

# **ST NICHOLAS CE FIRST SCHOOL**

## **FIRST AID & MEDICAL POLICY**

### **Policy Statement**

At St. Nicholas First School we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable steps to fulfil our responsibility.

A list of staff responsible for First Aid and the administration of medicines can be found in the Medical room. The list contains the person's name, role, area of first aid responsibility and a sample of their initials to enable verification of entries in the medical book.

### **Aims**

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users.
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- To establish and maintain safe working procedures amongst staff and pupils.
- To ensure that all medicines are stored safely and administered according to instructions received from parents and Government guidelines.
- To develop first aid awareness amongst staff, pupils and other supervising adults.

### **First Aid Provision**

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently 17 First Aid trained staff of whom 7 have the First Aid at Work qualification; 9 are Paediatric First Aiders; 3 have attended the Schools First Aid course; 1 has Emergency First Aid for child and baby and 1 has the FA Emergency First Aid Certificate. Their names are displayed in the Medical room on the First Aider's Signatory Sheet. The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for after school clubs and activities. People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision.

St. Nicholas First School first aid needs are reviewed on an annual basis by the Senior First Aider and Headteacher, and particularly after any changes, to ensure the provision remains adequate.

### **General Routines**

There are two whiteboards in the Medical Room, the board above the counter top is to

record children's medication and on the opposite wall there is a communication board where information for all first aiders to note is recorded.

The timetable for medical/first aid cover is as follows:-

8.45 a.m. – 8.55 a.m.	The office staff will receive any medicines bought in by parents / guardians and ensure that a 'Parental Request for the Administration of Medicine in School' form is completed. The member of staff receiving the medication signs the form, and ensures that it is displayed in the medical room and information noted on the medical room noticeboard.
8.55 a.m. - 12.00 noon	First Aiders rotate their duty to cover playtimes. In-lesson medical issues to be dealt with by the First Aider based in the Year Group
12.00 – 1.15 p.m.	Mrs Jackie Round, Supervisory Assistant, will administer medicines and First Aid to children in Years 1 – 4 and Mrs Sarah Madeley and Mrs Tina Carmell to children in Reception and Nursery. Basic first aid is applied on the playground by the other lunchtime supervisors as required.
1.30 p.m. - 3.30 p.m.	The Ancillary Assistant appointed for First Aid will cover playtimes and in-lesson medical issues in Years 1 - 4. Nursery and Reception in-lesson medical issues to be dealt with by the First Aider based in the Year Group.
3.30 p.m. – 4.30 p.m.	The office staff will return any medicines to parents / guardians immediately after school. Staff who are in charge of after-school clubs are responsible for returning medicine to parents when they collect their children. First aid cover is provided by Miss Parker (Headteacher) after school, as well as Wraparound Care staff (see below).
3.30 p.m. – 6.00 pm	Miss Sullivan/Miss Cottle (Extended School Nursery Nurse) will provide first aid cover for children attending the Wrap Around Care facility

The members of staff on medical duty will be written on the plaque on the door of the medical room. It is important that this is kept current and up-to-date by the person on duty.

There is also a rota for medical cover during break times, which is posted in the staffroom and on the medical room door.

### **Recording and Administering Of Medicines**

Only medicines which are prescribed by a doctor for administering to the child four times per day may be accepted by staff.

1. Parents must complete a consent form indicating when the medicine is to be administered and the dosage required. The medication's batch number, strength and expiry date must be recorded on the form

2. Medicines must be brought to and collected from school by a parent/guardian (they must not be given to a child).
3. Medicines are kept in a secure cupboard or fridge in the medical room.
4. Medical staff record details of medicines daily and information is displayed on the whiteboard in the medical room and recorded on paper.
5. Where necessary inform teachers of the need for parents to collect medicines following a club.

### **Non-Prescribed Medication**

Only in exceptional circumstances will non-prescribed medication be accepted and this must be following a meeting with Mrs K Jackson or the Headteacher to ensure the needs of the child are being met. An individual medical plan may be drawn up after this meeting and the parent/guardian should complete a non-prescribed medicine consent form.

Cough sweets are permissible but only on receipt of a written letter from the child's parent/guardian. The cough lozenges should only be taken after a playtime when the child returns to class and is sitting quietly under the supervision of an adult to reduce any choking hazard.

