



FIRST AID POLICY

**INCORPORATING
ADMINISTRATION OF MEDICINES**

Review - April 2017

Castle Hills Primary School

Castle Hills Primary School - First Aid Policy

This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' produced by the DfE.

Purpose of this policy

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults

First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.
- All staff will ensure that they have read the school's First Aid Policy.

First Aid Boxes

First Aid Boxes are located in:

- The Main Office
- The Main Corridors
- The staff room

First Aid Boxes should contain

- wrapped sterile adhesive dressings (assorted sizes);
- sterile eye pads
- individually wrapped triangular bandages
- safety pins
- medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- disposable gloves
- No medicine/tablets are to be kept in the first aid boxes.

It is the responsibility of the appointed person (see appendix one) to ensure that the supplies in these boxes are up to date.

Procedures for monitoring incidents

- In the event of any injury or illness a qualified First Aider (see Appendix one of list of trained staff) needs to be contacted as soon as possible.
- During lesson time, or morning break any pupil complaining of illness or who has been injured should be seen by a First Aider.
- During lunchtime any pupil complaining of illness or who has been injured is to be sent to the senior DRA to inspect and, where appropriate, treat.

- All incidents are to be recorded in the schools first aid books
- Where possible constant supervision will be provided for poorly or injured children
- Where the injury or illness requires it, parents or carers should be contacted as soon as possible so that the child can be collected and taken home, however, parents or carers are contacted if there are any doubts over the health or welfare of a pupil.
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and require ambulance help. Should a child be taken to hospital before a parent or carer arrives at Castle Hills a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training
- For their own protection and the protection of the patient, staff that administer first aid should take the following precautions:
 - Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing.
 - Hands should be washed before and after administering first aid.
 - Disposable gloves should be worn.
 - The headteacher or most senior teacher on site needs to be made aware of any serious injury occurring on the day.

Incident Reporting

- All incidents, injuries, head injuries and treatments are to be reported in the First Aid book.
- Parents are to be informed of a head injury with the standard bumped head letter. (See appendix two) The letter outlines the injury and symptoms to look out for.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

- a) Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Headteacher may decide to transport the pupil to the hospital.

ECP (Emergency Care Practitioners) contact number 8448 706800 (for minor injuries)

- b) Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.
- First Aiders are to contact parents by phone if they have concerns about the injury.
 - All serious injuries need to be recorded on a AIR 1 form and submitted to the Local Authority electronically - a copy should be given to the headteacher or most senior person on site.
 - Staff should complete the accident reporting form for employees (AIR1) if they sustain an injury at work. An injured member of staff or other supervising adult

should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Any injury which results in loss of consciousness must be reported to Corporate Safety or the school's responsible person with regard to health and safety as per RIDDOR 2013 to ensure specified reporting requirements are met.

Administration of Medicines

- Wherever possible short term prescription requirements should be taken at home. These should only be administered in school if it is otherwise detrimental to the child's health.
- Labelled medicines are administered by office staff/associate staff providing parents/staff have completed the relevant forms (see appendix 3,4 and 5).
- Medicines are kept in a locked cupboard within the school office.
- Any staff who agree to administer medicines do so on an entirely voluntary basis and cannot be held responsible for loss, damage or mishap to or with the medicines.
- No medicine will be administered by staff unless clear written instructions have been given by parents or guardians and school has indicated it is able to do so.
- Parents or legal guardians must take responsibility to update school of any changes in administration and maintain an in-date supply of the medication.
- All medicines must be clearly labelled with the child's name, route i.e mode of administering oral/aural etc, dose, frequency and name of medication being given.
- Emergency medication and reliever inhalers, will follow the child at all times e.g. to the sports field, swimming, external visits etc.
- The administration of other emergency treatments e.g. Rectal Diazepam or Buccal Midazolam would necessitate staff training.
- A register of asthmatics is kept on the database in the school office.
- PLEASE NOTE: Items such as shop bought lozenges and cough sweets must be handed into the office and accessed from there.
- On request the school will administer non-prescribed drugs to children. Medication must be presented in the original packaging with name and dosage instructions on. A parent wishing non-prescribed medication to be administered must complete the appropriate forms.
- The "Administration of Medicines" forms for parents to complete are available at the office.

Out of School

- Whenever possible a qualified first aider will accompany children on trips out of school however if this is not possible an adult will be appointed to oversee first aid arrangements.
- A first aid kit must be taken.
- All illnesses and injuries that occur on the trip must be recorded and reported once the group returns to school.

Body Spillages

- No person must treat a pupil who is bleeding, without protective gloves.
- All body fluid spillage's (vomit, diarrhoea and blood) must be cleaned as soon as possible with the Body Spillage granules, which are kept in the locked cleaners' cupboard.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper.
- The affected area should then be washed with warm water and detergent.
- Once the spillage has been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for waste disposal.

Conclusion

Parents will be asked to complete and sign a Medical Consent Form when a child is admitted to the school, which includes emergency numbers and consent for the administration of emergency first aid. These forms will be updated periodically. Details of allergies and chronic conditions will be included on this form.

Staff do not act in loco parentis as this has no basis in law. Staff always aims to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind. Guidelines are issued to staff in this regard.

Appendix one

List of qualified first aiders at Castle Hills and the dates their qualifications run out.

Sharon Freeman	JUN 2016
Nicola Lister	JUN 2016
Vicky Parkin	JUN 2016
Jane Bullock	JUL 2017
Kate Ward	JUL 2017
Teresa Henshaw	JUL 2017
Nicola Bennett	JUL 2017
Lindsey Jones	JUL 2017
Caroline Embery	JUL 2017
Sue Hoyland	JUL 2017
Eliza Harman	JUL 2017
Ruth Simister	JUL 2017
Louise Stanley	JUL 2017
Andrea Straw	JUL 2017
Nicole Farrell	JUL 2017

Pediatric & Early Years

Chloe Busfield	OCT 2017
Carole Mjadzelics	OCT 2018

Appendix two - Copy of bumped head letter

Date _____

Dear Parent / Carer

Unfortunately your child _____ has
bumped their head at school today.

We have allowed your child to rest and monitored their well being since the incident.

Should there appear to be any adverse effects such as

1. Vomiting
2. Fits
3. Drowsiness
4. Headaches
5. Double Vision
6. Noisy Breathing

you may want to see to it that your child is looked at by a doctor as soon as possible.

If you would like to talk to us about this matter please don't hesitate to get in touch.

Yours Sincerely

Appendix 3



Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	CASTLE HILLS PRIMARY SCHOOL
Date	/ /
Child's name	
Group/class/form	
Name and strength of medicine	
Expiry date	/ /
How much to give (<i>i.e. dose to be given</i>)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school/setting	

Note: Medicines must be in the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by	[name of member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature _____

Print name _____

Date _____



Appendix 4

Head teacher/Head of setting agreement to administer medicine

Name of school/setting

CASTLE HILLS PRIMARY SCHOOL

It is agreed that (name of child).....will receive(quantity and name of medicine).....every day at (time administered).....

(Name of child).....be given/supervised whilst he/she takes their medication by (name of member of staff).....

This arrangement will continue until (end date of course of medicine or instructed by parents).....

Signed _____
(The Head teacher/Head of setting/named member of staff)

Date _____

Appendix 5



Record of medicine administered to an individual child

Name of school/setting	CASTLE HILLS PRIMARY SCHOOL
Name of child	
Date medicine provided by parent	/ /
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	/ /
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			