



**FIRST AID POLICY
(INCLUDING MEDICINES, ASTHMA AND HEAD LICE)**

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 head lice.

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) panel. 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 in school

With fully trained first aiders, there should always be one on the school premises at any one time. Fully trained first aiders attend retraining courses as required.

First aid kits

First aid kits are readily available for use at all times. They are stored in the First Aid Room. Small first aid kits are stored in red boxes in every classroom.

Ice packs are stored in the fridge/freezer in the First Aid Room and Infant Staffroom.

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 files are located in the First Aid Room. Infant files are located in a locked cabinet in the Library.

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 First Aid Room. These forms need to be signed by the Head of School, 2 copies should be taken and placed in the accident file and the child's file. The original copy should be forwarded to Jeanne Fairbrother Associates.

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 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. Once permission is received this must be countersigned by a member of the office staff and the authority, it will then be stored in the First Aid file located in the school office.

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 school office. EPIPENS are kept in the school office or taken out for school trips. Administration of medicines takes place in the school office.

Administration of medicines file

When medicine is administered, staff must complete and date administration of medicines file stored in the school office. Before administering medicines, staff should read the date in entry section of the form to check that the medicine has not already been administered.

Asthma, Epilepsy 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 allergies/asthma/epilepsy. These signs and notices are displayed,

1. In the classroom
2. In the school office
3. In the school kitchen
4. In the staffroom

Epipens and anaphylaxis shock training

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

- On the wall In the school office

Epipens must not be kept in the fridge or be locked away as they must be easily accessible at all times. Staff receive regular training on the use of Epipens. Regular bus escort carry spare Epipens on the bus for emergency reasons.

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. Regular bus escort has a first aid kit with inhalers to be used on the bus in emergency situation.

OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS. School office has a number of spare inhalers for emergency situations.

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 school's inhaler. If parents cannot be located, then the emergency services will be contacted and they would give permission for administering of the inhaler.

Head Lice

Staff do not touch children and examine them for head lice.

When we are informed of a case of head lice in school, we send a standard email to the year group where the case has been identified. Child should return to school after treatment.

Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions are advised to stay out of school for 48 hours after the last symptom has elapsed if identified as a virus.