

Calverton Primary School

First Aid and Medicines Policy

At Calverton School we endeavour to provide the very best possible care for our pupils, staff and visitors.

To achieve this the school will:

- Have a suitably stocked first aid box in the medical room and EYFS area. All First Aid boxes in the school will conform to the Health & Safety Executive's (HSE) minimum provision.
- Have at least one appointed person to take charge of first aid arrangements
- Provide information to employees, children and parents on the arrangements for first aid.
- Have a procedure for managing accidents.
- Review the arrangements for first aid annually.

First Aid

Staff with First Aid Training:

Liz Steff - based in Medical Room

Jean Norris - based in School Office

Donna Pace - based in Key Stage 1 and EYFS

Vicky Devlin - Based in Nursery

Colette Bruford - based in Year 2

Lyn Mullen - based in Year 1

Jo Neate - Based in Year 6

All these members of staff are fully qualified First Aiders, and have an additional qualification in Paediatric First Aid.

Procedures

Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in the medical waste boxes in the Medical Room. Minor incidents and accidents should be dealt with, wounds cleaned etc and the child returned to the playground when possible and practical.

An up-to-date list of child **medical conditions**, asthma etc is kept in the Medical Room on the wall and in the Front Office.

All accidents should be recorded in the First Aid Record book and a white slip detailing the injury and care given to the child. The class teacher should be informed.

Head injuries

Parents are informed by telephone in case of more serious incidents. All children are given a 'bumped head' letter and a sticker for KS1 children. The child must keep the letter and the sticker visible at all times so that teachers and assistants know of the injury and can talk to the parent / carer collecting the child at the end of the day. All incidents are referred to the class teacher. Details are recorded in the First Aid book.

Accidents

Accidents at Lunchtime

The lunchtime supervisors carry first aid cards which can be given to children with minor injuries who can then take themselves into the medical room.

More serious cases are brought inside to the First Aid treatment area by an adult.

In the event of a more serious accident occurring and lunchtime supervisor not sure whether to move a child:

- Send a child / suitable adult for one of the named first aiders
- Ensure safety of injured child and other children
- Do not take action until the first aider arrives.

Accidents in the classroom

In the event of a child having an accident involving an injury or a suspected injury in class then with another pupil or TA send them to the medical office.

In the event of a more serious accident occurring in the classroom and not sure whether to move a child:

- Send adult / suitable child for the named first aider
- Ensure safety of injured child and other children
- Do not take action until the first aider arrives.

Accident Reporting

All accidents will be recorded and reported according to the Local Authority's guidelines, to include:

- The date, time and place of the incident
- The name and class of the injured person
- Details of the injury and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the person or first aider dealing with the incident

Dealing with Emergencies

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted.

If a child needs hospital treatment in a non urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then a member of staff, probably the Headteacher will drive the child to hospital. The child should be strapped into the back seat and another member of staff should sit in the back with the child. Every attempt to contact the parents will be made by the school.

Precautions for Offsite Activities

Before authorising any off-site activities the Deputy Head will assess what level of first aid provision is needed. It will take into account first aid provided by venues visited and transport systems used. All staff will take a mobile phone for emergencies.

Classes leaving the school premises will take a First Aid bag, and a sick bag containing essential cleaning aids. The first aid bag will conform to the Authority's guidance.

Hygiene Control Guidelines

It is advisable to follow the Hygiene Control Guidelines recommended by the DfES listed below in all instances to provide protection against a range of infections to which staff in schools may be exposed.

The following is the basic hygiene procedure recommended by both Union and the DfES, which should be put into operation in all instances against a range of infections which teachers in schools may be exposed to.

Personal Hygiene

Razors, toothbrushes or other implements which could become contaminated with blood must not be shared

Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.

Sanitary towels and tampons should be placed in the disposal bins provided.

Accidents Involving External Bleeding

Normal First Aid procedures should be followed, which should include the use of disposable gloves.

Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.

Cotton Wool should not be used in cleaning wounds since it is not sterile and could cause infection.

As soon as possible seek medical advice

Splashes of blood from one person to another

- Splashes of blood on the skin should be washed off immediately with soap and water.
- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.

After accidents resulting in bleeding, contaminated surfaces, eg tables or furniture should be disinfected using the appropriate sanitiser.

Staff Precautions

As general policy, if staff giving care to infected children have cuts and abrasions, these should be covered with waterproof or other suitable dressings.

Waste Disposal

Urine and faeces should be eliminated or discarded into the toilet in the normal manner.

Soiled Waste and Bloods should be disposed of in the sanitary bins. These are collected regularly and the contents disposed of by an outside contractor.

Medicines in School

- The administration of medicines is primarily the responsibility of parent/ carers. We do not give medicine **unless a doctor has prescribed it**.
- Wherever possible medicine should be given before or after school. NB Antibiotics, which are prescribed three times a day, can be given at home.
- If medication is required to be given at school then the parent should complete a request form, which can be obtained from the main school office. **Without** this completed form we **cannot** give prescribed medicine. All medicines must be prescribed by a registered medical practitioner. Medicines from any other source **will not be given**.
- It is the parents' responsibility to ensure that the medication is clearly labelled with the pupil's **full name, class, dosage and date**.

Long term Medication

In the event of long-term medication then parents will be invited to meet with the school nurse, and the school's first aider, and a care plan will be drawn up. If these requirements change then the parent should inform the school. Schools should ensure that medicines held on the pupil's behalf are 'in date'. If medicines become out of date, parents should be notified and the medicine returned to them.

Where necessary, staff will be given appropriate training.

Asthma Inhalers

Pupils' inhalers are kept in the Medical Room and can be accessed when necessary under the guidance of a First Aider. The child's name and class should be clearly marked on the inhaler. It is the parents responsibility to make sure that the inhalers are kept in date.