



Cold Norton Primary School

Policy for First Aid, Accidents and Medicines

MISSION STATEMENT

At Cold Norton Primary School we will provide a rich learning environment where each child develops knowledge, skills and understanding to achieve their full potential. Our aim is for each child to become:

- Happy, independent and self-confident.
- An enthusiastic and equipped learner who enjoys a challenge and copes well with change.
- Interested in and respectful of both their world and the world beyond them.
- A creative thinker who can make wise choices.
- Emotionally and spiritually literate
- Brimming with personal and physical wellbeing.

This policy was agreed by Staff: Spring term 2022

This policy was agreed by Governors: Spring term 2022

Policy to be reviewed: Spring 2025

Mrs L Ashforth & Mrs K Harris

First Aid Post

The First Aid post is located in the School Office.

Designated First Aiders

The designated First Aiders in our school are: The Office Manager and the Office Assistant.

The designated Paediatric First Aiders are: The EYFS Class Teacher and the EYFS LSA.

The PE subject leader is the designated First Aider for our pupils when attending an off-site sports tournament.

All class teachers and the majority of the support staff receive regular training for anaphylaxis, asthma and CPR.

First Aid and Illness

Children who feel unwell at school or who have sustained an injury at school should be sent to the school office. Monitoring of unwell children is the responsibility of the office staff and/or the Headteacher. The decision to send unwell or injured children home will be the responsibility of the office staff and/or Headteacher.

Staff will be made aware of all children who have individual Medical Care Plans and, in the event of illness, such plans will be followed.

A radio link is available from the main office and this should be used for activities that take place on the top field whereby only one adult is present so that a call can be made for medical assistance.

Accident Procedure

In the case of a pupil accident, the procedures are as follows:

If the child is able to confidently walk, the member of staff in attendance should send the child to the office for First Aid. Another pupil should accompany the injured child.

If the child is unable to confidently walk, the member of staff in attendance should send another pupil to the school office to request First Aid assistance at the scene. An ambulance chair is kept in the multi-purpose room.

The First Aider will administer First Aid and record the incident in our Accident Book - a copy of the record is sent home.

If a child has a light bump on the head, they will be given a "bump on the head" sticker. When a child has a heavier bump to the head, the parent/carer will be informed either by phone call, note in the book bag or by the class teacher at the end

of the day. The designated First Aider is responsible for deciding which course of action is appropriate in relation to the child's signs and symptoms.

If the designated First Aider believes hospital treatment is required for an accident or illness, s/he will:

- Arrange for an ambulance/paramedic to be called in an emergency situation and inform the parent/carer
OR
- Arrange for the parent/carer to collect their child so that the parent/carer can assess their child and decide whether to take them to their GP surgery or local hospital
OR
- In the event of an ambulance not attending and a parent/carer cannot be contacted but it is believed that the child requires urgent hospital treatment (e.g. suspected broken limb) arrangements will be made for the child to be transported to A&E by staff car or by taxi and accompanied by a member of staff.

If an injury sustained at school requires more than 3 consecutive days absence from school or work, then a Health and Safety form must be completed and sent to the ECC Health and Safety unit. An internal investigation must take place.

In the event of an accident or illness that results in a fatality, ECC and HSE must be contacted immediately.

Administering Medicines in School

Medicines **prescribed** by a child's GP surgery *may* be administered in school by the office staff where it is deemed essential. Most prescribed medicines should be taken outside of normal school hours. Wherever possible, the pupil will administer their own medicine, under supervision. If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly. In all cases, the school must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. Parents are requested to show the prescription label on the medication to the office staff.

Non-prescribed medicines cannot be administered by school staff and may not be brought into school. The exception to this is where a pupil has been diagnosed by a doctor with a condition for which non-prescribed medication is required e.g. Nurofen given for migraines. The school may request written confirmation of the diagnosis from the GP.

Pupils are not permitted to carry non-prescribed medicines, for example, Calpol sachets/tablets. Medication such as eye drops, cream or lotion, Calpol or hay fever tablets should be applied or administered by the parent/carer before the school day.

Parent/carers may administer further doses during the school e.g. by coming to the school at lunchtime.

There is no legal duty which requires school staff to administer medication; this is purely **voluntary**.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may have, for example: Epilepsy; Asthma; Diabetes or severe allergies. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. In such cases, an individual health care plan will be put into place to identify the necessary safety measures to support pupils with medical needs. Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. A school nurse may also provide additional background information and offer practical training for school staff.

School Visits

In the case of a **residential visit**, the residential centre's First Aiders will administer First Aid during the instructor-led activities. During the night, school staff can contact the centre's overnight First Aider. Between the instructor-led activities, school staff may access the centre's First Aid supplies and/or seek assistance from the centre's First Aiders.

School staff may administer prescribed medicines and non-prescribed medicines to pupils on residential trips following consultation with their parents and receipt of signed documentation from their parents prior to the trip. Accident Reports will be completed in accordance with procedures at the residential centre.

In the case of **day visits** and **after-school sports tournaments**, a first aid kit will be taken and held by the visit leader.

Returning to School after Injury or Illness

Children who return to school with an injury (e.g. broken arm or sprained ankle) may sit with a friend in the library area by the staff room at break times until they are able to go outside and the weather is conducive to them doing so.

Staff Medication

All medicines for staff personal use must be kept out of the reach of children and this is the responsibility of the individual member of staff. Individual secure lockers (in the office) are available to all staff.

Storage/Disposal of Medicines

Medicines must be stored either in the office or the staff-room fridge.

Inhalers must be clearly labelled with the child's name and are stored in labelled boxes in the office. A child with severe asthma may carry their inhaler outside with them; this is an individual decision as appropriate for the child and made in consultation with the parent/carer.

Injector pens for anaphylaxis must be clearly labelled with the child's name and are either stored in labelled boxes in the office or in medical bags that accompany the child. This is an individual decision as appropriate for the child and made in consultation with the parent/carer.

It is the responsibility of parents to ensure that their child's medication has not passed its expiry date. It is the responsibility of parents to collect unused medicines from the school for disposal.

Mrs L Ashforth & Mrs K Harris

Spring term 2022