

# JENNETT'S PARK CofE PRIMARY SCHOOL



## First Aid, Managing Medicines and Health Care in School Policy and Procedure

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# Table of Contents

Aims.....	3
Key Personnel.....	3
All staff members are responsible for:.....	3
Parents and carers are responsible for: .....	3
Training of staff.....	3
Medicines .....	4
Emergency medications .....	4
Emergencies .....	4
Guidance for completion: .....	4
All other accidents/ Injuries: .....	4
MEDICAL EMERGENCIES.....	5
Infectious Diseases .....	5
Returning from Absence due to illness .....	5
Day trips, residential visits and sporting activities - following Educational Visits Policy .....	5
Insurance.....	5
Complaints .....	6
First Aid Procedures.....	6
Appendix-1 Procedures .....	7
General First Aid.....	7
For head or other serious injury.....	7
Head Injuries.....	7
Splinters.....	7
Appendix 2 Asthma.....	8
Inhalers.....	8
Asthma Symptoms.....	8
What to do if a child has an asthma attack .....	8
How to recognise a severe attack.....	8
Management of a severe asthma attack .....	9
Appendix 2b Letter to inform parents/carers of emergency inhaler use: .....	10
Appendix 2c CONSENT FORM USE OF EMERGENCY SALBUTAMOL INHALER .....	11
Appendix 3 Allergies and Anaphylactic Shock .....	12
Appendix 4 Diabetes .....	13
Appendix 5 Epilepsy .....	14
Appendix 6 First Aid Risk Assessment for Jennett’s Park CofE Primary school.....	15
Appendix 7 IN AN EMERGENCY and DIALLING 999 FOR AN AMBULANCE .....	16
Appendix 8 - Parental/carers consent to administer an ‘over-the-counter’ (OTC) medicine .....	17
Appendix 9- Parental/carers consent to administer a prescribed medicine .....	19
Appendix 10 – .....	21
Appendix 11 EXCERPT FROM STAFF TRAINING HANDBOOK.....	22
First Aid.....	22

Jennett’s Park C of E Primary school and Nursery is an inclusive community that aims to care for, support and welcome all pupils including those with permanent medical conditions and those who are subject to a temporary illness or injury.

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and ensure procedures are in place to meet that duty. The school has taken into account, the requirements of the EYFS legislation for the younger learners.

## Aims

- To make the school welcoming and supportive to pupils with medical conditions.
- To encourage and support pupils with medical conditions to take control of their care where appropriate and feel confident in the support they receive from the school to help them.
- To include pupils with medical conditions in all school activities where appropriate.
- To work alongside parents and carers of pupils with medical conditions so that they feel secure in the care their children receive in school.
- To ensure children with medical needs attend school regularly.
- To develop the confidence of staff in basic First Aid Training
- To provide training to staff on common medical conditions that affect children in their class or within the school (for example asthma, diabetes, allergy).

## Key Personnel

The Headteacher is responsible for ensuring the policy is actioned appropriately and for developing detailed procedures. The Headteacher ensures that parents are aware of the School's Health and Safety Policy, including arrangements for first aid (DfE Guidance on First Aid for Schools).

## All staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with Care Plans and how to respond when they become aware that a pupil with a medical condition needs help.
- Knowing where individual pupil's medication is stored within school
- Being aware of medical needs in the class and how they may affect taught lessons.
- Undertaking any specialist training offered to support pupils with specific medical conditions.
- Liaising with parents/carers on care given and medical needs, including informing them when medication needs to be replenished or replaced due to expiry of use by dates.

We employ a First Aid Co-ordinator who has responsibility for organising and communicating care plans where regular medication may be required. The role also includes monitoring that the school's First Aid Policy and procedures are being followed.

## Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's care plan.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions agreed within the care plan and they, or a nominated adult, being contactable at all times.

