



## **FIRST AID and MANAGING MEDICATION POLICY**

The policy aims to provide clear guidance and procedures to staff and parents. It forms the basis of a supportive environment in which First Aid may be administered to pupils and pupils with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling.

### **FIRST AID**

#### **Health and Accidents to Children or Staff**

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc. that children sustain until the child can, if necessary, receive professional medical treatment.

The school has trained first aiders – please see school list of first aiders.

Most support staff receive regular first aid training.

First aid and medical treatment is available in the school office.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.

First aid boxes for school journeys are stored in the each classroom. Additional supplies are available in the school office.

Playleaders have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head that causes concern, parents will be contacted and given the option of coming to the school to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book, which is kept in the school office, of all actions taken- notes must include how parents were informed if the injury involved the face or head or was severe. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child who goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office.

## **Allergies**

Information about children who suffer from a severe allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary.

## **Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow the Health Protection Agency advice/reporting of diseases. The notice is kept in the school office on the inside of the cupboard door.

**Diabetes** The school will monitor pupils with Diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes must not be left unattended if feeling unwell, or sent to the office unaccompanied. Sharps boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents / carers from the child's GP or Paediatrician and returned to the parents/carers when full for replacement.

## **Head lice**

Incidents of head lice are reported to parents of children in the class where an outbreak has occurred. Our policy is to contact parents if we notice that their child has head lice; we ask them to collect the child and ensure that the infestation is clear before returning to school.

## **MEDICATIONS**

If a child requires prescribed medicines whilst in the school, the parent must complete an Administration of Medicines/Treatment (Form of Consent), which is available from the school office. Once completed these forms should be kept in the school office.

All medication should be stored safely either in the locked fridge in the school office or in the medicine cabinet in the school office. A minimum amount of medication, required by the pupil, will be held in school to accommodate the needs of that pupil

All medication, except inhalers, must be recorded when taken on the appropriate '*Administration of Medicines/Treatment*' Form, which is kept in the school office. All inhalers are kept in the child's classroom.

It is the responsibility of the administration staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

Specific cultural and religious views on a pupil's medical care will be respected but must be made known to the school in writing.

If a child has a medical condition that needs regular administration of medicine/medical procedures the Personal Health Care Plans will be drawn up in consultation with the school, parents and medical professionals. Part of this plan will be to clarify roles and responsibilities.

Medication must be delivered to school by the parent or escort (not sent to school in the child's bag) and given to the Headteacher (or designated person, school nurse or the school's first aider).

Medicines brought into school should be clearly marked with:-

- the name of the medicine
- the pupil's name
- dosage (including method of administration and times)
- special storage requirements

Medicines received will be logged onto the school's drug file,

During residential school trips and visits off school site, sufficient essential medicines and medical charts/health care plans will be taken and controlled by the member of staff leading the party. If additional supervision is required during activities such as swimming, the parent may be required to assist by escorting their child.

The school will provide training for staff in order that they are equipped to administer medical treatment to pupils with medical needs e.g. epipen allergy, diabetes etc. Maintenance of staff training records and annual reviews will be the responsibility of the Headteacher.

The Headteacher will ensure all staff are aware of: -

- \* The planned emergency procedures in the event of medical needs
- \* Designated persons with responsibility for medical care and a list of the staff who are qualified first aiders can be found in the school office and in the Health & Safety Policy.
- \* All staff must be aware of the school's procedure for calling the emergency services (999) and conveyance of pupils to hospital by the safest and quickest means available as directed by the emergency services (car/ambulance). If pupils are conveyed by car, a trained member of staff will attend to escort the child.
- \* Some pupils carry their own medication (inhaler), this decision is based on wishes of parents, age, maturity and ability of individual child.

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