



Oxhey Wood and Warren Dell Primary Schools

Reviewed: February 2018	Reviewed by: Jenny Morley and staff
AGB: R&P	To be reviewed: Spring 2020

First Aid and Medical Needs Policy (HCC model policy)

Dealing with Injuries

The vast majority of school-based injuries, such as grazes, require minimal treatment and can be dealt with by most members of staff acting in a sensitive and caring manner. However, staff are not expected to deal with first aid issues if they do not feel confident or competent to do so.

The school have trained paediatric first aiders in the Foundation Stage and school – lists in all areas of school. Some staff have had basic first aid training and the school nurse conducts training on an annual refresher on when and how to use an epipen and asthma inhalers. Additional training is given if children, with diagnosed medical conditions are admitted and a care plan is formulated and agreed between medical professionals, parents/ carers and the school.

A list of first aiders is displayed in classrooms and outside of the first aid/ resources room.

Medical Protocols

Those children with ongoing medical conditions which may require the administration of first aid or medicine during the school day have a medical protocol (Appendix A & B). These are reviewed annually with advice sought from the school nurse, signed by the parents and include a photograph of the child. Protocols are displayed alongside the first aid cabinet, in the main office, in the staffroom and a copy is held in the child's register and in the classroom. Parents are expected to provide medical equipment and appropriate disposal facilities; for example, to dispose of insulin needles.

Medicines

We comply with the DFES guidance, **Managing Medicines in Schools and Early Years Settings (DES 2005 and managing medicines in school 2015.)** A copy is available in school. Parents are expected to complete a form (Appendix C) and consent must be given by the Headteacher (Appendix D.) All prescribed medicines which have been formally agreed are kept locked in the first aid room or in the staffroom fridge when necessary. A record will be kept whenever medicines are administered (Appendix E).

Location & Storage of First Aid Equipment

First aid equipment is stored in the first aid room, situated off the main corridor, adjacent to the ladies toilets. Stock is regularly checked and ordered by a nominated member of staff. First aid equipment for Early Years is kept in a portable green bag, hung in the central area.

Minimal injuries

All first aid administered is recorded in a log in the first aid room or FS. When logging the injury it is important to log what first aid was administered. The head teacher monitors the records at least once a term.

Head Injuries

Ice packs are available from the first aid room. A number of instant ice packs are available to take on trips. These are kept in the medical room. All head injuries, even minor bumps are recorded in the first aid log in the green file in the cabinet. Where staff have concerns about a head injury, parents/ carers will be called. Again all injuries will be logged in the first aid book and a note will be sent home to parents.

Blood Injuries

All staff are aware of the necessity of wearing gloves when dealing with blood. Disposable vinyl gloves are available in the first aid room, along with first aid kits to take out on trips. Injuries which result in blood loss are always covered to avoid infection. There is a disposable yellow bin bag in the first aid room to contain items which have been contaminated by blood.

Asthma

All staff are aware of pupils that have asthma and staff should know where a child's inhaler is at all times. A child should be able to say when they need to take their inhaler. A spare inhaler should be kept in the classroom cupboard in a clearly labelled box. Staff should ensure that a pupil has an inhaler with them whenever they leave the school i.e. on field trips. A nominated member of staff is responsible for requesting new inhalers if due to run out/ expire.

Breaks and lesson time

Children should be sent to the office with a buddy where a member of the admin team will deal with the child and record their illness/injury.

Lunchtimes

First aid requirements at lunchtime are usually dealt with by our Mid-day Supervisory Assistants who have had first aid training. However, any serious concerns are always referred to the Headteacher or member of SLT.

Emergency Procedures

Each classroom has a red card to summon assistance in an emergency.

First aid kits are carried on all trips outside school, including swimming lessons. This is recorded on all risk assessments.

If an ambulance is required, another member of staff will dial 999 to allow a first aider to remain with the casualty. A copy of the casualty's medical details will be taken from school files, copied and handed to paramedics when they arrive, to accompany the casualty to hospital. Parents will be called. If the casualty is taken to hospital before parents/ carers can be with the casualty a member of staff will accompany the casualty to hospital. Once the casualty has been assessed by paramedics and either taken to hospital, taken home or deemed fit to stay, the relevant forms (RIDDOR or IDOR) will be completed, photocopy taken and the original will be sent to HCC Education H&S Team at County Hall.

Sending Children Home

The Head or member of SLT must be consulted before contacting parents. Children will not be allowed to walk home alone. If the Head/SLT feels that the child should attend hospital

then either an ambulance will be called or the child's parents will be asked to collect the child, depending on the severity of the accident.

Foundation Stage

Before admission, parents/carers complete forms relating to special health requirements, concerns and allergies (see appendix F.) Separate first aid and medicines records are kept within the Foundation Stage. Children with known medical conditions will have a personal medical protocol.

Training

Qualified professionals are employed to provide training to staff, such as recommended First Aid trainers or the school nurse. All staff are encouraged to participate in the training but are not obligated to administer medication. A record of staff training is held in the school office (Appendix G.)

Equality

In accordance with the Equality Act 2010 we seek to;

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the act
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Our community cohesion policy is part of our commitment to the Equality Act. We offer as a school to read through and translate all correspondence with our community so that all members of our community can access information equally.