## Training of staff

- Staff involved in administering first aid will receive regular, certified First Aid training
- Newly appointed teachers, supply or agency staff and support staff will be made aware of the school's basic first aid procedures as part of their induction.
- No staff member may administer prescription medicines as part of an individual care plan without the First Aid Coordinator being aware.
- School will keep a record of the individuals supported for their medical conditions, any training undertaken and a list of staff qualified to undertake specific responsibilities under this policy.

## Medicines

Where medication has been prescribed to be taken within school hours, parents/carers must complete and sign a parental consent to administration of medicine form prior to the medication being given. All medicines given must be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered, except in the case of emergency use of an inhaler to relieve asthma. Staff will not force a pupil, if the pupil refuses to comply with their health procedure, to take their medication. Parents will be immediately informed.

Medication will be stored in a first aid cabinet or fridge, in a clearly labelled plastic wallet. Any medication left at the end of the course will be returned to the child's parents. Jennett's Park School cannot be held responsible for side effects that occur when medication is taken correctly. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

Written records will be kept of any medication administered to children. General posters about medical conditions (diabetes, asthma, epilepsy etc.) may be displayed in the staff room and around the school as reminders on procedures and symptoms to all staff.

## Emergency medications

Following current guidelines, the school have both an emergency salbutamol inhaler and emergency auto adrenaline injector onsite. There are for use by children with known and diagnosed conditions which would be prescribed with these medications and would only be administered in an emergency, for example if their own inhaler/auto injector is found to be out of date. Parents sign a consent form for its use in an emergency.

## Emergencies

**General guidelines are:**

- Know your limitations as to your skill as a first aider. If in any doubt seek help.**
- Ensure that any wound is cleaned with only water.**
- Do not apply any antiseptic creams or lotions.**
- Do not administer any medicines unless the school has written authorisation from parents, which must be agreed by the Headteacher.**

We now have only 3 first aid books in circulation 1) EYFS 2) Office 3) Outside Sports

## **READ RISK ASSESSMENT FOR CURRENT GUIDANCE ON FIRST AID WITHIN COVID PERIOD**

### Guidance for completion:

If there is an accident it is the duty of a person who witnessed it to complete the book. All injuries should be seen by a first aider (those wearing green badges). The initial person completes the accident report and first aider signs off (with their initials)

### **SEE SECTION ON HEAD INJURIES**

### All other accidents/ Injuries:

**Seek first aid advice first. If necessary sent to office using a sensible child to GET someone.**

**Remember to:**

- **Check injury**
- **Write in full what happened (this may need an incident report if a major injury)**
- **Tick each of headed items including WHAT has happened & if well enough to stay in school**
- **Add details of treatment**
- **Send the slip home.**

**All accidents that involve adults to be reported BY that adult to**

**<https://www.reportincident.co.uk/bracknell/> . Alison and Liz Savage review books to add those children's accidents that need it.**

## MEDICAL EMERGENCIES

- Medical emergencies will be dealt with under the school's emergency procedures which are communicated to all relevant staff.
- If child/adult is unconscious: the casualty should not be moved.
- Staff will call for help as needed and send for the nearest First Aider to support.
- Where an emergency requiring first aid has occurred, the Deputy Headteacher and the Headteacher will be informed. The First Aid Coordinator will be made aware too.
- The First Aider taking a lead on the emergency situation will liaise with the office request an ambulance if required. The Headteacher/Deputy Headteacher will be made aware.
- Any emergency in which children or staff are sent for further medical treatment will be logged by our Health and Safety lead using RIDDOR.
- Parents will be informed immediately of any emergency including the decision to call an ambulance.
- If a pupil needs to be taken to hospital by ambulance and a parent is not immediately available, a member of staff will remain with the child until their parents arrive.
- If the child has a Health Care Plan, a photocopy will be given to the paramedics to go with the child to hospital as well as child's details.
- Pupils are taught in general terms of what to do in an emergency through PSHE sessions.
- Emergencies involving staff will be dealt with in same way as children following the same procedures. Class cover will be sought immediately as the situation requires.

