



St Nicholas^{CE}
First School

learning and believing, growing and achieving

First Aid and Medical Policy



ST NICHOLAS CE FIRST SCHOOL

FIRST AID & MEDICAL POLICY

Policy Statement

At St. Nicholas First School we follow Staffordshire County Council Health, Safety and Wellbeing Guidance and in particular the “First Aid Management Arrangements HR14” and “Medication and Supporting Medical Needs Guidance for Children and Young People” documents. We also refer to the [Spotty Book](#) from PHE as a source of guidance for managing infection. On occasions however in the case of a particular widespread infection, the school may deviate from the guidance to minimise and control spread. 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 within the school at any time. 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 is a Whiteboard in the Medical Room the board above the counter top to record children’s medication on a daily basis.

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

7.15 a.m. – 8.45 a.m	During breakfast club any medication that is bought before 8am is to be received by Mrs Jackie Round who will provide parents with the ‘Parental Request for the Administration of Medicine in School’ form to complete. Mrs Round then takes this medication to the school office to process. Any medication which arrives after 8am should be directed to the school office and received by Mrs Lindsey Richards.
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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 ensures the medication is clearly named (full name) and includes the child's class. The member of staff receiving the medication then signs the form once all checks have been made. The form is then stored in the child's individual medical record folder in the medical room. The name and details of the medicine required is 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
11am	Medication which is required 1 hour before lunch is administered by Miss Katie Ball (in her absence Mrs Karen Jackson) for children in Yr 1 to Yr 4, Mrs Carmell (in her absence Mrs Sam Rogers) for children in Yr R and Mrs Madeley (in her absence Miss Jodie Griffiths) for children in N. At the point of giving the medication staff ask the child to confirm their full name and class. The administration of medicine is then recorded on the child's individual medical record sheet in the medical room (Nursery to keep medication forms in Nursery unit). Staff then tick and initial the noticeboard to confirm the medicine was administered.
12.00 – 1.15 p.m.	A first aider is stationed in the medical room to treat any medical / first aid needs. Mrs Jackie Round is stationed in the hall throughout the lunchtime for first aid required in the hall.
12.30pm	Medication required at 12.30pm is administered by Miss Katie Ball (in her absence Mrs Karen Jackson) for children in Yr 1 to Yr 4, Mrs Carmell (in her absence Mrs Sam Rogers) for children in Yr R and Mrs Madeley (in her absence Miss Jodie Griffiths) for children in N. The same process is carried out as at 11am.
1.30 p.m. - 3.30 p.m.	First Aiders rotate their duty to cover playtimes. In lesson time medical issues to be dealt with either by the First Aider based in the Year Group or by a First Aider based elsewhere in the year group (see timetable).
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 Kate Sullivan (Extended School Nursery Nurse), Mr Tom Mills (First Aid Teaching Assistant and Sport Coach), Miss Jodie Parker (Headteacher) and Miss Sally Pugh (Assistant Headteacher) during after school clubs.
3.30 p.m. – 6.00 pm	Miss Kate Sullivan, Miss Georgia Brookes and Mr Tom Mills will provide first aid cover for children attending the Wrap Around care facility

** Head bump stickers and head bump notes to be given to class teachers during morning break time, lunchtime and afternoon break times – this ensure teachers are aware of any minor head bumps during each lesson.

The members of staff on medical duty will be displayed 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. School will only be responsible for administering the medication during the lunchtime period. Medication to be given 3 times daily should be administered by parents before school; after school and at bedtime. If parents wish medicines to be administered at other times of the day they should make individual arrangements, either for themselves or another family member/responsible adult, to come to school during the school day.
3. Medicines must be brought to and collected from school by a parent/guardian (they must not be given to a child).
4. Medicines are kept in a secure cupboard or fridge in the medical room.
5. Office staff take medicines to the medical room and record details of medicines on the noticeboard in the medical room.
6. Office staff must inform ALL teachers that medicine is required by children in N to yr 4.
7. Office staff must ensure all medication is clearly labelled with child's full name and class at the point of the medicine being handed over from parent / guardian.

Non-Prescribed Medication

Only in the following circumstances will non-prescribed medication be accepted into school:

Hayfever medication
Allergy medication
Eye infections*
Eczema

Mrs K Jackson will be informed of this and an individual medical plan may be drawn up. The parent/guardian should complete a non-prescribed medicine consent form.

Painkillers (Calpol) will not be accepted unless there is an exceptional circumstance and a meeting with Mrs K Jackson has been held.

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.

