



**OUR LADY OF PITY PRIMARY SCHOOL
FIRST AID POLICY
(INCLUDING MEDICINES, ASTHMA AND HEADLICE)
REVIEWED JUNE 2013**

*Reviewed by the Finance Committee on 12/6/13
Ratified by full governors on 19/6/13*

First Aid Policy Statement

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend to emergency first aid provision, the administration of medicines to dealing with Asthma and headlice.

Purpose

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid and medicines
2. Clearly defines the responsibilities and the staff
3. Enables staff to see where their responsibilities end
4. Ensures the safe use and storage of medicines in the school
5. Ensures the safe administration of medicines in the school
6. Ensures good first aid cover is available in the school and on visits

New staff to the school are given a copy of this policy when they are appointed.

This policy is to be reviewed and updated annually by the Finance (Health and Safety) committee. This policy has safety as its priority. Safety for the children and adults receiving first aid or medicines and safety for the adults who administer first aid or medicines.

First Aid Policy Guidelines

First aid/Paediatric first aid trained staff

Training

Fully Trained First Aiders in School :

Mrs A Edwards	(Teaching Assistant FS2 based at the Annexe)
Mrs N McShane	(Teacher FS2 based at the Annexe)
Miss Ellen Senior	(Teacher FS2)
Mrs K O'Connell	(Teaching Assistant)
Mrs P Wood	(Teaching Assistant)
Mrs J Cullen	(Admin Assistant)
Mrs G Boyle	(Teaching Assistant FS2 based at the Annexe)
Mrs J Byrne	(Teaching Assistant)
Mrs P Gillbanks	(Teaching Assistant)
Mr D Evans	(Teacher)
Mrs C Taylor	(Teaching Assistant)

Appointed First Aiders

Fiona Adams	(Teaching Assistant)
Kath Simpson	(Teaching Assistant)

With 10 fully trained first aiders (including two based at the Annexe site), there should always be one on the school premises at any one time. Fully trained first aiders attend retraining courses as required.

Defibrillator trained staff

- Gail Boyle
- Caroline Taylor
- Annie Edwards
- Tony Bolger
- Kim O'Connell

First aid kits

First aid kits are readily available for use at all times.

They are stored in the First Aid Room, the office and on top of the first aid cupboard in the infant corridor.

The annexe site store their first aid kit in the classroom.

Ice packs are stored in the freezer in the freezer in the first aid room.

Bumped heads

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated by observation and/or firm compression in the event of a swelling. Parents and guardians will be informed BY TELEPHONE if deemed necessary. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident file. In addition a bumped head note should be issued to the child.

Accident file

The accident file is located in the first aid room.

It is stored in the classroom at the annexe site.

Each child has an individual record which will continue to be stored after they have left the school.

For major accidents involving hospital/medical treatment, a further form (M13) must be completed within 24 hours of the accident. These forms are located in the accident file in the school office. These forms need to be signed by the Headteacher, 2 copies should be taken and placed in the accident file and the child's file. The original copy should be forwarded to the Local Authority.

Calling the emergency services

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office.

Medicines in School

Parental permission

Medicines will not be administered unless they have been prescribed by a doctor and we have written permission of parents. Medicines forms are available from the school office and on the school website . Once permission is received this must be countersigned by a

member of the office staff and the authority will then be stored in the First Aid file located in the school office/First Aid room.

Permission forms for the annexe are kept in the classroom.

Where medicine is stored

No medicines should be kept in the class or in the child's possession (except inhalers). All medicines are kept in the first aid room. EPIPENS are kept in the red cupboard in the school office.

Administration of medicines takes place in the first aid room.

Medicines at the Annexe site are kept in a locked room next to the kitchen and are generally administered in the classroom.

Administration of medicines file

When medicine is administered, staff must complete and the date administration of medicines book in the first aid cupboard. Before administering medicines, staff should read this dates entry section of the form to check that the medicine has not already been administered.

Asthma and other medical problems

At the beginning of each academic year, any medical problems are shared with staff and a list of these children and their conditions is kept in the class profile. New photographs and signs are made of children with severe medical problems such as asthma. These signs and notices are displayed,

1. In the class register
2. In the school office
3. In the school kitchen
4. In the staffroom
5. In the First Aid room

Epipens and anaphylaxis shock training

Some children require epipens to treat the symptoms of anaphylaxis shock. Epipens are all kept

- On the window ledge nearest to the door into the junior staff room
- On top of the first aid cupboard in the office
- On top of the first aid cupboard in the infant corridor.

Epipens must not be kept in the fridge or be locked away as they must be easily accessible at all times. EPIPENS for junior children are kept in the red cupboard in the school office. EPIPENS for infant children are in the red first aid cupboard in the infant corridor outside

Staff receive regular training on the use of epipens.

Last staff epipen training November 2014

Inhalers

Children have their inhalers with them at all times. Key Stage 2 children are expected to take their inhalers with them whenever they do rigorous activity. Key stage 1 children will keep their inhalers with their class teacher for safety.

OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS.

In the event of a child having an asthma attack, who has no inhaler, the parents must be sought quickly by phone to give permission for the administration of someone else's inhaler. If parents cannot be located, then the emergency services will be contacted and they would give permission for the sharing of the inhaler.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child has headlice we will inform you and ask you to collect your child and they should be returned following treatment.

When we are informed of a case of headlice in school, we send a standard letter to the year group where the case has been identified.

Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed if identified as a virus.

If your child has any of these infections they will need to stay off school for a prescribed period of time. The Head Teacher or school office will advise Timescales.

Where first aid has been administered and an injury has been sustained, first aiders will seek a second opinion if in doubt about the necessity for further treatment.