

Chandos Primary School
Medical Care and First Aid Policy

SECTION 1 – MEDICAL CARE

Rationale and Aims

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

The policy is to include:

- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures
- Arrangements for First Aid

The Governing Body

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

The Head Teacher

The Head Teacher will ensure that all staff receive appropriate support and training and aware of this policy. Likewise the Head Teacher will inform the parents of the policy and its implications for them.

In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or appropriate medical advisors.

Day to Day procedures managing illness

Parents are responsible for providing full information about their child's medical needs and care requirements. They should keep children at home when they are unwell, informing the school office on each day that the child is unwell.

If a child becomes unwell at school, we will make every effort to contact the parents/guardians. It is therefore very important that we have up-to-date contact numbers on file, and also details of other available carers.

Section 2 – First Aid below.

Prescribed Medicines

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber/GP. Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.

Controlled drugs should never be administered unless cleared by the Head and on receipt of appropriate advice from the school nurse/medical services advice.

Non-Prescription Drugs

Staff should **never** give non-prescribed drugs to a child unless there is specific written permission from the parent. This will be an exceptional situation rather than the norm.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Short Term Medical Needs

In order to reduce the time a child is away from school the school will administer medicines, for example the end of a course of antibiotics or apply a lotion, but only for a short course of up to 5 days, and only when previous avoidance strategies have been examined.

Staff must always check that the medicine administered is dated and named for that child. If administering for the first time for that child, check that parent consent **Form 1** has been completed by parent.

Long Term Medical Needs

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported.

Full advice should be taken from the Birmingham Authority medical services and the school nurse service.

Administering Medicines

No child under 16 should be given medicines without written parent consent. The required **Form 1** must be completed by the parent giving permission for medicine to be administered by staff. These are kept with the Parent Link Worker.

Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Medicines should not be administered if the above information is not available on the medicine container.

Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any non-teaching member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.

If in doubt then do not administer medicines without checking with the head teacher who will then contact parents or the medical practitioner.

A record (**Form 2**) must be kept in a written form each time medicines are given. Form 2 held with Parent Partnership Worker.

Self-Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office.

Allergic reaction

All staff are trained annually in recognising the signs of serious allergic reactions and in the administration of Epi-Pens. Please be aware of procedures for children with allergies and follow their care plan closely.

All children diagnosed with specific allergies or medical conditions have an individual Photographed Care Plan agreed with parents, school nurse and school. These are reviewed annually and monitored regularly through school nurse drop-ins held in school.

Care Plans are displayed in classes, staffroom and kitchen.

Each child with a care plan has an individual First Aid Bag in class, clearly named with expiry dates etc. These must be taken whenever a child is off site/school trip/extended sports activity on the playground (eg Sports Day)

Similar arrangements are in place for children with **Asthma – see Asthma Policy**.

Head lice/Ringworm/Scabies

These are highly contagious and easily transferable infections/issues. Please set high standards for hygiene practice and materials, using antiseptic gels etc regularly. If running low it is the teachers' responsibility to contact site manager for a re-fill.

If you become aware of a case of head lice or ring worm in your class then inform the administrative staff in the school office. They will provide you with a standard letter for all children in that class to check their children's hair or skin. The letters must be sent home that day. If further concerns arise please inform the SLT who will then arrange to see the parent.

Diabetic Needs of pupils

All pupils with diabetic needs diagnosed have Care Plans agreed with parents, diabetic nurse and school. These are individual to each child's needs and are displayed in class/staff room/medical room/kitchen.

Identified staff are trained to manage pupil needs, as off July 2018, are

- Kate Lee
- Claire Jarrett
- Gill Smith
- Henna Dehal
- Fatima Bibi

Record Keeping

Parents should inform the school of the medicines their child needs. School will check that the medicine is in its original container and that the dispenser's instructions are clear.

A written record of medicines administered will be kept in the parent Link Worker (**Form 2**) and this will also be signed by the parents to acknowledge the entry. A copy of consent **Form 1** will also be kept in the parent Link Worker's office.

Educational Visits

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self-managed by pupils will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility.

Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the head teacher or a qualified member of the pastoral team.

Sporting Activities

It is advisable to prepare a risk assessment of medical needs of individual children, including those who may suffer from an asthma attack. Asthma relievers not self-managed should be taken to the field in a box or container and be supervised by a support member of staff.

Teachers and Other Staff

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts.

Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any non-teaching member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.

Storing Medicines

Medicines should be stored away from children, be in their original containers and refrigerated where necessary (in HT PA's office). This will be the responsibility of the Parent Link officer. Children should know where their medicines are kept and who is responsible. **This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.**

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away but always in the vicinity of the relevant pupils. Medicines should be taken in the clearly marked class bag of medicines whenever the class/child leaves the school on visits or trips.

KEY POINTS

- THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES
- NO TEACHING STAFF WILL ADMINISTER MEDICINES OR SUPERVISE CHILDREN SELF ADMINISTERING MEDICINES
- ANY STAFF MEMBER ADMINISTERING MEDICINES WILL DO SO WILLINGLY AND WITH APPROPRIATE TRAINING
- ANY AND ALL MEDICINES WILL BE NOTIFIED TO THE SCHOOL OFFICE AND KEPT UNDER ITS SUPERVISION. The Office will know where these medicines are in school and the asthma register shall be updated termly and as and when new children come to school.