### **Accidents/Illness**

In-lesson medical issues are dealt with by the support staff in the year group in the morning. Anything that requires medical attention is brought to the attention of a first aider. There is a First Aid Rota for morning and afternoon playtime. An Ancillary Assistant has been employed to cover First Aid in the afternoons in Years 1-4. Nursery and Reception in-lesson medical issues are dealt with by the First Aider based in the year groups. A rota of first aiders is displayed in the medical room and the name of the person on duty will be written on the plaque on the medical room door.

A system operates in school in the case of any emergency. All rooms, including the hall and playground, and school kitchen have a red triangle (printed with its location) which is sent directly to the office. The red triangle supersedes everything and signals the need for urgent action. The office staff will immediately alert the most senior member of staff in school who will make a prompt investigation and make a decision based on this i.e. instruct a member of the office team to call 999.

In the case of a medical emergency then the most senior first aider will be called for.

In the case of suspected breakages, the patient should not be moved. If anyone suffers any serious illness/accident/asthmatic attack, First Aiders and an ambulance should be called immediately.

Serious accidents should always be recorded in the Accident Reporting file (red, kept in the school office) on the Staffordshire County Council Accident Investigation Report Form (HSF 40) and minor accidents on the playground recorded with sufficient detail in the Minor Accidents Reporting file (kept in the medical room). Duty staff, with first aiders, should check that accidents on the playground are recorded with sufficient

detail. If accidents occur in the classrooms, class teachers must ensure that an account of what happened is recorded. If an accident happens to a member of staff or any adult on site, the Accident Book B150 should also be filled in. The accident must be investigated and a 'post risk assessment' carried out and any changes to procedure should be communicated to everyone who may be affected. The HSF40 form should be completed and submitted to the Health & Safety Team at the LA when children/adults have been referred to a doctor/hospital.

### **Accident Reporting Procedures (Head Bumps)**

There are to be ONLY two medical injury record books in use – one used outside at LUNCHTIME by LSA's to record minor injuries and one to be used in medical room for ALL playtime injuries and lunchtime major injuries e.g. bumped heads and serious cuts (detailed information must be entered). If a child has received a bumped head, the child will be given a bumped head sticker to wear as a warning symbol to staff and a note given to class teachers by the LSA's

There is an outside medical book for Lunchtime Supervisory Assistant during the Summer term only. All completed pages from outside LUNCHTIME medical injury book to be transferred to medical room injury record book at end of EACH lunchtime. This will ensure that a record of injuries can be tracked on a daily basis.

The Ancillary Assistant/First Aider will check every afternoon that any child noted in medical book as having a bumped head is checked during the afternoon. Any child who has received a bumped head will be wearing a bumped head sticker and a note will be given to the child's class teacher which will alert him/her to send the child to the medical room at playtime to be checked.

Once the child has been seen, the sticker is to be removed and a letter will be given to the child to give to parent at end of the day, informing them of the bumped head (this letter will include detailed information and the time of the incident).

If the bumped head is easily visible to the child's parent, then the letter is sufficient

If the bumped head is NOT easily visible to the child's parent e.g. hairline or back of head injury OR the injury has been inflicted on purpose, then the child's teacher, or TA if it is cover, will be informed. Parent must be spoken to, by class teacher or TA, at the end of the school day OR to both parents if the injury has been inflicted on purpose. A letter will also be given to the child to give to parents at end of day.

Children who have sustained twisted ankles should be checked for any swelling during the day.

### **General Care**

Cuts should not be covered unless Medical Attendants think it is necessary, when they will be cleaned and covered by a plaster.

All sick/deposits must be sprinkled with Encap powder and then covered in paper towels and put in a yellow plastic bag. Savlon/Milton or water can be used to wipe clean. Gloves must be worn at all times.

If skin cream is to be applied the Medical Attendant must wear gloves at all times to prevent cross-infection.

## **Care of Children with Specific Medical Needs**

Children with special medical needs should be treated by either Mrs Jackson, Mrs Carmell or Mrs Madeley, or individual staff members who have received specific information and/or training, e.g. in the case of cystic fibrosis or diabetes or if the child has been prescribed an epi-pen; the class teacher should also have some understanding and knowledge of treatment. The relevant information is usually passed to the class teacher by Mrs Jackson. For children with specific medical conditions an Individual Medical Care Plan will be drawn up by parents, medical staff and the school. A copy of this is posted in the Medical Room and an additional copy in the child's classroom. At the beginning of the school year or when a new pupil joins the school with specific medical needs the Head Teacher or Senior First Aider will ensure that any needs and information as to how to manage these is disseminated to all staff with a photo of the child for familiarisation and confirmation of identity.

