



## Policy for First Aid

There are several fully qualified First Aiders in the staff who are on site during normal school hours.

In addition to this the whole staff have regular INSET half day courses to refresh their basic first aid skills.

The school has written details from parents of any allergies that may affect their child.

In the event of a child having sustained a minor injury they will be brought to the office and taken by Mrs Childs (a qualified First Aider) to the sick room. She will assess the injury and administer appropriate treatment. The child will remain in the sick room until Mrs Childs is satisfied that they can continue their normal activities.

The incident will be recorded on an accident form which must be signed by a parent and then filed for three years.

Any injury to the head, however minor, will be noted on a special slip and the parents will be advised to observe their child carefully. If the child is able to rejoin his class the member of staff will be made aware of the child's injury and be asked to monitor the child's condition in case of a delayed reaction.

In the event of a more serious injury the member of staff present will send for help if they deem it necessary, or accompany the child to the office if they are able to walk. If a parent is called and decides to take the child to hospital, the accident form should be copied and given to the parent to take with them and they should be accompanied by a member of staff.

If there is any question that movement may cause further injury the child will be kept warm and as immobile as possible, until professional advice is available.

An ambulance will be called and the parents advised.

Staff have been alerted to children who are likely to suffer an Anaphalactic reaction and have been instructed in the use of the Epipen. A nurse from the local Health Centre updates training regularly.

An intercom system is in use from the Nursery block to the office to summon emergency assistance.

Each classroom has a red alert card which may be used to summon help.

Any child who is sick will be excluded from the class. He will be looked after in the Sick Room until such time as he is collected by parents or carer and taken home.

The school follows the advice of the Environmental Health Department in the 48 hour sickness rule.

Prescribed medicines may be administered by Mrs Childs at the parents' written request. All medicines must be brought to the office, clearly labelled with the child's name and with clear instructions of dosage and time. A record is kept of all medicines given.

### Medication- Guidelines for Staff

The school policy on medication and its administration is stated as follows in the policy booklet:

#### Medication

- Medicines should only be brought into school when essential; that is where it would be detrimental to the child's health if the medicine were not administered during the school 'day'.
- Children will be excluded from the setting during the first 3 days of any course of antibiotics, to minimise the spread of infection and protect the well-being of others in the setting.
- The setting will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Appropriately trained support staff have responsibility for managing and administering medicines.
- Children's prescribed drugs are stored appropriately.
- Parents give written permission for each course of medication to be administered. A parental agreement form should be completed.
- The administration of medication is recorded accurately and the parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, training is provided for staff by a health professional.

In accordance with this, only prescribed medicine will be accepted in school.

Should a child require a course of medication:

- We need to obtain parents written permission with a Med Form 3A (blue) when the medicine is bought into school. A copy should be retained with the child's pupil record, and the master copy should be kept in the office. Staff should check that details provided by parent are consistent with instructions on the container.

- The administration of medication should be recorded on a Med Form 5. It is good practice to inform parents when the medicine has been administered and obtain a signature on the form to acknowledge this.
- If you fill-up the form, take it to the office where it will be kept with the 3A form and simply start another Form 5.
- At the end of term or if a child no longer requires the medication, complete the 'quantity returned' section of the form and obtain parent's signature to acknowledge the return.

With regard to administration:

- As outlined in the policy document, you are not obliged to give or supervise a pupil taking medicine. Exercise your judgement in each case and should you feel at all uncomfortable refer the child to either:  
Mrs Jenifer Capper or  
Mrs Tracey Childs
- If children can take their medicine themselves, staff may only need to supervise. It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and schools should encourage this.
- Medicine is stored safely in the sick room, with the exception of asthma inhalers.

**First Aid Authorised Personnel** Present holders of the required certification are:

Mrs Jan Conner (First Aid at Work)  
Mrs Tracey Childs (First Aid at Work)

**Emergency Life Support First Aid Support (including Child Module)**

Mrs Sue Allen  
Mrs J. Allsop  
Mr Julian Capper  
Mrs Monica Cawte  
Mrs Debbie Dymock  
Ms Viv Ives  
Mrs Zena Milsom  
Miss Zoe Paramore  
Mrs Sharon Stephens  
Mrs Pat Thornell  
Mrs Jan Conner  
Mr Mike Conner