## Infectious Diseases

Children who are vomiting or suffering from diarrhoea will be sent home and should stay home for a full 48 hours after the last bout of illness.

All children should be encouraged to wash hands regularly, or use hand gel (available from the School Office). If a child is sick in the classroom, then the area must be thoroughly cleaned using equipment available (yellow boxes) – whilst not a pleasant job for anyone, all staff share in the responsibility to keep the school as clean and as healthy as possible.

The '48 hour' rule does not apply to staff – all staff are expected to make the best decision regarding their health and ability to work.

## SEE COVID RISK ASSESSMENT FOR SPECIFIC GUIDANCE ON THAT FOLLOWING PUBLIC HEALTH INFORMATION

## Returning from Absence due to illness

When children return to school following an illness, we **do not** encourage children to miss lessons or to stay indoors during break and lunchtimes. However, there may be occasions where individual risk assessments/Care Plans are written on a 1:1 basis e.g. after a child has sustained a broken limb and children remain inside at play. Parents/Guardians should ensure that the child can cope with the whole school day and create alternative arrangements with school staff if gradual transition is needed.

## Day trips, residential visits and sporting activities - following Educational Visits Policy

All staff attending off-site visits will check the presence of any pupils with medical conditions on the trip and seek necessary information and guidance as to what to do in an emergency. First Aid Kit, asthma kit and personal medication will be taken if a class is off school premises. Reasonable adjustments should be made to ensure pupils with medical conditions can participate in school trips, residential stays and sports activities so that they are not prevented from joining in, unless a clinician states it is not suitable.

To comply with best practice risk assessments are undertaken on all trips. Where children attend trips with specific medical needs, risks and possible emergency treatment needs will be included on the risk assessment. Consultation with parents, healthcare professionals etc. on trips and visits will take place prior to the trips and are additional to the normal day to day care plan requirements for the school day.

## Insurance

Any staff carrying out basic first aid and following school procedures will be supported by the Local Governing Body and are covered by school's Risk Protection Arrangement (RPA).

## Complaints

Any complaints linked to first aid follow usual school complaints procedures. The details of how to make a formal complaint can be found in the School Complaints Policy, which can be found on the school's website.

## First Aid Procedures

Jennett's Park School ensures there are sufficient numbers of staff who are qualified first aiders. Children requiring attention due to illness or injury during lesson time are treated by the Teacher/Learning Support Assistant working in that year group where possible.

Where this is not possible, they will contact another appropriate adult. Where support is required from staff not in the classroom, a pair of children will be sent with a brief written message. The injured child will not be sent out of class for treatment if the injury is assessed to get worse or be aggravated by movement. An adult must always stay with the child in need of medical support.

It is the teacher's responsibility to ensure parents/carers are informed of any minor injury through handing over the first aid slip. For older children who walk home alone, they may take the slip home to show to their parents. In this instance, the teacher is to phone home to ensure the parent is aware to ask for the first aid slip, if further observation/treatment is suggested.

Year group medical information and copies of health care plans are kept in a filing cabinet in the front office. Each class teacher also has a class based list of medical information in class. For children with allergies, special dietary needs are displayed in kitchen.

## Appendix-1 Procedures

### General First Aid

- All staff will use their expertise and judgement to ensure our pupils are given the highest standard of care.
- Always use the disposable gloves provided.
- Cold compresses are kept in freezer in office
- Use alcohol-free wipes (not paper towels) to clean any wound and apply plaster/gauze pad as required.

### For head or other serious injury

#### Head Injuries

**For head injuries DO NOT MOVE the child & send for First aider to check.**

**Minor accidents/ Injuries :**

**If accident occurs and child able to move send with sensible child to a first aider. The initial person still completes the accident report and first aider signs off ( initials)**

- Office staff to inform parents in all instances, even if just to inform, without action, where a head injury has taken place.
  - o If a child needs to go home, the child will wait in the school reception area to be supervised for signs of concussion by office staff.
  - o If, after being made aware of a head injury, parents decide the child can remain in school, the child will wear an "I bumped my head today" sticker and return to class. Any staff supervising will then be aware to look for signs of concussion.
- Details of injury are recorded in the first aid booklet, including action taken, time, date etc..
- First aid treatment slip is to be placed in class tray and handed to the parent at the end of the day to ensure they are aware of treatment and injury sustained.

