

Lancaster Road



Primary School

FIRST AID AND MEDICATION POLICY

Kath Gardner

Revised September 2013

First Aid Procedures And Medication Policy

First Aid

Each year group has a qualified first aider teacher and/or T.A. to deal with minor accidents during school time. In addition there are qualified first aiders employed as welfare assistants to cover the lunch time period. Minor cuts and abrasions may be dealt with by members of staff, but advice should always be sought from a first aider if there is the slightest doubt about any injury.

All head injuries must be seen by a first aider however slight they may appear.

Head injuries and any other injuries requiring treatment must be recorded by a first aider in the First Aid treatment book. The first aider dealing with the accident is also asked to complete the relevant 'bump' note and liaise with the child's class teacher. The 'bump' note must be sent home with the child. The lower section is to be retained as a record and kept in the first aid shelf in the main office. Parents must always be notified if a child has a visible mark on the face.

Accidents, which are 'worse than average' should also be recorded on the accident/incident forms which are available on the noticeboard outside the staff room. This includes pupils, staff, visitors and contractors. This form must then be given to the deputy head who will enter it on to the computer system and forward it to the appropriate body if necessary. The head teacher must countersign this form. Cold packs are available to treat some injuries and are stored in the first aid cupboard on the main corridor or in the freezer in the staff kitchen. The frozen packs must have the protective sleeve fitted before it is placed in contact with skin. These sleeves are located in the first aid cupboard in the staff corridor.

If a child appears to need further treatment, the parents/guardians will be informed immediately and advised to take their child to the dentist/doctor or hospital. If no contact can be made with the parents/guardians, the child will be taken to hospital or an ambulance sent for at the discretion of the head teacher or deputy. In the event of an emergency hospital treatment will be arranged as a matter of urgency, however, every effort will always be made to contact parents/guardians.

First aid equipment is situated in both reception classrooms, outside the year two and the year three classrooms and on the infant and junior corridors, the staff room and the Nursery. The infant and junior first aid supply also contains the First Aid treatment book and the 'bump' notes.

Plastic gloves must be worn for all treatment and these together with soiled dressings should be disposed of in the bags provided.

Medication

Parents/guardians of children requiring prescribed medication during school time must give written authority for its administration using the 'Parental agreement to administer medicine' form. These are available in the office. The medication must be passed directly to a member of staff. The medication should not be delivered by a child. The medication should be clearly labelled and include the child's name, dosage and storage instructions. Class teachers will arrange for the medication to be locked in the special cabinet set aside for this purpose at the beginning of the school day. These are located on the staff corridor, the year 2 and the year 3 corridor. A small fridge is situated in the staff room for medicines which need to be stored chilled. Medication administered is recorded on the 'Parental agreement to administer medicine form' which is kept in the appropriate cabinet until the course of medication has been completed. The member of staff administering the medication and a member of staff witnessing this, must both sign the form. Completed forms are then kept for reference in the box for 'First Aid' on the shelf in the office.

Medicines which are not accompanied by written authority from the parents/guardians or presented in labelled containers will not be administered. They will be stored safely until the end of the school day.

Asthma

Children with asthma are encouraged to keep their inhalers with them at all times, especially when participating in sporting activities, swimming or on school trips.
Confidential details should be kept in their green file.

Medical Care Plans

Children with medical care plans are made known to all staff in school. A register is displayed in the Head teacher and Deputy head teacher's room, the general office, the staff room and on the T drive in a folder 'medical care plans'.

Mrs Gardner meets annually with the parents of all children with a medical care plan to ensure all details are current and arranges for permission for the care plan to be displayed in the child's classroom. Class teachers display the care plans in the classroom in an area approved by the parents and have a copy in the class register. All staff in contact with these children are made aware of the care plan and sign a form to record they have read it. All staff have received training in dealing with the medical conditions noted on the care plans, this includes the location of emergency medication and the appropriate procedures.

Policy updated: October 2014

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