

First Aid and Administering Medicines Policy



Arrangement for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

The Appointed Person: is Mrs Poxon.

The appointed person is responsible for the arrangement of adequate First Aid training for staff. Each classroom has their own First Aid bag. These need to be stored where they are visible and easy to access. There is also a First Aid Box in the office and disabled toilet. It is the responsibility of each Key stage to ensure the stock of equipment in the boxes are maintained and are not running low. The main supply of first aid equipment is held in the disabled toilet and Mrs Poxon is responsible for ensuring this is maintained.

Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Children should receive a phone call home to inform parents as soon as possible. The adults in the child's classroom should keep a close eye on the child. A 'head injury information sheet' will be sent home by the class teacher.

Any other injuries to the teeth, mouth, gums or face will also require a phone call home to parents.

Allergic reaction

Children in school who have severe allergies may have an Epi-pen. Staff who will be working in close contact with these children will receive Epi-pen awareness training. This training is covered in Paediatric First Aid Training. This must be taken with them on any trips outside of school.

Record Keeping

First Aid and Medicine files

A record of all children's medical conditions will be kept in the school office. Individual sheets for medical conditions will be given to the teachers where they have a child in their class with a medical condition form to be kept in the class Yellow SEND folder and led by the SENDCO.

Employees/staff: The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek First Aid from any of the qualified First Aiders. All First Aid treatment to staff should be recorded on iAM Compliant form. In case an accident/incident results in the individual being taken to hospital, where they receive treatment and are absent from work for 3 days or more, the appointed person needs to be notified. The appointed person and the Headteacher will review the accident and report to the Local Authority.

Notifying parents/carers

The school uses the following form for parent notification. This is:

- Accident report slip
- Head bump letter

Copies can be obtained from the school office and should be kept in the class first aid folder with the master recording sheet.

A phone call home will be made by the school office for all head bumps, facial injuries or if the first aider/SLT believe that further treatment might be needed to be sought by parents.

Arrangement for Medicine in schools

Administering medicine in school

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the office and in the class file.

Medications kept in the school for children with medical needs, are stored in the community room in the lockable fridge. Medicine cannot be administered without a consent form being obtained from parents/carers. Copies can be obtained from the office. Only named persons will be permitted to administer medicines to children in school.

Asthma

In order for children's Asthma pumps to be kept in school, an Administering Medication Consent form, a register of pupils with asthma and an emergency inhaler use form must be completed by parents. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly (at the end of each half-term) and inform parents should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed to, and clearly labelled with the child's name.

Inhalers are suitably stored in classrooms. If a child needs to take their inhaler, they must fill in the asthma sheet outlining the dosage, date and time. This is kept in the class Yellow SEND folder.

Asthma sprays MUST be taken on trips and children will not be able to attend without one. They should also be taken out for PE lessons.

Epi-pens

Children with Epi-pens require a medical condition form. In order for children's Epi-pens to be kept in school, an Administering Medication Consent form must be signed by parents. It is the parents/carers responsibility to provide the school with up-to date Epi-pens for their children. Adults in the classroom are to check the expiry date on the pens regularly (at the end of each half-term) and inform parents should the pens expire or run out. Epi-pens are suitably stored in classrooms and should be taken on trips.

PE and Fire Drills

Asthma pumps and Epi-pens should be taken with children when doing PE and should also be taken during evacuation of the school building e.g., during a fire drill.

Short term prescriptions

Medications such as the short term use of antibiotics or painkillers can be administered only if the parent /carer fill out the 'Parental consent form for administering medicine' form on the day the request is made. The form can be obtained from the school office. Signed copies of the forms are stored in the school office. Parents need to give the completed form to the school office together with the medication. However, staff should encourage parents to administer medicine at home. Medication may be administered in school if it is required to be taken four (4) times a day. Only medication prescribed by a GP, hospital or pharmacy and clearly labelled with the child's name,

address and required dosage can be administered in school. Non-prescription medication or creams and lotions should not be administered in school.

All medication should be stored in the lockable fridge in the community room. If a child refuses to take a medicine, staff should not force them to do so. Instead, they should note this in records and inform parents/ carers or follow agreed procedures or the Care Plan.

Non-Prescription Pain Relief

In special circumstances, it may be necessary for children to be administered non-prescription pain relief, for example for a broken limb, dentistry. This is at the discretion and advice of SLT and will form part of a child's risk assessment for the particular injury. The necessary parental agreement to administer medication and other official paperwork will still be required to be filled in.

Record keeping - Medicine

Staff should record any instances when medicine is administered. The records need to include, date and time of medicine administered, its name and the dose given, signed by the person responsible for administering the medicine.

Medication logs are held by the office and asthma sheets in class folders.

Health Care Plans

Any children with specific medical conditions such as epilepsy or who are undergoing investigation, will have a Health Care completed outlining their needs and signs to look out for and further actions. This will be written with the parents and SLT and added to the class folder – it will follow them to the next class. This should be updated as necessary.

Calling the Emergency services

In case of a major accident, 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.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made, even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/ carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers.

Chickenpox and other diseases, rashes

If a child is suspected of having chickenpox, measles etc. a First Aider will look at the child's arms or legs. Chest and back will only be looked at if further concerned. We should call a First Aider and another adult should be present. The child should always be asked if it was ok to look.

For the inspection of other rashes, the same procedure should be followed. If we suspect the rash to be contagious (such as scabies, impetigo, conjunctivitis, etc.) inform parents and request that children

are treated before returning to school. In most cases once treatment has begun it is safe for children to return to school. The school will follow NHS guidelines and refer parents to also adhere to these.

It is the Headteacher's duty to decide if there is an outbreak of infectious disease and whether there is a need to report it.

Sun cream

Sun cream should be applied by parents before school starts. Staff will not reapply sun cream to children, but will guide children in self-application.

Residential Visits and Educational Visits

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed. For residential visits, parents will be asked to complete a medical form for any child who may need medication.

Parental Agreement for The Florence Nightingale Academy to Administer Medicine

The school will not administer your child's medicine unless this form is completed in full.

Child's Name.		Class
Medicine Condition/Illness.		
Name of Medicine (Medicines must be in the original container clearly stating your child's full name).		
Expiry Date:		
Dosage to be given.		
Time to be given.		
Date and time of last dose.		
Any known side effects.		

I give my authorisation for The Florence Nightingale Academy staff to administer medicine to my child as outlined in the school's Administration of Medication policy. It is my responsibility to collect any medication at the end of the school day.

Signed _____ Parent/Guardian

Date _____

Record of Administration	Date
Time Given	
Administered by	
Checked by	

Record of Administration	Date
Time Given	
Administered by	
Checked by	

Record of Administration	Date
Time Given	
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