

# **First Aid and Medicine Policy**

(Reviewed and updated January 2017)

## **Rationale**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure all children are given the same care and understanding in our school. This care should extend to emergency first aid provision, the permission of administering medicines and dealing with asthma and making awareness of head lice.

## **Purpose**

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of first aid and medicines.
- Give clear instructions to all staff on roles and responsibilities.
- Enables staff to see where their responsibilities end.
- Ensures the safe use and best accessible storage of medicines in the school.
- Ensures the safe administration of medicines in the school where appropriate.
- Ensure good first aid cover is available in the school and on visits.

## **Guidelines**

Policies are easily accessible to all staff and appropriate persons. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving or administering first aid and medicines.

## **Conclusion**

The administration and organisation of first aid and medicines provision is taken very seriously at Trellech Primary School. The school has links to outside medical professionals for advice and medical and first aid updates.

## **First Aid and accidents in school**

### **Training**

Mrs Llewellyn, Mrs Ruck and Miss Phillips hold a 'First aid at work' certificate and undergo training every three years.

### **First aid kits**

The school have portable First Aid Kits, as well as a stock of First Aid equipment kept in the wet areas of both departments. There is also a main supply of First Aid equipment kept in the Medical Room. All teachers take an emergency First Aid kit on any visit outside school.

### **Contents of the First Aid Boxes**

- Sterile plasters (assorted sizes)
- Two sterile eye pads
- Two individually wrapped triangular bandages
- Sterile gauze
- Antiseptic wipes
- Sick Bags
- Instant cold packs
- Disposable non-latex gloves
- Foil blanket

### **Cuts/Plasters**

All open cuts should be treated with a medi wipe and a plaster is applied if necessary. All allergies are checked with the child and by medical records. For larger cuts, a gauze dressing may be used. All injuries are recorded in the accident file no matter how minor. All members of staff are advised to use rubber gloves when dealing with any injury.

### **Bumped heads**

Any bump to the head is recorded and a parent will be informed if the condition of the child deteriorates or there is an obvious raised bump. Serious head bumps are treated with an ice pack and monitored. Head bump stickers are available to comfort smaller children.

## **Accident Record Book**

There is an accident record book in Foundation Phase and KS2 near the first aid box. All incidents on and off site must always be **recorded, dated** and **signed** no matter how minor. For major accidents, a further county form must be completed within 24 hours of the accident. These forms are located in the office. The forms need to be signed by the head teacher, a copy taken and placed in the child's file and the original copy forwarded to county. Likewise, any accident involving staff must be recorded on an appropriate form in the office. Parents **should only** be contacted for a serious head bump, possible break or a serious graze. A small note explaining the incident can be sent home to a child in distress.

## **Calling the emergency services**

In the case of major accidents, it is the decision of the trained first aider at work in consultation with SMT or the doctor's surgery whether 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 staff are unable to contact parent/guardian of the child then it is up to the discretion of the first aider about whether the emergency services are called or in the case of a possible broken bone the head teacher and another member of staff can assist the child to hospital. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and adults are located in the school office.

## **Medicines in school**

Medicines will not be administered unless the pupil has a specific illness and where LA training has been provided to staff. E.g. Epilepsy and diabetes.

Parents are welcome to come into school to administer medicine to their own children where required or as a matter of emergency, the head teacher can administer medication with signed permission.

## **Where medicine is stored**

No medicines should be kept in class or in the child's possession, except the use of inhalers. Please see below for epilepsy medication storage.

## **Epilepsy**

Currently no children at Trellech Primary School have epilepsy needs, however many staff are trained, including first aiders.

### **Epi-pens**

Child A requires an epi-pen to treat the symptoms of anaphylaxis shock. Her epi-pen is stored in the staff room. Staff have received training on the use of epi-pens and particularly the needs of child A. Her care plan is accessible to all staff and kept in the staff room.

### **Other medical conditions**

All staff are made aware of any children who have a medical condition. Their information and care plan regarding this is clearly displayed in the staff room and located on the back of each classroom door. A spread sheet is now accessible for the use of supply teachers highlighting medical conditions and needs of certain children.

### **Head lice**

Staff do not touch children and examine them for head lice. If we suspect that a child has head lice, or we are informed by parents, a generic letter is sent home to all parents.

### **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.

### **Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox etc, we will look at the child's back, stomach, arms and legs. In this case, another adult would be present. In such cases, parents are contacted and advised to seek medical advice.

### **Defibrillator**

A defibrillator is located outside Trellech Stores.

**Directions:** Turn left out of the school gates, walk 500yds where Trellech Stores is located on the left.

### **Splinters**

If a child comes into school with a splinter then first aid will not be administered. If a child has a splinter in school then first aid will be administered as long as the splinter is not embedded under the skin.

### **Yellow bags**

A blood waste bin is located in Foundation Phase and KS2. Any equipment such as gloves, plasters, medi wipes etc need to be disposed of into that bin. The bin must be lined with a yellow bag and disposed of at the end of a day. Sick must be disposed of in a yellow bag as well as anything that has been in contact with it.

### **Required Absence Time from School**

If your child has an infection or illness other than vomiting, diarrhoea or tummy bug there may be a requirement to keep them away from school to avoid infecting other children and staff. These periods are agreed by the Public Health Authority and can be found on the 'School Health Issues' page of the school website ([www.trellechprimary.co.uk](http://www.trellechprimary.co.uk)) or from the school office.