



REDHILL

PREP SCHOOL & MONTESSORI NURSERY

FIRST AID POLICY INCLUDING MEDICINES, ASTHMA AND HEADLICE

RATIONALE

Children and adults in our care need good quality first aid provision. Clear and agreed systems 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.

PURPOSE

In developing this policy, the school has considered the principles outlined in the Welsh Government statutory guidance 'Supporting learners with healthcare needs' (March 2017) (215/2017).

Therefore, this policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid and medicines
2. Clearly defines the responsibilities of 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

GUIDELINES

New staff to the school are asked to read this policy when they are appointed, (Induction Policy). 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.

In accordance with Section 21(5) of the Education Act and 21(2) of the Children Act the physical, mental, emotional and social wellbeing as well as education, training and recreation are promoted in school and on off site visits. The school follows the guidelines regarding the entitlement of all learners with healthcare needs to a full education and in line with the Equality Act (2010) does not discriminate against disabled learners seeking admission to the school. The school is accessible to disabled learners and will make reasonable adjustments to the learning environment to enable disabled learners access to classes.

The school complies fully with the Data Protection Act 1998 with regards to the holding and disclosing of personal information. If any learner was prescribed controlled drugs the school would act in accordance with the Misuse of Drugs Act 1971.

There are annual procedures that check on the safety and systems that are in place in this policy. Adjustments are made immediately if necessary.

FIRST AID POLICY GUIDELINES

TRAINING

Most staff within the school have received First Aid Training and copies of certificates are kept centrally and by the First Aid area. Mrs Karen Deluca (within the Nursery) and Miss Louise Barrington (within the main school) have both completed a full First Aid at Work QTS adult training course. With two fully trained first aiders, there should always be one on the school premises at any one time. Fully trained first aiders attend re-training courses as required. The Holiday Club is separately monitored by CIW and all relevant First Aid training is in place.

FIRST AID KITS

First Aid at Work staff members are responsible for regularly stocking and monitoring the contents of the First Aid boxes. First aid kits are stored outside the disabled toilet, in the Year 4 classroom (close to the location of the sick bed), and the canteen.

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. Minor cuts do not need to be recorded.

Any first aider can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. These cuts should be recorded in the accident file and parents informed.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

SPILLS OF BLOOD, VOMIT OR EXCREMENT

School personnel will follow these procedures

Rubber gloves to be worn at all times

Disposable wipes must be used for any spills of blood/vomit and disposed of appropriately immediately by double bagging and placing into the chrome bin in the disabled toilet. Excrement will be flushed down the toilet and cleaning materials disposed of as above.

Following instances of sickness on carpets, sick sand bags will be used which help remove all traces of sickness from the carpet.

Floors and other surfaces must be disinfected using the appropriate chemicals.

Any soiled fabric must be washed or discarded.

Soiled garments are to be placed in double sealed polythene bags and then sent home or washed on the premises.

Cleaners are made aware of any spillages and will make an additional deep clean to specified area.

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. Parents and guardians must be informed BY TELEPHONE. The child's teacher should be informed and keep a close eye on the

progress of the child. ALL bumped head incidents should be recorded in the accident file.

ACCIDENT FILE

Blank Accident Forms are located by the main First Aid area by the Staff toilet. The accident form is completed and after being signed by a parent or guardian is placed in the child's file in the Office.

CALLING THE EMERGENCY SERVICES

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

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 in the car park to lead the emergency staff straight to the casualty.

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 and staff are clearly located in the school office.

MEDICINES IN SCHOOL

WHAT CAN BE ADMINISTERED?

In school we will administer medicines such as antibiotics, anti-histamine, cough mixture, throat lozenge, and paracetamol. All medicines must be clearly labelled with the child's name, dosage, frequency of administration, date of dispensing. All medication not needing refrigeration is kept in a locked cupboard in the Staff room. The form - 'Administration of Medicines to children in our care', is to be completed by parents/guardian to inform and give permission for the administration of medicine and is to be kept in the Office.

ANTIBIOTICS

We can administer antibiotics, though the antibiotics must be brought in by parents in the original prescribed bottle.

ANTI-HISTAMINE

We can administer anti-histamines in school. We will administer these medicines as stated or when required.

COUGH MIXTURE/THROAT LOZENGES

We can administer cough mixture and throat lozenge in school. We will administer these medicines as stated or when required. Children should not be sucking on throat lozenges unsupervised.

PARACETAMOL

We can administer paracetamol in school. We will administer these medicines as stated or when required.

CREAMS

We can administer creams for skin conditions such as eczema. HOWEVER, staff must not rub cream onto a child's body, unless agreed with the parents. With agreement, application of these creams must be made under the observation of another adult.

Sun cream should be applied before the children arrive in school, however, if it is extremely hot we encourage the children to re-apply during the day. Our registration forms technically give permission for us to apply, however, we do encourage the children to apply themselves. Any allergies are highlighted on each child's registration form.

The nursery has an additional policy - Intimate Care Policy.

SPECIAL DIETARY NEEDS

Consideration is given to dietary needs of learners and all teaching and catering staff are aware of children within the school who have additional dietary needs, a list of children with special dietary needs is held by catering staff and is available in the staffroom. As all food is cooked on the premises individual children's needs are well catered for.

PARENTAL PERMISSION

Medicines will not be administered unless we have the written permission of parents. Medicine forms are available in the office and staff room.

In the event of a child coming into school with medicines without a permission slip, we will attempt to gain consent for administration over the phone. If we are unable to contact parents this way 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 (except inhalers). All medicines are kept in the staff room fridge or in the locked cupboard in the staff room. Children who have their own Epipens have separate risk assessments carried out and all relevant information is relayed to staff.

ADMINISTRATION OF MEDICINES

All medicine permission slips are placed in the child's individual file in the school office.

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

INDIVIDUAL HEALTH PLANS (IHPs)

An IHP sets out what support is needed by a learner and are essential where healthcare needs are complex, fluctuating, long term or where there is a high risk that emergency intervention will be needed. Not all pupils with healthcare needs require an IHP, however those that do are known to all school staff and a copy of their IHP is available in their classroom and in the staffroom.

ASTHMA/INHALERS

Key stage 1 children will keep their inhalers with their class teacher for safety. Key Stage 2 children are expected to take their inhalers with them whenever they do rigorous activity.

OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS.

EPIPENS AND ANAPHYLAXIS SHOCK TRAINING

Some children require epipens to treat the symptoms of anaphylaxis shock. Epipens are all kept centrally in the staff room. Staff receive regular training on the use of epipens. Children who require these epipens are noted in registration forms and are discussed with all staff and also form part of new staff induction training.

HEADLICE

Staff do not touch children and examine them for headlice. If we suspect a child has headlice we will inform all parents accordingly. When parents inform us of a case of headlice in school, we send a standard letter to the class/school.

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 a 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 (see guidelines on Parents' Information Board and outside disabled toilet).

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 office.

Date reviewed: August 2023

Date for next review: August 2024

Person responsible for this policy: Headteacher

Proprietor Signature: