



First Aid and Medicines Policy

1 Rationale

We believe it is essential to have in place adequate first aid provision and medical care for all pupils and school personnel.

Some medical conditions cannot be adequately controlled without treatment during school hours. In many cases, without this treatment, a child's education may be adversely affected. We would wish to assist pupils, within reason, to obtain this treatment.

2 Aims

To provide adequate first aid provision and medical care for pupils and school personnel.

To have in place qualified first aid personnel

To have in place adequate first aid equipment

To have in place excellent lines of communication with the emergency services and other external agencies

3 Strategy

Identification & Awareness

Parents must inform the school of their child's medical history that may be a cause for concern.

Staff must report any concerns they have on the medical welfare of any pupil to the Headteacher or Assistant Headteacher.

Training

Regular First Aid Courses are organised by the school and all members of staff, teaching and non-teaching are actively encouraged to undertake the training to achieve a recognised First Aid Qualification.

All staff will be to be made aware of medical problems in pupils. Pupils with severe allergies or conditions will be displayed in the staffroom to ensure all staff are aware of who they are and what needs to be done in the event of an emergency.

House Keeping

All medicines must be securely stored and labelled in the Office.

Records

Records are to be kept for all accidents for pupils and staff.

Reporting

Parents are to be informed of all accidents especially head injuries.

Administration of medicines

Administration of medicines is at the discretion of the Headteacher and only with the agreement of staff concerned.

Staff may only help with the administration of medicines which can be taken orally. A written request to administer medicines must be obtained from the parent but this will not automatically be agreed to. Each case will be considered in isolation.

Only medicines prescribed by a Doctor and some pain relief can be administered. Medicines from any other source will not be given.

A record of all drugs administered at school will be kept on file. Medicines will be stored in a safe place when not in use, i.e. in the medical room / staffroom fridge with the exception of the following: *Asthma Inhalers*. With the parent's permission, children's inhalers should be kept on their person or in their school tray.

Members of staff should ensure that medicines held on behalf of a child are 'in date'. If medicines become 'out of date' parents will be notified and the medicines returned to them.

The school management and staff will act in accordance with the Health and Safety guidelines issued by the LA.

4 First Aid Procedure

Administration of First Aid within the school should, wherever possible be carried out by one of our first aiders.

A list of First Aiders is held in the school office.

First Aid Equipment

First Aid Boxes housed in the Office. Staff are requested to report any depletion in stock to **Alaric Rose** who is responsible for replenishing the boxes and for conducting a check of contents.

A First Aid Belt must be taken out onto the playground during break-times by Teachers, Learning Support Staff and Midday Supervisors and returned to the First Aid Station. (New and recommended)

A First Aid Kit must be taken on all school trips by the nominated First Aider for the group.

Bumped Heads

Bumped Head slips are issued to children who have sustained a bumped head and the parent contacted as soon as possible after a bumped head has been sustained to allow them to come into school to examine the child for themselves and / or take them home.

Protection Aids

Disposable gloves must be worn when dealing with all injuries which involve the loss of blood.

Sterile wipes and mouth guards should be used for any mouth to mouth situations. The appropriate disposal of cleaning and treatment resources is to be ensured at all times.

Specialised Equipment

Additional training and guidance will be needed for staff on the use of EPIPENS etc & breathing apparatus when relevant and on request by parents. This is undertaken voluntarily by staff and organised by the Headteacher, when the need presents.

We believe the above strategy is effective in the provision of medical and first aid care within the school.

5. Evaluation:

This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Signed:

Date: