheet of patient for ambulance/hospital use
* At Minster CEP School Hazel Elks to relieve or organise relief for First aider dealing with patient if required. (They need TLC too). At Monkton this will be Joanne Guilder
* At Minster CEP School Hazel Elks At Monkton the HOS will accompany the patient to hospital if parent/guardian is not available
* At Minster CEP School Hazel Elks to inform Head of School of accident as soon as possible on the same day. At Monkton Helen Ling to inform Head of School of incident as soon as possible on the same day
* Check first aiders are ok (i.e. shock)
* Make sure any spillages are cleaned up, and waste disposed of in the yellow bin/general rubbish appropriately sealed and stored out of the reach of children
* Complete a HS157 form.

**THE FEDERATION OF MINSTER AND MONKTON**

**CHURCH OF ENGLAND PRIMARY SCHOOLS**

***Administration of Asthma Medication Consent Form***

Dear Head Teacher,

I request that ………………………………………………………. (full name of pupil) be given the following medicine (s)

Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of medicine: ……………………………… Dose prescribed: ………………………… Date prescribed: ………………………

The above medication is clearly labelled indicating contents, dosage and child’s name in FULL.

I understand the inhaler/s must be delivered to the school and collected by me or the under-mentioned responsible adult. UNDER NO CIRCUMSTANCES MUST CHILDREN BRING MEDICINES INTO SCHOOL.

 I/We agree to inform the school of any change in dosage immediately.

Signed ……………………………………………………………………………………… (Parent/Guardian)

Contact telephone no. ……………………………………………………………………………………….

Address: …………………........................……………………………………………………………………. Date: ..................................

***Note to parents***: Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Head teacher.