#### Splinters

Members of staff are not to try to remove splinters. The child should wash their hands thoroughly and parents should be informed of the splinter at pick up time or via phone sooner if immediate treatment is required.

## Appendix 2 Asthma

When a child joins the school parents/carers will be asked to record any ongoing medical conditions, this includes asthma. Parents/Carers of children with asthma will be given an asthma form to complete. From this information, a school asthma register is compiled. They will also need to complete the consent form for the use of the school's emergency inhaler if required.

It remains the responsibility of the parent/carer to seek medical attention where concerns are ongoing, to liaise with the school and update the card if there are any changes in their child's asthma or medication.

We will do everything we can to make sure that our school is favourable to pupils with asthma and reduce the presence of triggers where possible.

### Inhalers

- Immediate access to emergency relief inhalers is essential.
- Each child's inhaler, clearly labelled, and a spacer device where provided, is kept in the classroom.
- Parents/Carers must supply one emergency relief inhaler to the school and must make sure that they are in date.
- The asthma inhalers will be available to the child at all times.
- The child will be encouraged to take their inhaler themselves whenever possible, supervised by school staff.
- Children will NEVER be denied access to their inhaler.
- Following current guidelines, the school has a spare inhaler available that can be used if a child's own inhaler is found to be unavailable or unusable.
- We will inform the parent/carer if their child is using their inhaler device more than usual, as the child's asthma care may need reviewing.

### Asthma Symptoms

Asthma is caused by a reversible narrowing of the airways to the lungs. It restricts the passage of air both in and out as you breathe. The symptoms of asthma occur when the muscles around the airways tighten and the lining of the airway becomes inflamed and start to swell; this leads to a narrowing of the airways. The usual symptoms of asthma are:

- Coughing
- Shortness of breath
- Wheezing
- Tightness in the chest
- Being unusually quiet
- Difficulty speaking in full sentences
- Sometimes younger children will express the feeling of tightness in the chest as a tummy ache.

### What to do if a child has an asthma attack

If an asthmatic pupil in your class becomes breathless, wheezy or starts to cough:

1. Keep calm.
2. Let the child sit in a position they find most comfortable. Many children find it comfortable to sit forwards with their arms crossed on the table.
3. Ensure the child has 2 puffs of their usual reliever using their spacer device if provided. (If the child's inhaler is not working, or found to be out of date, the school emergency inhaler will be given)
4. STAY WITH THE CHILD. The reliever should work in 5 – 10 minutes
5. If the symptoms disappear, the pupil can return to the lesson as normal.
6. If symptoms have improved but not disappeared then give 1 puff of the reliever inhaler every minute for 5 minutes for up to 10 puffs in total.

### How to recognise a severe attack

- The reliever has no effect after 5-10 minutes
- The child is becoming more distressed or unable to talk
- The child is getting exhausted
- You have any doubts about the child's condition



## Management of a severe asthma attack

1. Call 999 or send someone else to the office to call 999 immediately – Inform them the child is having a SEVERE ASTHMA ATTACK AND REQUIRES IMMEDIATE ATTENTION.
2. Using the child's reliever and spacer device give one puff into the spacer Repeat at not more than one minute intervals until the ambulance arrives. The child can have up to 10 puffs in total.
3. Contact parents to make them aware.

## Appendix 2b Letter to inform parents/carers of emergency inhaler use:



## Jennett's Park CE Primary School

Head Teacher: Mrs Elizabeth Savage  
3 Tawny Owl Square,  
Jennett's Park, Bracknell RG12 8EB  
T: 01344 301269  
secretary@jennett.bonitas.org.uk

January 2021

Dear Parent/Carer,

The Department of Health have issued new guidelines on the use of emergency salbutamol inhalers in schools.

