



# Barrow CEVC Primary School

Inspire, Create, Discover, Together

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First Aid and Medicines Policy	
Originated by:	Helen Ashe
Reviewed by:	Nadine Fairweather
Review date:	February 2020
Distributed to:	All Staff
Distribution date:	February 2020
Adopted at Governors' Meeting	26/2/2020
Signature of Chair of Governors:	
Next review date	Spring Term 2022



## **First Aid kits**

The first aid kits are located in the cupboards in the adult cloakroom. When items need replacing Nadine Fairweather is to be informed, who will order as required.

## **Identification of First Aiders**

It is preferable that the paediatric first aid trained members of staff wear the first aider lanyards with their school ID badges clearly displayed, every working day.

## **Accidents and illness**

In the case of a pupil accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the person can walk, takes him/her to a first aid post, outside the Headteacher's office and calls for a first aider.
- If the child cannot be moved and assistance is required; a nominated child will take a message to the front office to raise the attention that assistance is required. The administration staff will be aware of which first aider is available to assist and will expedite support to the casualty as fast as possible.
- The first aider administers first aid and records in details on the child's individual First Aid record, kept in the class data files in the office. If the child has had a bump on the head, they must be given a "bump on the head" note. This note must be handed to the parents by hand at the end of the day.
- If a child has received a significant bump to the head, parents will be phoned immediately and asked to come and collect the child.
- If a child is attending Barrow Extra then staff will hand the head bump letter to a member of the Barrow Extra staff, who will then hand it to the parents.
- If the injury is to another part of the body, the place of the injury is circled on the letter that is sent home in the child's book bag.
- Parents will be informed by the class teacher, or Headteacher, of significant accidents and the treatment given.
- The decision to send unwell children home will be the responsibility of the class teacher or Headteacher.

If the First Aider believes hospital treatment is required, that person will, in consultation with the Headteacher or nominated deputy:

- Arrange for the emergency services (999) to be summoned if necessary or advice from NHS 111 when you need medical help fast but it's not a 999 emergency.
- Arrange for parents to be informed
- Arrange for the child/adult to be transported to the Accident and Emergency department by car, taking another adult as the driver

It is parents' responsibility to ensure that they have provided the school with up-to-date contact names and telephone numbers in case of an emergency. 2 emergency numbers must be provided.

### **School Visits**

In the case of **any off-site visits**, a first aid kit will be taken. We will seek permission from the pupils' parent/guardian to administer first-aid wherever necessary. A First Aider must accompany the group. It is preferable that the nominated first aider on a school trip wears the first aider lanyard with their school ID badge clearly displayed.

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

### **Administering Medicines in School**

Prescribed medicines may be administered in school (by any of the first aid team) where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours. Wherever possible, the pupil will administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine.

If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly. Staff will ensure that records must be kept detailing what has been given.

Where antibiotics are prescribed, whenever possible these will only be administered at lunchtime.

All inhalers held in school must be of the blue reliever type.

Non-prescribed medicines may not be taken in school.

The only exception to this being: 'If your child has had a period of time off school and is recovering from illness, generic calpol/ibuprofen medicine may be administered in school.' This medicine will need to be given to the office with suitable dispensing vessel and the necessary paperwork completed. It will **only be given at lunchtime** and for 1 day only. Parents/carers will also need to ensure that there is a sufficient time lapse between the first morning dose and the lunchtime dosage.

In all cases, we must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These letters will be kept in with the medicine.

### **Pupils with Special Medical Needs – Individual Healthcare Plans**

Some pupils have medical conditions that, if not properly managed, could limit their access to education. (see separate Managing Medical Conditions in School Policy for further details)

These children may be:

Epileptic

Asthmatic

Have severe allergies, which may result in anaphylactic shock

Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. A school nurse may also provide additional background information and practical training for school staff.

Staff will be made aware of any Health Care Plans. Photographs of children with Health Care Plans are displayed in the front of class pupil data files and inside the display board in the office. Individual Health Care Plans are filed in class data files in the office and copies are also kept in a Master Health Care Plans Folder in the office. In the event of illness, these plans will be followed.

### **Storage/Disposal of Medicines**

It is the responsibility of the parents to collect unused medicines from the school and dispose of them accordingly.

### **Recording Procedures of medicines and Accidents**

All records relating to a child must be recorded on their own forms located in the administration cupboard in the office. Every class has its own pupil data folder, where the child's data information, first aid and administered medicines log and Individual Health Care Plans are kept in alphabetical order. All first aid treatments and administered medicines must be recorded with the correct date, time and then signed by the adult responsible for the incident.

Serious accidents that require hospital treatment will be reported to the LA using the relevant forms.

### **Staff Medicines**

All staff medicines must be kept out of the reach of children; either in the staff lockers, bathroom or the fridge, dependent upon storage instructions.

Nadine Fairweather

Appendix 1

### **Splinters**

In line with the advice from the British Health Foundation, First Aiders are able to remove splinters from a child if there is protruding wood from the wounded area following the training guidelines. Splinters that are fully embedded somewhere in the child's body are not to be removed at school. Instead they are to be cleaned and covered with a suitable dressing to minimise further discomfort. Parents are to be told of the child has had a splinter removed, or if they have had an embedded splinter cleaned and covered at the end of the day by the class teacher.

**EQUALITY IMPACT ASSESSMENT**

<b>Part A :- SCREENING EIA</b>							
<b>General Information</b>							
1. Title of the policy or practice being assessed:							
First Aid and Medicines Policy							
2. Aim(s) of the policy or practice being assessed:							
To ensure the school provides all pupils with appropriate First Aid by suitably trained professionals. To ensure that any first aid undertaken is recorded and, where necessary, communicated with parents.							
3. Type of policy or practice being assessed:							
Existing				Proposed			
✓							
4. Name of person responsible:							
For the policy or practice				For completing this EIA			
Nadine Fairweather				Nadine Fairweather			
5. Which members of our school community are affected/likely to be affected by the policy or practice?							
Pupils	Staff	Parents and carers	Governors	School volunteers	Visitors to the school	Other –	
X	X	X					
6. Does or could this policy have a negative impact on any of the following?							
Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation
X	X	X	X	X	X	X	X
<b><i>Undertake a full EIA if any answer is 'yes' or 'not sure'.</i></b>							
7. Does or could this policy help promote equality for any of the following?							
Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation
<b><i>Undertake a full EIA if any answer is 'no' or 'not sure'.</i></b>							
<b><i>Any adverse impacts are explored in Part B :- the Full Impact Assessment below.</i></b>							