SECTION 2 – FIRST AID

Day to day arrangement for First Aid

We will always endeavour to inform parents, using a standard form, if their child suffers a knock on the head, even if there are no apparent physical symptoms. Likewise parents will be informed of any minor cuts or bruises that have had to be treated during the day.

Identified members of staff are trained 'emergency first-aiders' and in the event of an accident, appropriate first aid will be given. First aiders are listed in staff room and medical room. All lunch time supervisors have received basic first aid training.

In the case of more serious accidents, we will contact the parents as soon as possible. The member of staff who was first on the scene must complete an accident report form (from the office) and submit it to the Head teacher for signing.

A decision will be taken by the head teacher or, in her absence, a senior member of staff as to whether or not an ambulance should be called. If hospital treatment is required and a parent is not available, a member of staff will accompany and stay with the child until the parent arrives.

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves at all times.

The Appointed Person: Currently the Appointed person is Harjit Kaur/Parent Partnership, supervised by Alison Ashfield/Safeguarding Lead.

They will regularly check that materials and equipment are available. They will order new materials when supplies are running low. The appointed person is responsible for the arrangement of adequate First Aid training for staff.

The named first aiders, as of November 2016 are:

Staff Names	Role	To be renewed at the latest by:
Harjit Kaur	Parent partnership/Pastoral	14/12/19
Jo Coley	Phase 2 HLTA	12/2/19
Emma Gardener	Lunch Supervisor	9/10/19
Sonia Brown	Nursery (paediatric trained)	13/10/19
Gill Smith	Teaching Assistant	14/12/19
Wendy O'Neill	Teaching assistant	25/2/19
Lucy Tudge	Phase 1 assistant (paediatric trained)	13/10/19
Claire Jarrett	Teaching assistant	25/2/19

First Aid Stations and equipment

The main first aid point is in the medical room/disabled toilet. First aid resources are stored here. Access to this room can only be by adults. Children must not be left unsupervised.

Each class have their own trip first aid bags, clearly labelled by class. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bags are running low.

Responsibility to regularly check First Aid bags and boxes located in the classrooms lies with staff working in the classes. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

A first aid post is set up for lunch times, manned by identified lunch supervisor.

Accidents/minor bumps/injury

- Children should be ESCORTED by an adult to the first aid room (at lunch time the first aid station on the playground) and a registered first aider informed. Listed first aiders are posted in the staff room and Medical Room. At no time should children be left unsupervised in the Medical Room.
- Any injury should be recorded in the First Aid Book in the Medical Room.
- The class teacher, if this has occurred at lunch/break time, must be informed.
- A First Aid note MUST be written and the class teacher is responsible for ensuring this is given to the parent/carer at the end of the day.
- Gloves need to be used when dealing with bodily fluids.
- Accident report forms should be completed for serious injuries and assaults (these can be located at the office), head teacher should also be informed.
- Head injuries including bumps should be notified to a member of SLT and a telephone call home to parents should be made along with the required explanatory note.
- If a decision is to be taken whether a child is to be sent home the head teacher must be informed.
- Any major accident needs to be reported to the head teacher immediately. In case of his absence these should be reported to The Deputy Head. If an ambulance is called the Headteachers need to be notified immediately, (or the person in charge, eg; DHT or AHT).

For dealing with accidents/incidents on the playground, staff should follow the 'First Aid Flowchart' (appendix 1). The flowchart is displayed all around the school, in each classroom, office and next to the first aid room.

Cuts/Grazes

- All open cuts or grazes should be covered after they have been treated with a cleansing wipe.
- Minor cuts should be recorded in the accident file and First Aid note given to parents at the end of the day.
- More severe cuts should be recorded in the accident file and parents informed by phone call. More severe injuries need to be reported to the head teacher.
- ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

Head injuries

- Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack.
- Parents should receive a first aid note clearly identifying the child has bumped their head.
- The adults in the child's classroom should keep a close eye on the child.
- All bumped head accidents should be recorded in the accident file.
- Children with a bumped head should be given a head injury letter to take home.
- Parents should be called if the child has a serious cut on the head, a large bump (egg) or there are obvious signs of concussion.
- Children who have a concussion after a head injury will need to be taken to hospital.

Record Keeping

- First Aid Record Books are kept in the medical room.
- The contents of these files are collected at the end of the academic year by the appointed person, and kept together for a period of 3 years as required by law. The school follows the HSE guidance on reportable accidents/ incidents for children and visitors.

Teachers and other staff – first aid:

- The school has a responsibility to provide first aid to all staff.
- In case of an accident/incident staff should seek First Aid from any of the qualified First Aiders.
- All First Aid treatment to staff should be recorded on an accident form that can be obtained from the office and reported to the head teacher.
- In case an accident/incident results in the individual being taken to hospital, where they receive treatment and are absent from work for 3 days or more, the head teacher needs to be notified. They will review the accident/ incident and will decide if it needs to be reported to the HSE.

Dissemination of the policy

Each teacher has a copy of this policy and a copy can be found in the Head teacher's office.

The school prospectus will contain a statement about medical care, and it is sent to all parents of children new to the school.

A copy of the policy is available to any current or prospective parent, on request to the Head teacher.

Adopted by governing board Nov 2016

Signed Chair _____

Date _____

To be reviewed Nov 2018