

GARSTANG ST THOMAS CHURCH OF ENGLAND PRIMARY SCHOOL

POLICY: FIRST AID AND MEDICINES POLICY

All children have the right to feel safe and well and know that they will be attended to with due care when in need of first aid.

Aims:

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained in first aid.

Implementation:

- A sufficient number of staff to be trained as First Aiders (see First Aid risk assessment)
- First aid kits will be located by the school office.
- A confidential up-to-date register located in the first aid area will be kept of all injuries or illnesses experienced by children that require first aid.
- First aiders will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, more serious injuries parents will be notified.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication, including headache tablets or liquids, will be administered to children without the express written permission of parents or guardians.
- Parents of all children who receive first aid for head bumps, will receive a completed form indicating the nature of the injury, and treatment given. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face or neck must be reported to parents/guardians.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on Form HS1 – Accident/Incident Record
- Parents of ill children will be contacted to take the children home.
- All admin staff, teachers and support staff have authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher or a member of support staff may confer with others before deciding on an appropriate course of action.
- A comprehensive first aid kit with an emergency inhaler will accompany all trips, along with a mobile phone.
- All children on a type A trip will have provided a signed consent and medical form providing medical details. Copies of the signed medical forms to be taken on type A school trips as well as kept at school.
- All children on a type B trip will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on type B school trips as well as kept at school.
- All children, especially those with the documented asthma management plan, will have access to their Ventolin at all times (and their spacer if required).
- School has a defibrillator (located beside the office near the main entrance). This defibrillator can be used by any member of staff and may also be borrowed by members of the public for use outside school. Staff will be given reminders about the defibrillator and its use in briefings.

Any use of the defibrillator (or opening) must be reported to the school office manager straight away.

- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid area (**appointed person: Janet Williams, School Office Manager**)

Medicines in School

Staff can administer medicines according to the following:

The medicine is prescribed, and in the original container, clearly showing the child's name, and dosage. Where the medicine can equally be safely administered at home, when the child returns from school then this should be done so. Children will be encouraged to manage their own medicines where appropriate, however they must always be given to a member of the office staff and office procedures will be followed (including two-person sign off for administering medicine).

If children refuse to take prescribed medicines the parents will be contacted immediately, and must resolve the situation themselves.

Should a child have long term medical needs, then a plan will be drawn up by the school, in collaboration with parents and involved agencies to ensure the continuing education of the child.

Staff do not routinely administer non-prescription medicine to children; however, at the discretion of the headteacher/deputy headteacher this may take place according to the same procedures listed above. An example of when this may take place is during a residential school trip.

Children may keep chronic medical support such as inhalers, about their persons and manage these themselves however school must be provided with additional inhalers so that one is always at hand in a central location.

Members of staff who need to bring medicine to school must store their medicine in an area where children are not permitted and this must be out of sight. Under no circumstances should medicine be left in classrooms or any area which the children use.