



The Kingfisher Schools Federation

First Aid Policy (including Medicines and Asthma)

1. INTRODUCTION

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend to emergency first aid provision, the administration of medicines and dealing with Asthma.

2. PURPOSE

This policy has been created to give the Kingfisher Schools Federation, its Governing Body, Teachers and Staff the following guidance:-

1. Clear structures and guidelines to all staff regarding all areas of first aid and medicines;
2. Clearly defines the responsibilities and the staff;
3. Enables staff to see where their responsibilities end;
4. Ensures the safe use and storage of medicines in the school;
5. Ensures the safe administration of medicines in the school;
6. Ensures good first aid cover is available in the school and on visits;

3. Guidelines

New staff to the school are given a copy of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority - safety for the children and adults receiving first aid or medicines and safety for the adults who administer first aid or medicines.

4. Conclusion

The administration and organisation of first aid and medicines provision is taken very seriously within The Kingfisher Schools Federation. Annual procedures that check on the safety and systems that are in place in this policy are discussed at regular intervals at the Governors Health & Safety committee meetings.



5. First Aid in School

Training

Staff are offered emergency first aid training. We ensure that adequate staff are trained to ensure that there is adequate first aid cover at all times.

First aid kits

First aid kits are stored in the Resources Room in the first aid cupboard.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. All cuts require recording in the minor accident book.

Parents should be informed if a cut is more severe.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES. All blood waste is disposed of in the lidded first aid bin in the Resources Room.

Bumped heads

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Staff (and parents at home time) should be informed to keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book and a head bump letter (located in the first aid cupboard) should be handed to the parent by the class teacher or teaching assistant.

Accident book

The blue accident book is located in the Resources Room, in the first aid cupboard.

For major accidents, a further county form must be completed within 24 of the accident. These forms are located in the large cupboard in the school office. These forms need to be signed by the person reporting the accident/incident, a copy taken and the original copy forwarded to county by an admin assistant.

Calling the emergency services

In the case of major accidents, it is the decision of the person dealing with the first aid, in conjunction with the Head Teacher or teacher in charge, if the emergency services are to be called.



If a member of staff is asked to call the emergency services, they must,

1. Obtain an outside line by dialling 9.
2. Dial 999 for the emergency services.
3. State what has happened.
4. The child's name.
5. The age of the child.
6. Whether the casualty is breathing and/or unconscious.
7. The location of the school.

In the event of the emergency services being called, a member of the admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children are located in the school office; next of kin contact numbers for staff are located in the Critical Incident Procedure in the school office.

Medicines in School

What can be administered?

In school we will only administer prescription medicines such as antibiotics with parental consent. All medicines must be handed into the school office and should be clearly labelled with the child's name and class. Staff should not administer non-prescription medication to pupils, including throat lozenges and paracetamol.

Anti-Biotics

We can administer antibiotics and this is undertaken by a member of staff. We can only administer ONE dose of an antibiotic during the school day.

Creams

We can administer creams for skin conditions such as eczema. However, staff must NOT rub cream onto a child's body, but supervise the child to do so.

Parental permission

Medicines will not be administered unless we have the written permission of parents. Medicines forms are available from the school office. In the event of a child coming into school with medicines without a permission slip, then the medicine will not be administered.



Where medicine is stored

No medicines should be kept in the class or in the child's possession. All medicines are kept in the resources room fridge or the first aid cupboard in the School Office. Administration of medicines takes place in the Resources Room.

Administration of medicines file

All medicine permission slips are placed in the administration of medicines file, which is kept in the school office.

When medicine is administered, staff must complete the dated entry of this, which is printed on the back of the form. Before administering medicines, staff should read the date entry section of the form to check that the medicine has not already been administered.

Asthma and other medical problems

At the beginning of each academic year, any medical problems are shared with staff and a list of these children and their conditions is kept in the school office.

Epi-pens and anaphylaxis shock training

Some children require epipens to treat the symptoms of anaphylaxis shock. Epipens are all kept centrally in the school office. Staff receive training on the use of epi-pens if and when required. Children who require these epipens are listed as above.

Inhalers

All inhalers are kept in the school office.

OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS.

In the event of a child having an asthma attack, who has no inhaler, parents will be contacted. If parents cannot be located, then the emergency services will be contacted.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child has headlice we will inform parents so that they can examine them. When we are informed of a case of headlice in school, we send a standard letter to all parents.



Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox etc, we will look at their arms or legs. To look at a child's back or chest would only be done if we were concerned about infection to other children. In this case another adult would be present and we would ask the child if it was alright.

If your child has any of these infections they will need to stay off school for a prescribed period of time. The Head Teacher or school office will advise timescales

MONITORING & EVALUATION

This policy forms part of the Suffolk Schools Asthma policy and it will be reviewed and updated at regular intervals and when deemed appropriate and necessary.

- The policy will be reviewed as part of the schools monitoring cycle.
- The Head teacher has responsibility for monitoring this policy.
- **This Policy is due for Review in September 2017.**

IMPLEMENTATION

This policy will be formally implemented with effect from September 2014.

This policy was adopted at a Meeting of the full Governing Body on _____.

Mr John Beckett
Chair of Governors

Mrs Ruth Nixon
Head Teacher