

# Anson Primary School



## **Policy for First Aid and Administering Medication (Including EYFS and Pupils with Medical Conditions)**

**2023**

Signed:



Chair of Governors

Date: 21st September 2023

Signed:



Headteacher

Date: 21st September 2023

Agreed by the Governing Body on *21st September 2023* as recorded in the Governing Body meeting minutes of that date.

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. At Anson Primary School First Aid is administered in a timely and competent manner. At Anson we achieve this by ensuring a high number of our staff have training and are qualified First Aiders. We ensure that they are kept up to date with developments, recognise the limits of their competence, have received first aid training from a qualified trainer and are reminded when refresher courses become necessary (usually every three years). This policy is applicable to pupils, as well as staff, in the event of illness or accident.

### **Named First Aiders (in the EYFS relevant staff have Paediatric First Aid)**

A list of staff qualified in First Aid is displayed at the entrance of the main school building and the nursery. They are up-dated as required. The Principal First Aiders are:

Ms. Lesley Nicholson  
Ms. Sheree Sheath

Ms. Sheath also manages records and administers medicines in the Nursery. Ms. Nicholson maintains the First Aid Cabinet in the First Aid Room and checks First Aid boxes. There is at least one qualified person on the school site when children are present. In addition we have teachers and teaching assistants who have an accredited full 1<sup>st</sup> aid training.

All staff, both teaching and non-teaching, are also responsible for dealing with minor incidents in the absence of the qualified first-aiders.

### **Accidents and Illness**

#### **Procedures When to Call 999**

Any accident which is beyond basic First Aid assistance, including serious head injuries, excessive bleeding or unconsciousness, difficulty in breathing, choking, when someone is fitting or concussed and severe allergic reactions must be treated as an emergency and a call to ambulance assistant must be made. Any member of staff can do this as haste is of the essence. The Headteacher is informed and the incident recorded on an 'Accident Report' sheet.

If an accident occurs in the playground and first aid is required, then a responsible child/friend of the injured child will accompany the child to the School Office. If the injury is thought to be serious, a member of staff will accompany the child to the School Office or send for a qualified first aider. Minor incidents in will be dealt with by the play leaders or teaching assistant and a first aid bag is kept during playtimes and lunchtimes by the lead play leader.

If an accident occurs on an educational visit, the injury should be assessed appropriately by a qualified First Aider and the following procedure followed. A first aid bag will be carried on all trips for minor incidents. In case of a serious incident then 999 will be called and processes as laid out in the Risk Assessment (*There and Back Again*) will be followed.

**The following procedures should be followed:**

**Cuts and Grazes:** Examined, assessed, cleaned and plaster applied if absolutely necessary. We use non-antiseptic/non-alcoholic wipes or cold water to wash the wound.

**Bumps to Head:**

Examined, assessed and ice applied if applicable. For all head bumps, parents are contacted by telephone to inform them of the incident. For serious head bumps, where skin is broken or large lumps appear, parents are contacted and asked to collect their child. If the accident occurs off-site (educational visits) the School Office will inform the parents. An ambulance will be called in more serious incidents.

All serious incidents will be reported to Brent, via the online reporting system.

**Bumps & Bruises:**

Examined, assessed and ice applied.

**IF A FRACTURE OR SERIOUS INJURY IS SUSPECTED:**

The pupil's parents are contacted and an ambulance called, if necessary.

**Headaches:** Water and observation for 20 minutes. If the child feels better they will be sent back to class. If there is no improvement the parents will be contacted and the child may be sent home.

**Tummy Aches:** Assessed and observed for 20 minutes. If the child feels better they will be sent back to class. If there is no improvement the parents will be contacted the child may be sent home.

**Safety/Hepatitis and cross-infection**

Staff always wear disposable gloves when treating any injuries which involve body fluids. They make sure any waste (wipes, pads, paper towels, etc) are placed in a disposable bag and fastened securely. The school also has a yellow bin for sharps and other clinical waste. Any children's clothes are placed in a plastic bag and fastened securely ready to take home.

**Main First Aid Box**

Location: Medical Room

Contents: Scissors, bandages, non-allergenic plasters, wipes, sterile gauze, disposable gloves, Bactigras dressings, eye pads, eye washes, sling & sick bags.

All classrooms have a first aid box for the children in their classrooms with the appropriate first aid equipment and any specific medication for each pupil. The location of the first aid box is clearly marked on the classroom door.

**Policy on the Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines. Office staff will administer medicine to children when this is requested in written form, from parents. Please note that teachers are not required to dispense medicines as part of their contracts. These requests fall into two categories:

1. Children who require medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy).
2. Children who are suffering from casual ailments (coughs, colds, etc)

### **Prescription Medicine**

All medicines should be taken directly to the school office by a responsible adult. Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.

The medicine should be clearly marked with the child's name and class number. The appropriate dosage spoon should be included with all medicines sent to school. Any medicine administered will be recorded by the staff member. Medicines will only be accepted for administering in school on completion of the appropriate form by a parent or carer.

### **Non-Prescription Medicines**

The school does not administer non-prescription medicines. If parents need their children to take medicine that has not been prescribed then they will need to arrange a time to attend school to administer the medication themselves.

### **Long-Term Medication**

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration.
- The medicines must be brought into school in a properly labelled container that states: (a) the name of the medicine, (b) the dosage and (c) the time of administration (d) the name of the child.
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in the Medical Room in accordance with safety requirements. A record is kept of all stored medicines.
- In cases of asthma, each child's inhaler is kept in the School Office in boxes clearly labelled with the child's name and class.
- Staff will receive specific training as and when required to administer medication.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. A care plan from the doctor is essential for such cases.

Detailed written instructions should be sent to the school and the parent/guardian/doctor should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all time.

At Anson we have a number of pupils with allergies of one form or another. Some of these are severe and may result in anaphylactic shock needing emergency treatment with an injection of epinephrine (adrenaline), using an EpiPen. A list of all pupils with allergies or other notifiable problems is kept in the school office and kitchen. When pupils go off-site, members of staff are made aware of any potential medical problems and a copy of this list applicable to the class is put in the first aid box for that day. Parents are requested to supply an EpiPen which is taken by staff to the on school trips. The office staff, teachers and teaching assistants receive training in administering the EpiPen.

The First Aid room has a fridge and freezer to enable the school office staff to keep ice packs and medication that needs to be kept cold.

**Related Documents:**

Health & Safety Policy

SEND Policy

Accessibility Policy

Equalities Objectives

Safeguarding Policy

Restraining Policy

Intimate Care Plan



## School Medical Agreement

### Form Prescription Medicine

**This agreement form must be completed and signed by a parent or carer before medicines can be administered.**

Date

Child's name

Class

Name of medication

Expiry Date

Dose (how much to give)

When the medication is to be given (time/before or after food)

Any other instructions

Daytime phone number of parent or adult contact/Emergency contact

Name and phone number of the child's GP

I authorise the school staff to administer the above prescribed medication to my child during school hours.

Signed .....

Print Name

