

# WHITEHILLS PRIMARY SCHOOL

*"...putting children first..."*



## **FIRST AID POLICY** *Including Administration of Medicines*

*Date reviewed: September 2021*

*Reviewed by: Alison Amos*

*Ratified by Governors: September 2021*

## Provision for First Aid

First Aid boxes are provided at suitable points in every classroom as well as the staff room, office, Studio and medical room. Teachers should take the school First Aid bag with them on all educational visits in case of minor accidents.

Each box contains only First Aid requisites and a list of contents.

Contents of classroom First Aid kits;

2 medium sterile wound dressings  
1 eye pad  
1 sterile pad  
20 plasters  
2 triangular bandages  
Surgical gloves of various sizes  
1 eye wash  
Adhesive tape  
Burns Gel (boxes in staff room, medical room, FS2 and studio)

A first aid bum bag is also taken out at playtimes and lunchtimes to deal with minor grazes.

## Emergency Procedures

### Illness or accident

If anyone should become ill or suffer injury, as a result of an accident, the procedures below should be followed:

First Aid should be rendered but only as far as knowledge and skill permit. The patient should be given all possible reassurances, and any danger should always be removed.

All staff should be aware of the fully trained members of staff. Their names and photos are displayed in the Medical room, each classroom and in the office.

A First Aider will be in the medical room at playtimes and on call at lunchtimes on a rota basis. Lunch time supervisors will deal with minor injuries but anything more severe the child will be taken to see the First Aider.

A First Aider should be summoned immediately at any point in the day if circumstances necessitate.

Plastic/surgical gloves **must** be worn in all circumstances.

All open wounds **must** be covered.

All cuts and grazes should be cleaned with water or a saline wipe only, antiseptic should not be used.

Ice packs are available in the freezer in the medical room for use with bruises, bumps and suspected Sprains and strains.

AMEY are responsible for mopping up of bodily fluids.

## Transport to Hospital

If an ambulance is required the emergency "999" service should be used. Staff making the call need to be with the patient. Pupils should not be transported to hospital in a staff member's car. If it is necessary to transport an adult to the casualty department without using the ambulance service, it should be noted that this should always be on a voluntary basis, and a member of staff should accompany the patient. (If a member of staff uses their own car for these purposes they must ensure that they have obtained specific cover from their insurance company.)

These will be cases of a less severe nature than those requiring transport by ambulances. Wherever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

### **Qualified First Aiders:**

Currently the First Aiders are;  
Mrs Amos – First Aid Coordinator  
Mrs Currell  
Nicky Wandford  
Jenny Flude  
Vikki Underwood  
Chloe Wootton

All staff are responsible for replenishing First Aid equipment used in the classrooms. Alison Amos is responsible for replenishing and ordering First Aid consumables in the Medical room.

The telephone numbers of the local hospital and GP's is available in the school office.

### **Notification to parents if accidents/ illness occurs:**

Parents or the designated emergency contact will be notified if a child has had an accident or feels ill in school and briefly and sensitively informed of the child's condition. The parent will be asked to collect the child from the school as soon as possible. The child will remain in their classroom (or Reception area provided a responsible adult is with them) until collection.

If hospitalisation is required the parent will be requested to come to the school and collect the child. If the condition is serious or life threatening and parents cannot be contacted the child will be taken to hospital by ambulance, accompanied by a member of staff. The school will continue to try to contact the child's parents.

**If in any doubt call an ambulance – it is better to be told that it was not necessary that a child suffer unnecessarily.**

### **Accident Forms:**

These should be filled in as soon as possible after the incident when more than simple First Aid is required. Every case of injury or accident must be reported by filling in an accident form.

All serious injuries must be reported to the LA via their official accident form. These pupil accident forms are in the school office and should be filled in after any accident.

Completed forms should be passed immediately to the Head Teacher who should investigate the accident and countersign the form.

An official accident form must be completed for all accidents to employees and members of the public however minor.

Reports of accidents to adults need to be reported on a special NCC form, which is held centrally in the school office. These forms are used to report to NCC via an online reporting system.

In the event of any injury requiring First Aid a letter or text should be sent to parents detailing the nature of injury.