References

This policy should be read in conjunction with the relevant passages in:

The *School Standards and Framework Act* (1998), regarding adults working in school;
The *Human Rights Act* (October 2000);

And the following policies: Special Educational Needs Policy, Volunteer Policy, Homework Policy, ICT and E-safety policy, Child Protection Policy, Equality Policy

APPENDIX A

FORM 3A

Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine

Name of School/Setting

Name of Child:

Date of Birth:

Group/Class/Form:

Medical condition/illness:

Medicine

Name/Type of Medicine (as described on the container):

Date dispensed:

Expiry date:

Agreed review date to be initiated by
[name of member of staff]:

Dosage and method:

Timing:

Special Precautions:

Are there any side effects that the school/setting needs to know about?

Self Administration: Yes/No (delete as appropriate)

Procedures to take in an Emergency:

Contact Details

Name:

Daytime telephone number:

Relationship to child:

Address:

I understand I must deliver the medicine personally to [agreed member of staff] and accept that this is a service that the school/setting is not obligated to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date:

Signature(s)

Relationship to child:

Appendix C

Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of School/Setting

Date

Child's Name

Group/Class/Form

Name and strength of medicine

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Expiry date

How much to give (i.e. dose to be given)

When to be given

Any other instructions

Number of tablets/quantity to be given to school/setting

Note: Medicines must be the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact

Name and phone no. of GP

Agreed review date to be initiated by
[name of member of staff]:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: Print Name:

If more than one medicine is to be given a separate form should be completed for each one.

From: **MANAGING MEDICINES IN SCHOOLS AND EARLY YEARS SETTINGS (DES 2005)**

APPENDIX D

Confirmation of the Head's agreement to administer medicine

Name of School/Setting

It is agreed that _____ *[name of child]* will receive

_____ *[quantity and name of medicine]* every day at

_____ *[time medicine to be administered e.g. Lunchtime or afternoon break].*

_____ *[name of child]* will be given/supervised whilst he/she

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takes their medication by _____ *[name of member of staff]*.

This arrangement will continue until _____ *[either end date of course of medicine or until instructed by parents]*.

Date:

Signed:

[The Head teacher/Head of Setting/Named Member of Staff]

From: **MANAGING MEDICINES IN SCHOOLS AND EARLY YEARS SETTINGS (DES 2005)**

APPENDIX E

Record of medicine administered to an individual child

Name of School/Setting

Name of Child

Date medicine provided
by parent

Group/class/ form

Quantity received

Name and strength of

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medicine

Expiry date

Quantity returned

Dose and frequency of
medicine

Staff signature

Parent signature

Date _____

Time Given _____

Dose Given _____

Name of member of
staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given _____

Name of member of
staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given _____

Name of member of
staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given _____

Name of member of
staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____

APPENDIX F

Extract from Foundation Stage Confidential Entry Record

Health Record

Child's Doctor Telephone

Name and Address of Surgery

Name of Health Visitor.....

Medical History

(please continue on a separate sheet if necessary)

Any known allergies

Does your child suffer with any medical conditions e.g. asthma, eczema, fits

.....
.....

Does your child take prescribed medication (please give details)

.....
.....

If your child needs to take prescribed medication (eg asthma inhaler) you must complete a medical form (MED1) which is available from the school office.

In cases where pupils have been prescribed medication by a doctor, which they need to take after they are well enough to return to school, we ask parents to come in to administer this medicine wherever possible. If this is impossible please speak to the school office to make arrangements for the medicine to be administered in your absence. When pupils need medication for long term conditions, arrangements can be made for this after speaking to the headteacher.

Any other medical information you feel we should know (please include operations, hospital stays, concerns about sight, speech and hearing etc)

.....
.....
.....
.....

Medical emergency

In the event of more serious incidents, which we think might require hospital treatment or advice from other professionals, we will contact parents immediately. However, we also require your permission to seek emergency advice or treatment just in case we can not make contact with you.

I give permission for school staff to seek emergency advice or treatment:

Signed Date

.....
(Parent/guardian)

APPENDIX G

Staff training record - administration of medicines

Name of School/Setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm that _____ *[name of member of staff]*

has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (please state how often)

Trainer's signature:

Date:

I confirm that I have received the training detailed above.

Staff signature:

Date:

Suggested Review Date:

APPENDIX H

First Aid Kit Contents

There is no mandatory list of contents set down by HSE or DCSF. **Minimum** provision is suggested for a low risk workplace by HSE and DCSF.

- a first aid guidance leaflet
- 20 individually wrapped sterile adhesive dressings [assorted sizes]
- two sterile eye pads
- four individually wrapped triangular bandages
- six safety pins

- six medium [12cm x 12cm] individually wrapped sterile unmedicated wound dressings
- two large [18cm x 18cm] individually wrapped sterile unmedicated wound dressings
- three pairs of disposable gloves

The Paediatric First Aid Association [PFAA] would endorse the above list for use with children. The PFAA would recommend the plasters included are hypoallergenic and would add items such as "melolin" and "micropore", round ended scissors, gauze swabs, round ended scissors and a face shield for CPR.

HSE suggest a travelling first-aid kit could include

- a first aid guidance leaflet
- 6 individually wrapped sterile adhesive dressings [assorted sizes]
- two individually wrapped triangular bandages
- two safety pins
- one large [18cm x 18cm] individually wrapped sterile unmedicated wound dressings
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

Date.....

To the parents of.....

.....bumped their head today. An ice pack was applied and they

have been fine in school.

Signed.....

Date:

To the parents of.....

Please could you supply a new..... as it is running out/

expires on.....

Please send a replacement in by

Signed.....