From 1<sup>st</sup> October 2014 the Human Medicines (Amendment) (No.2) Regulations 2014 allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies.

The salbutamol inhaler could be used by pupil's if their prescribed inhaler is not available (for example, because it is broken, or empty).

The emergency salbutamol inhaler can only be used by children where we have written parental consent, who have been diagnosed with asthma and where they have been prescribed an inhaler as reliever medication.

If your child meets the above criteria and you are in agreement to the school using an emergency salbutamol inhaler, if needed, could you please complete and return the enclosed consent to the office

Should you have any queries, then please do not hesitate to contact the school.

Yours sincerely,

School Office

## Appendix 2c CONSENT FORM USE OF EMERGENCY SALBUTAMOL INHALER

Jennett's Park CE Primary School

### Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler.
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Name (print) .....

Signed: .....

Date: .....

Child's name: .....

Class: .....

Address: .....

## Appendix 3 Allergies and Anaphylactic Shock

### Definition

Anaphylaxis (also known as anaphylactic shock) is an allergic condition that can be severe and potentially fatal. Anaphylaxis is your body's immune system reacting to a substance (an allergen), such as food, which it wrongly perceives as a threat. The whole body can be affected, usually within minutes of contact with an allergen, though sometimes the reaction can happen hours later.

### Staff

- Staff and volunteers must ensure they do not bring in or consume nut products (which are a known allergen in our school) within the school.
- Caution must be taken when children are cooking or sharing food. This includes gifts and sweets shared for birthdays and Christmas. (For example, Quality Street contain nuts)
- All product packaging used for cooking in school must be checked for warnings directed at nut allergy sufferers and if the following or similar are displayed, the product must not be used in school.
  - o Not suitable for nut allergy sufferers
  - o This product contains nuts

### Parents

- The staff/school must be notified of any known or suspected allergy and provide with all information to complete a detailed health care plan.
- Parents must not bring in any food or treats (such as for birthdays) unless they have checked the ingredients carefully, likewise for snack and lunch box choices.
- Lunch box items will be removed by staff and replaced with snack items if containing nuts or nut products.

### Symptoms

The symptoms of anaphylaxis usually start between 3 and 60 minutes after contact with the allergen. Less commonly, they can occur a few hours or even days after contact.

An anaphylactic reaction may lead to feeling unwell or dizzy or may cause fainting due to a sudden drop in blood pressure. Narrowing of the airways can also occur at the same time, with or without the drop in blood pressure. This can cause breathing difficulties and wheezing. Other symptoms include swollen eyes, lips, genitals, hands, feet and other areas, itching, a strange metallic taste in the mouth, sore, red, itchy eyes, changes in heart rate, a sudden feeling of extreme anxiety or apprehension, unconsciousness, abdominal cramps, vomiting or diarrhoea, or nausea and fever.

Anaphylaxis varies in severity. Sometimes it causes only mild itchininess and swelling, but in some people it can cause death.

### Management

If above symptoms appear in an affected child;

1. The child's auto injector must be used and an ambulance called immediately. Some children have two or more auto injector. If after 5-10 minutes there is no improvement or their condition worsens then the second auto injector should be administered.
2. The school office will then inform parents of the situation and ensure a member of SLT are aware. There should be no delay in calling for an ambulance.
3. Give all relevant information to paramedics i.e. Sequence of events, known drug/food allergies and any medication/treatment given.
4. If the child becomes unconscious and not breathing, a First Aider must commence cardio-pulmonary resuscitation.

The First Aid coordinator and parents are responsible for ensuring auto injectors are replaced and in school with the child.

## Appendix 4 Diabetes

Signs and symptoms can include:

- High blood sugar (normally slow onset of symptoms)
- Excessive thirst
- Frequent need to urinate
- Acetone smell on breath
- Drowsiness
- Hot dry skin
- Low blood sugar (normally quick onset of symptoms)
- Feel dizzy, weak and hungry
- Profuse sweating
- Pale and have a rapid pulse
- Numb around lips and fingers
- Aggressive behaviour.