### **Head Injuries**

If a child receives a severe bump to his/her head it is essential that the parents are informed by the office or the class teacher. A letter informing them of the injury should be sent to parents even if they have been previously contacted. All minor bumps should be recorded in the First Aid file kept in the medical room –

these must then be sent to the school office - text messages to be sent prior to filing in the accident forms file.

### **Emergency Signs:**

All Emergency Exits are adequately sign posted throughout the school.

### **Asthma:**

The school has a separate medication policy which included asthma.

### **Aids/ HIV Virus:**

All staff dealing with any bodily fluids **MUST** wear surgical gloves to protect themselves and the patient.

### **Children with specific Medical Conditions:**

There is a list plus photographs of all children who have medical disabilities displayed in the medical room cupboard detailing their problems and the special treatment or actions they require.

### **Epipens:**

Epipens are kept on the board in the medical room. A second pen is kept with the class teacher. All staff are trained annually by the school nurse in the use of these pens.

## **ADMINISTRATION OF MEDICATION IN WHITEHILLS PRIMARY SCHOOL**

The Governors and staff of Whitehills Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so.

Prescribed medications and some over the counter medication will be given at the discretion of the Headteacher.

Medication will not be accepted anywhere in school without complete written and signed instructions from parent/carer.

Only reasonable quantities of medication should be supplied to the school by a responsible person (no more than one week's supply) and recorded in the Medication Administration Records File.

Each item of medication must be delivered in its original container and handed directly to the school office or to a nominated person authorised by the Headteacher. A school administration of medication authorisation form must be completed before medication can be given.

Each item of medication must be clearly labelled with the following information:

- a. Pupil's name
- b. Name of medication
- c. Dosage
- d. Frequency of dosage
- e. Date of dispensing
- f. Storage requirements (if important)
- g. Expiry date (if available)

The school will not accept items of medication which are in unlabelled containers.

Medication to be administered in school will be kept in a designated clearly identified locked cupboard in medical room or in the fridge. Some medication like inhalers will be kept in the child's classroom. Epi/ Jext pens - one to be kept in the classroom and one in the medical room.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. Separate, formally agreed arrangements are acceptable on educational visits that involve an on over-night stay and follow Northamptonshire County Council recommendations. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate safe supervision cannot be guaranteed.

The School will inform the school nurse of any pupil, who has been prescribed a controlled medication e.g. Methylphenidate (e.g. Ritalin, Equasym). Controlled drugs are subject to the prescription requirements of Drug Regulations. The prescribing doctor is responsible for informing the patient when a drug belongs to this group. They are most unlikely to be prescribed to children at school except Methylphenidate (e.g. Ritalin, Equasym)

Each item of medication must be delivered in its original container and handed directly to the school office or to a nominated person authorised by the Headteacher. A school administration of medication authorisation form must be completed before medication can be given.

Each item of medication must be clearly labelled with the following information:

- h. Pupil's name
- i. Name of medication
- j. Dosage
- k. Frequency of dosage
- l. Date of dispensing
- m. Storage requirements (if important)
- n. Expiry date (if available)

The school will not accept items of medication which are in unlabelled containers.

### **Review of Emergency Procedure:**

Annually it will be necessary for a review to be carried out of the provision of First Aid in the school and the emergency regulations; where necessary the head will make recommendations for improving the procedure laid down.

Pupils and staff should be familiar with all these arrangements.

## Appendix 1

### Procedures related to Coronavirus.

If a child becomes unwell with Coronavirus symptoms whilst in the setting, the First Aider will be called. The First Aider will be wearing PPE consisting of: gloves, mask and apron. The First Aider will assess if the symptoms are Coronavirus related.

#### Coronavirus symptoms:

- a high temperature – Temperature will be checked (Anything over 37.8 degrees will be regarded as high)
- a new, continuous cough
- a loss of, or change of sense of smell or taste

Anyone displaying Coronavirus symptoms whilst in the setting will be sent home immediately. Parents will be called and the child will wait with the First Aider in an isolated space until they are collected. Once the child or member of staff has left the setting the area should be cleaned thoroughly. Children and adults can access a test via the government website. If the child or staff member tests negative they can return to school. If the child or staff member tests positive, they need to isolate for 10 days from the date of the positive test.

Children will be assessed for other symptoms and sent home as the usual policy suggests. E.g. Sickness remain at home for 48 hours after the last bout.