### **Epi-Pens**

Photographs of children who need Epi-pens are displayed in the medical room together with their Individual Medical Care Plans.

If an Epi-pen is prescribed for a child who has severe allergic reactions the Epi-pen should be kept in a lockable box in the child's classroom to ensure it can be accessed rapidly. The key should be kept on a hook high enough to be out of reach of children but accessible to adults.

First aiders and staff should receive training in the use of the Epi-pen from a medical professional.

### **Asthma**

All staff should be aware of the school's Asthma Policy.

Parents/guardians of children with Asthma are asked to complete an Asthma Healthcare Plan; to provide an Asthma Medical Plan/Healthcare Card from their GP/Nurse and provide an inhaler, and spacer if required, to be kept at school.

The Asthma Healthcare Plan, GP Medical Plan and inhaler are kept together in an individual pigeonhole in the Medical room.

The inhaler and Healthcare Plans should be taken with the child on any school visits or in the event of a medical emergency to the hospital/emergency care centre.

## **Health & Safety Regarding Pupil Use Of The School Shower**

- i) The need to shower a pupil would only occur in exceptional circumstances where it would provide benefit to a pupil who has a medical or hygiene problem.
- ii) No pupil should use the shower without parental permission to do so.

iii) The pupil should be supervised at all times by two members of staff.

### **Illness Before School**

Children who have suffered from sickness or diarrhoea, during the previous night or early morning should not be admitted to school until the parent is sure they are fully recovered. Key Stage 1 children (Nursery – Year 2) should be kept at home for 48 hours after the last time of sickness and Key Stage 2 (Years 3 & 4) children should be kept at home for 48 hours, as County Guidelines recommend.

### **Sickness in School**

If a child is sent to a Medical Attendant because they are feeling unwell, then the person on duty will ask them for symptoms and check with the class teacher. Should they both agree, then parents will be sent for and the child sent home. If it is felt that a child should go home, a phone call will be made. The child will be supervised until he/she is collected. **If a child is sick or has a bout of diarrhoea in school then all pupils should be kept at home for 48 hours after the last episode and only return when feeling physically well to do so thereafter.**

### **Lunchtime Procedures**

Mrs Round covers lunchtime medical duties and records accidents using the procedures listed previously within this policy. Mrs Jackson and the child's class teacher should be informed of any serious incidents.

A box containing "spillage" (sick equipment) is stored in the kitchen cleaning cupboard for use by Lunchtime Supervisory Assistants.

Messages concerning pupils should be passed to class teachers at the END of lunchtime by LSAs. Emergency information should be passed to Miss Parker or senior leader in school immediately.

### **School Visits**

Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures.

Whenever a year group is going on a trip they must collect sick bags and travel first aid kit from the medical staff. Pupils with medical needs e.g. Asthma should take inhalers with them and a copy of their Asthma Healthcare Plan. Epi pens and medicines should be taken if necessary.

The class teacher or first aider will keep any medicines with them and administer them if required, although parents should be made aware that it may not be possible for them to be given at correct times. Staff should identify the medication taken on a visit on the appropriate form and a record made of any medication administered.

### **Swimming**

If a child suffers from an illness, such as epilepsy, diabetes etc., the child should wear a different coloured swimming hat (white if possible) to make them more easily

identifiable. Their nominated helper should sit at the poolside and constantly watch the child.

Asthma sufferers should take their cure inhaler with them from medical room. The teacher who accompanies them should be aware of asthma sufferers and report to the medical staff, if the child has used their inhaler.

### **P.E.**

The class teacher should be made aware of any medical problems e.g. asthma, hayfever, diabetes and know each child's capabilities. They should also know where the child's medication is kept. Mrs Jackson will liaise with staff.

### **Sun Policy**

Our Sun Policy is available in the Health & Safety file.

### **Nut Allergies**

There is a protocol in place for children suffering from nut allergies.

### **Supply Teachers & Work Experience Students**

A copy of the First Aid & Medical Policy is given to Supply Teachers and Work Experience Students when they are given their Health & Safety Induction on their arrival at St Nicholas First School.