



CUMNOR CE PRIMARY

First Aid and Medication Policy

**Agreed by Governors:
October 2016**

V. CARR (Chair of Govs)

E. READ (Headteacher)

To be reviewed October 2018

Rationale

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 to dealing with Asthma and headlice.

First Aid Policy Guidelines

Our Assessment shows that we need at least 1 First Aid Trained adult and 1 Advanced Paediatric Trained adult

Training

All staff are offered emergency first aid training. Currently 9 staff have been trained in emergency first aid. One teacher (Mr Young) and one Teaching Assistant (Mrs Stockford) have undergone the Advanced Paediatric First Aid Training.

First aid kits

These are situated in the front office and in the Reception classroom these are maintained by the School Business Manager.

Treatment of injuries

Before any treatment is administered, staff should ensure they have checked to see if there are any known conditions or allergies. There is a record of these allergies in the front office, the kitchen and also in the staff room. These contain photographs and details of any child with a known condition or allergy.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered until bleeding stops after they have been cleaned with water.

Anyone treating an open cut should use disposable gloves provided. All blood waste is disposed of in the bin, located in the office.

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 and guardians must be informed. The child's teacher should be informed and keep a close eye on the progress of the child.

Other injuries

All other injuries should be dealt with in accordance with first aid training. Additional first aiders should be consulted if there is any doubt as to the best course of action to take.

Recording of accidents

An Injury Record Book is kept with the first aid equipment. Any injury that requires treatment should be recorded in the Injury Record Book with details of the person injured, the nature of the injury, the treatment, the signature of the person responsible for treatment and the date.

For bumped heads, the child will also be given a sticker to display prominently on their sweatshirt.

Bumped heads and any other injury causing concern to the teacher will be reported to parents via a letter sent home.

For major accidents, where the child is sent home or to a doctor / hospital, an online report form should be completed..

Calling the emergency services

In the case of major accidents, the emergency services are to be called.

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

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. 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 give all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office.

Medicines in School

As a general rule we do not administer medication in school. If a child needs to take medication, we ask parents to arrange for someone to come in and administer this. There may be exceptions to this for example if medication needs to be administered on a regular basis for a long term condition, or if medication is needed in an emergency

Creams

Creams, including sun block creams should be administered before coming to school. Any additional applications that re needed during the day should be self applied under the direction of the class teacher.

Parental permission

Medicines or creams will not be given unless we have the written permission of parents.

Where medicine is stored

No medicines should be kept in the class or in the child's possession (except inhalers). All medicines are kept in the staff room fridge or locked in the office.

Communication of 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 office and staff room. All trip letters include a request to update school of any changes in medical conditions.

Epipens and anaphylaxis shock training

Some children require epipens to treat the symptoms of anaphylaxis shock. Epipens are all kept in the school office. Staff receive regular training on the use of epipens. Children who require these epipens are listed as above.

Inhalers

Children have access to their inhalers at all times. These are kept in te teachers classroom cupboard.

In the event of a child having a severe asthma attack, who has no inhaler, then the emergency services will be contacted and their advice followed.

Headlice

Staff do not examine children for head lice. If we suspect a child has headlice we will inform parents and ask them to examine and treat their child. When we are informed of a case of headlice in school, we send a standard letter to the class where the case has been identified.

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 expected back into school until 24 hours after the last symptom has elapsed.