

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



Policy adopted by the Local Governing Body	May 25
Legal Status Requirement	Statutory
Policy / Document due for review	May 28
Web Publishing requirement	Non-statutory

Table of Contents

School Background ..... 3

Aims..... 3

Key Personnel ..... 3

All staff members are responsible for: ..... 4

Parents and carers are responsible for: ..... 4

Medicines ..... 4

Emergency medications..... 5

General guidance for any emergency: ..... 5

First Aid Procedures..... 5

Accidents involving Adults ..... 6

Bump to Head and Head Injury Procedures ..... 7

Infectious Diseases ..... 8

Returning from absence due to illness/injury..... 8

Day trips, residential visits and sporting activities - following Educational Visits Policy ..... 8

Insurance..... 8

Complaints ..... 8

Appendix 1 First Aid Risk Assessment for Jennett’s Park CofE Primary school ..... 9

## School Background

Jennett's Park CE Primary School is openly inclusive Christian school, welcoming all children from the whole community to a caring and happy environment where they can achieve to the very best of their abilities. At Jennett's Park CE we believe that all children are unique and we encourage them to develop their strengths and creativity as individuals. We emphasise the development of the whole-learner physically, intellectually, emotionally and ethically. We wish for children to flourish and achieve under God's Love.

We promise as a staff and community to try to serve the common good with our work as part of the Church of England.

<b>Educating for Wisdom, Knowledge and Skills</b>	To help grow resourceful, resilient and reflective children who are equipped with the skills, knowledge and tenacity empower themselves, their learning throughout their lives.
<b>Educating for Hope and Aspiration</b>	To inspire and enrich lives beyond current opportunities and experiences in order to open minds to the potential their future holds
<b>Educating for Community and Living Well Together</b>	To be a multi-cultural, inclusive community of individuals loved by God who feel valued and involved where we create qualities of character to enable people to flourish.
<b>Educating for Dignity and Respect</b>	That children might know how much that they are loved and valued by so that they might show dignity and respect for themselves and others by carefully and safely thinking through their actions.

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 member of staff 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 recording the dosage and when it was administered.
- 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

### *Prescription Medication*

Where medication needs 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 or an auto injector in the case of anaphylaxis. Staff will not force a pupil to take medication, if a pupil refuses to comply their parents will be immediately contacted. Medication will be stored in a first aid cabinet or fridge. Any medication left at the end of the course will be returned to the child's parents.

### *Over the Counter Medication*

If parents require their children to take over the counter medication the process is the same as for prescription medication, outlined above. Calpol, or other such pain relief medicines will not usually be administered on a regular basis. It is expected that parents would administer these medications themselves, before and after school.

Hayfever medications will not usually be administered by school. It is expected that parents would administer these medications themselves, before and after school. If hayfever medication is required it will only be administered at lunchtimes. The guidance on the packaging will be followed at all times, including where the medication is only to be given for three days. Eye drops will be kept in the child's classroom.

At the end of each term, parents will be asked to collect any medication held in the office. Any medication not collected will be disposed of. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

Records will be kept of any medication administered to children on our electronic system- this alerts parents. 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.

Medical information and copies of health care plans will be kept electronically and will be accessible by relevant staff.

### Emergency medications

Following current guidelines, the school have both an emergency salbutamol inhaler and emergency auto adrenaline injector (epipen) onsite. These are for use by children with diagnosed conditions who have already been prescribed 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 will be required to sign a consent form to allow these to be used in an emergency. A list of children who have permission will be stored electronically. Only children listed can be given the emergency medication. Parents will be informed as soon after as possible if an emergency inhaler or epipen has been administered.

### 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, Headteacher will be informed and if offsite the Deputy Headteacher. The first aid and medical co-ordinator will be also made aware.
- The First Aider (not necessarily coordinator) taking a lead on the emergency situation will liaise with the office to request an ambulance if required. The Headteacher/Deputy Headteacher will be made aware.
- 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 parent/carer arrives.
- 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.
- Any emergency in which children or staff are sent for further medical treatment will be logged by our Health and Safety lead using RIDDOR.