### **Management:**

For person with low blood sugar give sugar, glucose or a sweet drink e.g. coke, squash followed by a little food.

For a person with high blood sugar: Give insulin, following the child's health care plan. If the casualty can self-administer their insulin then they should do so.

All children with known diabetes in school are visited by the diabetic nurse regularly. The diabetic nurse will train the relevant staff on the child's particular treatment e.g. insulin pump, blood sugar machine.

## Appendix 5 Epilepsy

Epileptic seizures are caused by a disturbance of the brain. Seizures can last from 1 to 3 minutes.

### Signs and Symptoms of a tonic-clonic seizure

- A 'cry' as air is forced through the vocal chords
- Casualty falls to ground and lies rigid for some seconds
- Congested, blue face and neck
- Jerking, spasmodic muscle movement
- Froth from mouth
- Possible loss of bladder and bowel control

*Not all epileptic seizures take this form. First aiders are aware of absences and other seizure types. Children with known epilepsy will be given a care plan, in which their 'common' seizure type will be documented, and staff made aware.*

### Management

#### **During seizure:**

- Do not try to restrain person
- Do not put anything in the mouth
- Protect person from obvious injury where possible
- Place something under head and shoulders if possible

Phone for ambulance if seizure lasts longer than 5 minutes, or if this is the child's first seizure

#### **After Seizure**

Place in recovery position

Manage injuries if needed

Do not disturb if casualty falls asleep but continue to check airway, breathing and circulation

## Appendix 6 First Aid Risk Assessment for Jennett's Park CofE Primary school

Employers have an obligation under the Health and Safety (First Aid) Regulations 1981 to make adequate and appropriate first aid provision for their workforce. It is recommended that someone is able to undertake first aid duties at all times when people are at work.

Although this is not required by legislation, to discharge our duty of care, the number of actual First Aiders also provides a cover of first aid for members of the public who may attend the premises.

First Aid boxes are located **in all class rooms and common areas.**

All kits are checked at least monthly by **Alison Greenwood, the First Aid Co-ordinator.**

The following information must be displayed throughout the premises

<b>First Aid Trained Staff:</b>	<b>Paediatric First Aid Staff ( 6 hr or 12 hour indicated) :</b>
Ballard Louise	Imogen Fallis 12
Maria Rather	Baker Lisa 12
Karen Cooper	Lucy Hirst 12
Louise Rockey	
Gary Plumley	Sharon Bruce 6
Hollie Smith	Gemma Robinson 6
Nicole Keen	Bobby Killick 6
Alison Greenwood	Jen Allen 6
Elizabeth Savage	
Carla Szadowski	Lapsed
Penny Muir	Dhillon Claire
	Claridge Amy
	Alison Greenwood

*(Updated and correct as of 27/01/2021)*

The school leader for Health & Safety must also monitor and keep records of the training dates and renewal dates for the First Aiders.

## Appendix 7 IN AN EMERGENCY and DIALLING 999 FOR AN AMBULANCE

- Staff will call for help as needed and send for the nearest First Aider to support.
- Where an emergency requiring first aid has occurred, the Deputy Headteacher and the Headteacher will be informed. The First Aid Coordinator will be made aware too.
- The First Aider taking a lead on the emergency situation will liaise with the office request an ambulance if required. The Headteacher/Deputy Headteacher will be made aware.
- Any emergency in which children or staff are sent for further medical treatment will be logged by our Health and Safety lead using RIDDOR.
- Parents will be informed immediately of any emergency including the decision to call an ambulance.

Select 9 to get an outside line, then dial 999

Remain calm and listen to the operator on the end of the telephone.

The operator will ask you what service you require, your response will be Ambulance, please.

Listen carefully to what the operator is asking you, answer accordingly.

They will ask what the postal address is. When responding make sure you say that you are calling from a school then proceed to give them the school name followed by the postal address:

**Jennett's Park CE Primary School,  
3 Tawny Owl Square,  
Bracknell,  
RG12 8EB  
01344 301269**

The operator will keep you on the line and ask questions about the patient remain calm and give them as much information that you can and are aware of. If you do not know, then tell them that you do not.

Ask office staff to print off a Data Collection sheet for the pupil so that the paramedics have the information on pupil, date of birth, parent contact details etc.

Check to see if there is clear access for the ambulance, if not ask for cars to be moved.

Direct a member of staff to go to the main gate to look out for the ambulance and have a fob with them to open the gate. Direct the ambulance or paramedic car as required.

- If a pupil needs to be taken to hospital by ambulance and a parent is not immediately available, a member of staff will remain with the child until their parents arrive.
- If the child has a Health Care Plan, a photocopy will be given to the paramedics to go with the child to hospital as well as child's details.
- Emergencies involving staff will be dealt with in same way as children following the same procedures. Class cover will be sought immediately as the situation requires.



## Appendix 8 - Parental/carers consent to administer an 'over-the-counter' (OTC) medicine

All over the counter (OTC) medicines must be in the original container. A separate form is required for **each medicine**.

<b>Child's name</b>	
<b>Child's date of birth</b>	
<b>Class</b>	
<b>Name of medicine</b>	
<b>Strength of medicine</b>	
<b>How much (dose) to be given.</b> <i>For example:</i> <i>One tablet</i> <i>One 5ml spoonful</i>	
<b>At what time(s) the medication should be given</b>	
<b>Reason for medication</b>	

### Duration of medication

<b>Please specify how long your child needs to take medication for</b>	
<b>Are there any possible side effects that the school should be aware of? If yes, please list them here.</b>	
<b>I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.</b>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p> <p style="text-align: center;">Not applicable</p>

<b>Mobile number of parent/carer</b>	
<b>Daytime landline for parent/carer</b>	
<b>Alternative emergency contact name</b>	
<b>Alternative emergency phone no.</b>	
<b>Name of child's GP practice</b>	
<b>Phone no. of child's GP practice</b>	

I give my permission for an authorised staff member to administer the OTC medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer needed.

I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.

I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.

I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school.

The above information is, to the best of my knowledge, accurate at the time of writing.

<b>Parent/carer name</b>	
<b>Parent/carer signature</b>	
<b>Date</b>	

## Appendix 9- Parental/carers consent to administer a prescribed medicine

All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.

A separate form is required for **each medicine**.

<b>Child's name</b>	
<b>Child's date of birth</b>	
<b>Class</b>	
<b>Name of medicine</b>	
<b>Strength of medicine</b>	
<b>How much (dose) to be given.</b> <i>For example:</i> <i>One tablet</i> <i>One 5ml spoonful</i>	
<b>Date dispensed</b>	
<b>Expiry date</b>	
<b>At what time(s) the medication should be given</b>	
<b>Reason for medication</b>	

### Duration of medication

<b>Please specify how long your child needs to take medication for</b>	
<b>Are there any possible side effects that the school should be aware of? If yes, please list them here.</b>	
<b>I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.</b>	<p>Yes</p> <p>No</p> <p>Not applicable</p>

<b>Mobile number of parent/carer</b>	
<b>Daytime landline for parent/carer</b>	
<b>Alternative emergency contact name</b>	
<b>Alternative emergency phone no.</b>	
<b>Name of child's GP practice</b>	
<b>Phone no. of child's GP practice</b>	

I give my permission for an authorised staff member to administer the OTC medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer needed.

I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.

I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.

I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school.

The above information is, to the best of my knowledge, accurate at the time of writing.

