



Policy & Guidelines for Administering First Aid and Medicines in School

AIMS:

The Aim of this Policy is to set out guidelines for all Staff in school in the administering of First Aid and to ensure we are providing the best possible provision for safeguarding our pupils.

This is in line with the DCSF document 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' (page 22, DCSF, 2007).

CLASSIFICATION & STAFFING:

At East Boldon Infant School we have four members of Staff who are trained in Paediatric First Aid and First Aid at work, to administer First-Aid in school.

Within school our named first aiders are:

Mrs D MacDonald, Mrs K Johnson, Mrs S Taylor and Mrs P Totton.

The above members of Staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain **a major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with epipens in school - irrespective of the type of illness or injury sustained.

On NO ACCOUNT must these pupils be left/sent to self-administer their own treatment.

Pupils with specific medical needs have a personal health care plan, implemented through consultation with school nurse and parents, to ensure their safety. This should always be consulted.

Consultation from the designated member of First-Aid staff should also be sought in the event of **minor incidents**.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel - or who are actually – sick
- Minor bumps to the head – i.e. pupils colliding in the playground.
- Minor marks to the body (bruises), skipping rope burns etc

FIRST AID:

In the event of **major injury** to a pupil or adult, the designated member of First-Aid staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given. Should the injury require medical assistance (i.e. Parent called into school/hospital visit/ambulance/), a member of the office staff should be contacted immediately to seek urgent authorisation from the Head/Deputy Head Teacher and the relevant action taken.

In the event of **minor injury**, once treated, the class teacher must be informed so that they can liaise with Parents/Guardians/Out-of-school club/Carer at the end of the school day.

Should the child be feeling unwell or feels sick in school, the class teacher must be notified so that an informed decision may be made. If a child has been sick, then parents will be notified.

Should the decision be that Parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with the Head/Deputy Head Teacher, and Parents contacted.

INCIDENT REPORTING:

All incidents requiring first-aid (whether minor or major) must be recorded in the school First-Aid book. This is situated in the First Aid cabinet in the kitchen area.

Major incidents requiring hospital treatment must be reported to the LA and HSE as appropriate using accident forms AR1/AR2/AR3 as appropriate. Copies of these forms are located in the school office.

TREATMENT:

School has a ready supply of minor first aid equipment. These may be found in the First Aid cabinet. The administering of items such as antiseptic creams etc are not permitted in case of allergic reaction. Cuts and grazes should be cleaned with water and elastoplast or micropore applied where applicable.

ADMINISTRATING MEDICINES:

Medicines will only be administered to pupils with a specific need. This medication should be prescribed and written permission obtained from parent/carers.

If a pupil requires medication following an illness, then parents will be asked to visit the school, at the appropriate time i.e. lunch time, to administer the medication themselves (after first reporting to the office). If this is not possible, a short term care plan can be completed with the Headteacher and a member of staff in school can administer the medicine.

Pupils who require an inhaler:

Parents are requested to inform the Head teacher/Class Teacher of their child's need for an inhaler and to put in writing the dosage required. All inhalers must be clearly marked with child's name, specifying correct dosage. Inhalers will be accessible at all times. The child will be encouraged to self medicate with support from First Aider/ClassTeacher as appropriate. Parents must complete a long term care plan and a written agreement for the inhaler/medication to be administered in school.

PUPILS WITH SPECIFIC NEED:

A Health Care Plan (drawn up by the school nurse, parents and school staff) must be in place for all pupils with a specific need i.e. diabetic/severe allergies/epipens etc. The Health Care Plan will be found in the child's classroom and also in the First Aid area. All staff must be aware of the pupils concerned and their individual potential need.

Training must be undertaken by all staff before medication can be administered.

EPIPENS:

In the case of pupils who require epipens a Health Care plan must be in place and all staff must undertake training in administering epipens. All staff must ensure that they are familiar with the signs and symptoms of anaphylactic shock. In addition all staff will undertake annual training in the administration of epipens, as appropriate.

The administering of epipens must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent and procedures followed as outlined in the health care plan.

This policy and guidance was agreed by the governing body in February 2018. It will be reviewed in February 2021.