

# **ST. SWITHUN'S JUNIOR SCHOOL INCLUDING EARLY YEARS** **FOUNDATION STAGE**

## **POLICY FOR FIRST AID AND MEDICINES IN SCHOOL**

### **First Aid Statement of Intent**

The school is committed to being a safe and healthy area for pupils, staff and visitors. It aims to provide First Aid within the school and on all organised off site trips and sporting activities to comply with the Health and Safety at Work Regulations 1999. The school provides qualified First Aid personnel;

- all staff are qualified in Emergency Aid,
- 4 staff are also qualified in Paediatric First Aid
- 3 staff are qualified First Aiders at Work including the Head of Sport.

All qualifications are updated every 3 years as required

All staff receive annual asthma and epi-pen training from the school nurse.

The Senior School Sanatorium and nurse is available to advise on more major incidents.

### **Practicalities**

First Aid kits are available within the school, a First Aid kit is taken out by duty staff at break time and to all off-site activities and sporting activities.

Major and minor incidents can take many forms and can happen without warning. No plan can provide for every eventuality. The response to any incident is handled however, with a management framework which has been put in place for the day to day running of the school.

In the event of an accident the pupils concerned should be taken to the office, if it is safe to move them. All staff are first aid trained, one of the trained first aiders will decide if the injury requires hospital treatment and will, if necessary, call for an ambulance. In this instance a member of staff will contact the parents. If hospital treatment is not deemed necessary the relevant first aider will attend to the injury on site. Subsequently, the member of staff originally reporting the accident should fill out an accident report form which will be submitted to the Estates Manager Mr Jim Ewing by Mrs Sara Carrett.

### **Medical Records**

All parents fill in a medical questionnaire when a child is admitted into the Junior School, the medical questionnaire is filed in the pupil's file, which is kept for three years after the child has left the Junior School. All records are then destroyed. The information on the medical questionnaire is tallied to any medical questionnaire completed for Off Site Visits/Educational Trips and is updated if necessary.

## **Medical List**

The medical list names children whose medical circumstances require special notice and is issued and updated termly and also when a new child joins the school, or when a parent alerts us to a medical change in a current pupil, by Mrs Sara Carrett and stored on the system. The list is circulated to all staff at the beginning of each term. Staff should consult the medical list in order to know which children in their classes suffer from allergies, asthma, epilepsy, diabetes and so on. Information concerning children who may suffer from anaphylactic shock is circulated to all members of staff and is displayed in the First Aid Room and the Staff Room.

As well as the Medical List a list of children whose parents have not given permission for the administering of 'over the counter' medicines such as cough sweets, analgesics etc. is displayed on the wall of the First Aid Room.

## **First Aid Room**

The Junior School has a designated First Aid room for the treatment of minor cuts and abrasions, and has a bed, should it be required. Cotton wool, and plasters are kept in a cupboard. Safety gloves are provided and must be used for any dealings with a bleeding wound or other body fluid (faeces, urine and vomit). Clear hygiene arrangements are in place and guidance is available from the Mrs Sara Carrett. Gloves are provided in First Aid kit. All items should be placed in a plastic bag and disposed of in a clinical waste bin. If possible the area should be cleaned with neutral detergent such as washing up liquid.

The room also contains a fridge/freezer in which ice packs are stored and antibiotics, if necessary. If a child has been prescribed short-term medication to take during the day, an indemnity form is completed by the parent. Permission to administer analgesics is given when a child starts at the school.

There is also a lockable medicine cabinet in which asthma inhalers and epi-pens are kept (the key is kept on the top of the cabinet) for children from Reception to Year 6; the Nursery has its own lockable cabinet in the Nursery store-cupboard. If a child suffers from an allergy and has been prescribed an epi-pen, their photograph and the medical protocol to be followed in the event of an emergency, is taped to the wall of the First Aid room and the Staff Room. The same medical protocol and photo are given to the Catering Manager if the child suffers from a food allergy.

A log is kept of all medicines administered; what they were; date; time and name of pupil. Two members of staff are present whenever oral medication is given.

If it is thought necessary that a child is sent home, the class teacher, in consultation with the Headmistress, will make the final decision. The child must be collected through the main office to ensure that the child is signed out.

## **In the Nursery**

In the Nursery parents are informed of all incidents/accidents and must sign to acknowledge these before removing their child. The Nursery administer medicines

under the written permission of parents and all medicines are kept in a locked and designated cupboard. Only designated staff may administer this medicine and a record is kept.

**Recording and Reporting of Accidents – except for those considered minor such as small cuts, bumps and grazes.**

In the event of an accident the member of staff originally reporting the accident should fill out an accident report form which is available from the First Aid Room. All details need to be filled in, including any treatment given and the relevant date and time. Parents are always informed about any bump to the head.

This should be submitted to the Estates Manager for logging. The school conforms to the statutory requirements and will report to the Health and Safety Executive (0845 300 99 23) in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Further details of which can be found at <http://www.hse.gov.uk/riddor/> Accidents in the EYFS setting must also be reported to Ofsted.

Updated Annually

**(UPDATED JANUARY 2010 PSG)**