<b>Parent/carer name</b>	
<b>Parent/carer signature</b>	
<b>Date</b>	

<b>Date:</b>				
<b>Time Given:</b>				
<b>Dose Given:</b>				
<b>Name of Staff:</b>				
<b>Staff Initials:</b>				

<b>Date:</b>				
<b>Time Given:</b>				
<b>Dose Given:</b>				
<b>Name of Staff:</b>				
<b>Staff Initials:</b>				



## Workplace Health & Safety Risk Assessment



**School:** Jennett's Park CE Primary School    **Date:**

**Job or Work Activity being Assessed:** Example – Broken leg, in removable cast with reduced mobility

List the Hazards?	Who might be harmed & how?	What are you already doing to lower risks?	Any further action needed?	Action by Whom?	Action by?	Done

**Risk Assessment by:**

**Signature:**

Read and agreed by	Signature	Date
Parents		
Class teacher		
Class support		
Child		
Family Support Worker		

## Appendix 11 EXCERPT FROM STAFF TRAINING HANDBOOK

### First Aid

Alison Greenwood is the appointed person overall and it is her responsibility to ensure First Aid kits are well stocked; staff should report any stock needs to her immediately. She is responsible overall for First Aid, Health Care Plans and Administration of Medicines. *Please read First Aid and Health Care Policy.*

Any accident and any first aid administered must be recorded on a form in the office or EYFS office. First Aid may only be administered by those qualified to do so.

General guidelines are:

- ❖ Know your limitations as to your skill as a first aider. If in any doubt seek help.
- ❖ Ensure that any wound is cleaned with only water.
- ❖ Do not apply any antiseptic creams or lotions.
- ❖ Do not administer any medicines unless the school has written authorisation from parents, which must be agreed by the Headteacher.

If, as a member of staff, you have a medical condition that we need to be aware of then please speak in confidence to Mrs Greenwood and Mrs Savage. This is to ensure your own safety.

We now have only 3 first aid books in circulation 1) EYFS 2) Office 3) Outside Sports

*Guidance for completion:*

*If there is an accident it is the duty of a person who witnessed it to complete the book. All injuries should be seen by a first aider (those wearing green badges). The initial person completes the accident report and first aider signs off (with their initials)*

#### Head Injuries

For head injuries DO NOT MOVE the child & send for First aider to check.

#### Minor accidents/ Injuries :

If accident occurs and child able to move send with sensible child to a first aider. The initial person still completes the accident report and first aider signs off (initials)

#### All other accidents/ Injuries:

Seek first aid advice first. If necessary sent to office using a sensible child to GET someone.

Remember to:

- Check injury
- Write in full what happened (this may need an incident report if a major injury)
- Tick each of headed items including WHAT has happened & if well enough to stay in school
- Add details of treatment
- Send the slip home.

All accidents that involve adults to be reported BY that adult to <https://www.reportincident.co.uk/bracknell/>. Alison and Liz Savage review books to add those children's accidents that need it.

**The '48 hour' rule does not apply to staff – all staff are expected to make the best decision regarding their health and ability to work.**

Please refer to the supporting children with medical conditions policy.

#### Infectious Diseases

Children who are vomiting or suffering from diarrhoea will be sent home and should stay home for a full 48 hours after the last bout of illness.

All children should be encouraged to wash hands regularly, or use hand gel (available from the School Office).

If a child is sick in the classroom, then the area must be thoroughly cleaned using equipment available (yellow boxes) – whilst not a pleasant job for anyone, all staff share in the responsibility to keep the school as clean and as healthy as possible.

The '48 hour' rule does not apply to staff – all staff are expected to make the best decision regarding their health and ability to work.

#### Medicines

Requests for administering medicine should be made by parents using the form available from the main school office. The decision to administer medicine is at the discretion of the Headteacher only; staff must not administer any medicine without this authorisation. All medicines should be stored in the main school office. Only prescription medicine will be administered. Sun tan lotion is managed in the same way. Staff must not apply sun tan lotion unless the Headteacher has agreed that the school will do so. Nursery medicine is stored in a lockable First Aid cabinet in Nursery. Medicine will only be put into cups and not spooned directly into children's mouths.