When Non-prescribed medication is accepted the same procedures are followed as with prescribed medication.

*We would expect that children with sticky eyes or infective conjunctivitis remain away from school until eyes have stopped discharging, due to the nature of small children sharing resources and equipment and having less effective hand hygiene.

Accidents/Illness

In lesson time, 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. 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 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 – Mrs Karen Jackson.

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 reported to Mrs Jan Currall which will be recorded in the Accident Reporting file (red, kept in the school office) and on the Staffordshire County Council on-line reporting system My Health and Safety <https://staffordshirecc.info-exchange.com>. All witnesses should complete a witness statement. SLT are then involved in ensuring H+S procedures have been followed and assess whether there is a need to review current policy and procedures.

Any minor accidents on the playground are 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 B151 Accident Form and adult medical book 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 Staffordshire County Council on-line reporting system My Health and Safety <https://staffordshirecc.info-exchange.com> should be completed by Mrs Jan Currall.

Accident Reporting Procedures (Head Bumps)

Any accident to a child in Yr 1 to Yr 4 is recorded in the Accident Folder located in the medical room. The accident report forms are to be filled in showing details of the date, time, location of injury, what happened, treatment received, follow up information and dangers associated with the injury/accident. Only staff who are first aid trained are to fill in the forms. If the accident requires it, the first aider should report the injury to the child's class teacher and seek advice.

An injury to a child in Reception during lunchtime and is treated in the medical room will be recorded in the whole school Accident Folder located in the medical room. An injury to a Reception or Nursery child throughout the day will be recorded in the Reception or Nursery Accident Folder located in Reception and Nursery classrooms.

If a child has a minor bump to the 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 first aider who treats the child. In the event of a serious head bump, the first aider should inform class teacher and Headteacher immediately and office staff or class teacher telephone to child's parent / guardian. Any child who has been treated for a minor head bump will be given a second head check by Miss K Ball

between 2.10pm and 2.30pm, Miss K Ball then determines whether the child needs any further treatment. Miss K Ball issues head bump letters which are given to the child to put in their school bag. In the event of Miss K Ball not being in school, Mrs K Jackson will deputise as most senior First Aider.

The Miss K Ball will take a list of the children with minor head bumps to the office at the end of afternoon playtime so that a text alert can be sent to parents. Parents having received the text should then check their child's bag for more information. Parents should not need to contact the school as further information will be contained in the note. Parents who do not personally collect their child at the end of the day may wish to alert the relative/childminder.

If the injury is deemed serious (given the child's presentation when receiving first aid treatment) then the child's teacher, or a member of staff, will inform parents verbally at the time of the incident and not wait until the end of the day.

Children who have sustained twisted ankles should be checked for any swelling during the day and a call home should be made for parents / guardians to be consulted about after care.

General Care

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

All sick/deposits on hard flooring must be sprinkled with Encap powder and then covered in paper towels and put in a yellow plastic bag. On carpeted areas clean as described however Encap powder should not be used and Savlon/Milton or water should be used to wipe clean. Gloves must be worn at all times.

Protocol of Dealing with Spillages of Bodily Fluids (i.e. nosebleeds, sickness etc.)

In line with the Medical rota timetable, which is displayed in the staffroom, appropriate staff to follow protocol below:-

- i) Deal with child as a priority
- ii) Put a sign by any areas of spillage until able to be cleaned up
- iii) Clean area
- iv) Inform senior cleaner after school so that any antibacterial cleaning is undertaken.

Care of Children with Specific Medical Needs

Children with special medical needs should be treated by either Mrs K Jackson, Miss K Ball, 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 passed to the class teacher by Mrs K Jackson or previous class teacher. 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 Mrs K Jackson 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.

Inhalers and spacers are stored in the school medical room and are clearly labelled with child's full name and stored in a sealed bag.

Procedures are in place to ensure inhalers and spacers are checked weekly. Inhalers deemed to have frequent use and showing signs of residue will be sent home to be thoroughly cleaned by parents and returned to school as soon as possible (ensuring a child is not left in school without a spacer). When a spacer is sent home to be cleaned, parents will be informed by a text that their child's spacer is in their school bag.

School will ensure spare spacers are kept in school and are also checked and cleaned by appropriate staff after each use.

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. All children should be kept at home for 48 hours after the last time of sickness or diarrhoea.

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

Miss K Ball 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 Headteacher 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

A paper copy of the school's Sun Safety Policy is available in the Resources Committee Policies folder in the main school office; an electronic copy on the staff shared drive on the school computer system (as detailed in the footer below) and on the school's website.

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.