### General guidance for any emergency:

- Know your limitations as to your skill as a first aider. If in any doubt seek help.
- Ensure that any wound is cleaned with running water or an antiseptic wipe.
- Do not apply any antiseptic creams or lotions.
- Do not administer any medicines unless the school has written authorisation from parents.

### 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 or 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 red triangle to the main office. 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 responsibility of the first aider who has administered first aid to log the accident/injury onto the electronic system and generate an email to parents. If it is deemed necessary this can be followed up by a phone call to parents.

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.

### *General procedures*

- 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 or running water (not paper towels) to clean any wound and apply plaster/gauze pad as required.

### *Recording First Aid Incidents*

If there is an accident it is the duty of the person who dealt with the incident/injury to log the details electronically on Medical Tracker. The initial person completes the electronic accident report and generates the email to parents through the electronic system.

Remember to:

- Check injury
- Write in full what happened (this may need an incident report if a major injury)
- Add details of treatment
- Find a first aider to check injury and generate email to parents.

### *Calling Home*

Staff will use their discretion as to when to call parents regarding an accident or illness. Where staff feel that an illness/accident does not impact on the child's learning, they will be encouraged to stay in school.

### *Accidents involving Adults*

**All accidents that involve adults to be reported BY that adult to <https://www.reportincident.co.uk/bracknell/>. First Aid Coordinator and Headteacher to review electronic records to add those children's accidents that need it.**

## Bump to Head and Head Injury Procedures

It is recognised that whilst most bumps to the head are minor, there can be serious consequences. This is the highest type of incident in JPCE requiring intervention 2020-21. Therefore procedures to deal with bumps to the head and head injuries are listed separately in this policy.

### Minor Bump to Head

A minor bump to the head is common in children, of primary school age. If a child is asymptomatic (i.e. there is no bruising, swelling, abrasion, mark of any kind, dizziness, headache, nausea or vomiting) and the child appears well, then the incident will be treated as a 'bump' rather than a 'head injury'.

#### Action to be taken in school for a 'Bump' to the head:

- Child to be assessed by a First Aider and stay with First Aider for 10 mins. If no further symptoms after 10 mins child carries on as normal. If symptoms appear after 10 mins move to treatment for minor head injury or major head injury.
- If a child is asymptomatic, complete the online Medicaltracker form for parents and give the child a bumped head wrist band.
- Class teacher to observe - If pupil begins to display Minor Head injury symptoms, follow Actions to be taken detailed below (if unsure, always consult a colleague). Can phone parents if deemed necessary

### Minor Head Injury – no loss of consciousness.

A minor head injury often just causes bumps, swellings, graze or bruises on the exterior of the head. Other symptoms Include:

- Nausea
- Mild headache
- Tender bruising or mild swelling of the scalp
- Mild dizziness

#### Action to be taken in school for a 'Minor Head Injury':

- Ice pack/cold compress to swelling
- Observation – observe every 10 mins while symptoms remain. Child to be sent back to class when symptoms cease.
- Give the child a bumped head wristband
- Online Medicaltracker form and to be completed and head injury advice sent through Medicaltracker
- Report to class teacher

### Severe Head Injury – loss of consciousness.

A severe head injury will usually be indicated by one or more of the following symptoms:

- Unconsciousness briefly or longer
- Difficulty in staying awake
- Seizure
- Slurred speech
- Visual problems
- Difficulty in understanding what people are saying
- Balance problems
- Loss of power in arms/legs/feet
- Pins & needles
- Amnesia
- Leakage of clear fluid from nose or ears
- Bruising around eyes/behind ears

#### Action to be taken by school:

- Suspect there is a neck injury if unconscious and do not move the child
- CALL 999 FOR AMBULANCE
- Notify parent by phone
- Complete online Medicaltracker form

## 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.

Exclusion periods for other illnesses can be found here  
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

## Returning from absence due to illness/injury

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 a 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 is 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.



## Appendix 1 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 **the First Aid Co-ordinator.**

The following information must be displayed throughout the premises- staff training renewal date- first name and surname.

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