



First Aid and Medicines Policy and Procedures

Updated – September 2022

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. Ensures the safe use and storage of medicines in school
4. Ensures the safe administration of medicines in school

Guidelines

New staff to the school are given a copy of this policy when they are appointed. This policy will be reviewed and updated accordingly.

Training

All staff at St Paul's will be offered emergency first aid training (to be renewed every three years). From Sept 2023. Currently, all Lunchtime Supervisors and Teaching Assistants have first aid training. In addition a number of staff are Paediatric First Aid Trained which is renewed every three years. There is one 'First Aid at Work' (FAW) fully trained **First Aider – Mrs L. Savage**.

First Aid Kits

First aid kits can be found:

- Early Years - (cupboard below sinks in classrooms) There is also a medicine cabinet.
- Key Stage One - (Year 1 kitchen area)
- Key Stage Two - (First Aid area in Food Technology Room)
- Offices – in main school office .

Ice Packs can be found:

- Key Stage Two (Fridge in the Food Tech Room)
- Key Stage One (Fridge in the Year 1 Kitchen)
- Early Years (Fridge in the Early Years Office)
- Spares can be found in the staffroom fridge and the office's kitchen.

When used, ice packs must be placed in a fabric cover before applying to the skin to prevent ice burn injuries. After use, ice packs must be returned to the fridge (and used fabric covers placed for the wash) to ensure there is always an adequate supply.

First Aid supplies are stored in KS1 in the costume cupboard. L Savage is responsible for maintaining and checking this stock and reordering when necessary. A monthly check will be carried out.

Two travel/trip kits will be stored here to be used for educational visits outside school.

First Aid Procedures

In all first aid situations, any first aider on the scene will administer immediate first aid. Assistance from the **Designated First Aider** will be sought as necessary.

Superficial injuries, such as scratches and grazes, can be dealt with by any first aider, but must always be entered into the accident book which is located with the first aid kit. First Aid forms must be completely filled in and a copy sent back to class to be given to the parent at the end of the day. It is compulsory that the person responsible for the children-Class Teacher/TA is informed of any accidents so that child can be monitored. In the event of a serious injury parents must be contacted immediately. The use of plasters is acceptable as long as it is confirmed that the child is not allergic. This information is recorded on the Pupil Information sheet for each child if appropriate.

Bumps to the head

Any bump to the head, no matter how minor, must be treated as serious. All bumped heads should be treated with an ice pack.

Parents/guardians must be informed by text message/telephone depending on the severity of the injury. Details of injury and time must be written into the head bump book. Forms must be completely filled in and a copy sent back to class to be given to the parent/carer at the end of the day. A head bump sticker must be given to the child to alert staff to the fact that the child has had a bump and to observe for symptoms. The class teacher must also be informed to observe any changes in bump/behaviour and a second check should be carried out later that day.

Medicines in School

All medicines that are brought into school will be stored either in the staffroom / office kitchen fridge or the locked medical cupboard located in the main office.

Generally, medicines must be GP prescribed only, clearly labelled with the child's name and signed in/out (daily if necessary). However, to prevent avoidable absence, the school can administer non-prescribed medicine such as paracetamol, antihistamine, eczema creams etc with parental consent. All medicines must be in their original packaging with dosage information. Parents are required to sign if their child has received any medication.

All medicines must be signed in and out of school via the main office (daily if necessary)

Under no circumstances should children have medicines in school without them being signed by an adult and staff being aware.

The **Designated First Aider or Class TA** will administer the medicines prescribed and record the time and dosage given. Medicines can be self-administered by the child if they are deemed suitably mature under the supervision of the **Designated First Aider**/member of staff.

The types of medicine administration that may occur are –
Short term prescribed (e.g course of antibiotics for an infection)
Long term prescribed (e.g ongoing medication for a condition including asthma)
Short term non-prescribed (e.g paracetamol for a few days due to toothache)

Long term non-prescribed (as required) (e.g cream for eczema, antihistamine for hayfever or paracetamol for occasional headaches)

Form M4 must be completed for the above.

An **M6 Form** must be completed following the administration of any medicine and parents must be informed. (Text and verbal message at the end of the day)

Asthma

Inhalers are kept in the child's classroom in a clearly labelled box with the child's photograph on. In the box there is also a slip to be completed when the inhaler is administered. A copy should be taken and one sent home with the child at the end of the day.

Inhalers must be taken on school trips and during other activities when the child when working away from the classroom.

The **Designated First Aider** will regularly check to ensure the inhalers are within date and are being used appropriately. A current list of children who need inhalers are provided for each class teacher at the beginning of the Autumn term.

A whole school list is given of all children with medical needs.

Autoinjectors

For those children who may suffer urgent allergic reaction and anaphylaxis shock, parents and staff will complete an individual care plan (with the school nurse if necessary) (Form M3). If the child has an auto-injector, this should be stored in the classroom in a clearly labelled box with the child's photograph on and a copy of the care plan (also a copy to file). This medication must be taken on school trips and with the child during activities away from the classroom.

Please see Medical list.

An emergency medicines box containing the school's emergency inhaler is held in school for children who are known to be asthmatic. Parents must give permission for staff to administer this inhaler in the unlikely case of emergencies. E.g. The child's own inhaler is;

- Missing
- Empty
- Out of date

If the school emergency inhalers are administered, parents should be notified at the end of the day and sign to acknowledge this. The inhaler and spacer should be thoroughly cleaned after use. The emergency inhaler is located in the main office. This box also contains an emergency autoinjector.

In the event of an emergency evacuation (e.g. fire), the emergency medicines box must be taken outside.

Calling the **Emergency Services**

In the case of major accidents, trained staff are expected to support and assist the **Deisnated First Aider**.

If a member of staff is asked to call the emergency services, they must state:

1. What has happened
2. The name of the child or adult
3. The age of the child or adult
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being contacted, a member of staff should be assigned to wait by the school gates in Emsworth Crescent and in Whitburn Close in order to guide the emergency services to the casualty.

Safeguarding

All staff who are required to administer medical help to an injured child should be aware of the need to protect the welfare of the child at all times. Staff must be aware of the Child Protection and Safeguarding Policy and also of the need to protect themselves from allegations of abuse. We do not intend to withdraw comfort or physical contact because often children need a hug more than treatment. Adults should feel comfortable dealing with children in a sensitive and caring way.

Relevant documents:

1. H&S Policy
2. Supporting pupils with Medical Needs Policy