

First Aid/Asthma/Administration of Medicine Policy (including EYFS)

Responsibilities in Brief

The Governing Body is responsible for the health and safety of employees and of all those on the school premises.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons, to provide first aid in a timely and competent manner.

The employer should ensure the minimum provision for First Aid:

- 1) A suitably stocked first-aid container.
- 2) An appointed person to take charge of first-aid arrangements.
- 3) Information for employees on first-aid.
- 4) Relevant and updated training will be provided for use of Epi-Pen and management of epilepsy.
- 5) For Asthma please see separate Asthma Policy (available in School Medical Room).
- 6) First Aid Training (Paediatric) is provided for staff working with EYFS children every three years. Paediatric First Aiders: Mrs J Reis, Mrs J Noah, Mrs P Bailey
- 7) A trained First Aider is located in each of the three houses which make up the school site.

The Headteacher is responsible for putting this policy into practice and for developing detailed procedures. The Headteacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The Headteacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes. Previous incidents, logbooks and consultation with staff should inform the monitoring and review process.

The Headteacher must ensure that First Aid notices are suitably displayed in staff/common rooms providing information on: location of equipment, facilities, personnel, monitoring and reviewing procedures.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their own children.

It is the policy of the school that all staff with child contact should participate in basic First Aid training and are provided with updated guidance on standard First Aid procedures. The School Secretary should also be trained and take responsibility for the maintenance of all necessary First Aid supplies in the School Office.

In the Event of Sickness or Accident

- 1) After gentle questioning, pupils with mild symptoms should be encouraged to remain in class and report to the Office later if discomfort persists.
- 2) If the child is too uncomfortable to remain in class, he/she should be sent to the Office. The School Secretary or Headteacher /Deputy Headteacher will decide, after consultation with staff, if the child should remain in the Sick Room in the hope that a quiet and restful period there will be of value.

- 3) If the child is clearly unwell and distressed, e.g. feverish/vomiting etc, the parents are to be contacted, so that the child can be taken home. This is then recorded in the school's Attendance Diary.
- 4) If the parents/carers cannot be contacted, the child should be comforted, cleaned (if necessary) and rested in the sick bed. The 'patient' should then be checked regularly.
- 5) If presented with more serious symptoms, additional medical help may be summoned. An ambulance may be called. Parents will be contacted as a matter of urgency. A member of staff will accompany the child to hospital/surgery, and shall take a copy of the child's Emergency Details (Pink Form) with him/her.
- 6) In the event of an accident resulting in a serious injury, the procedure above will be followed. Staff would follow standard First Aid procedures.
- 7) It may be necessary to summon additional help from other members of staff. In the event of serious incident/accident causing injury - call Emergency Services without delay. Make a full report of the circumstances in the Accident Book.
- 8) All minor cuts, grazes, and bruises, are to be dealt with according to the procedures recommended by the First Aid training. These can be attended to by any member of staff who have all had basic First Aid training.
- 9) If a child has sustained a minor injury (as above) as a result of aggression, or 'rough' play, the parents of both parties should be informed at the end of the school day.

The school will follow statutory guidance with regard to reporting infectious diseases to Local Health Authority and to comply with official advice with regard to this.

Incident Reporting

- 1) All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, kept in the school office.
- 2) Parents are informed of head injuries by letter. Parents are informed of minor injuries by letter given to the child.
- 3) First Aiders contact parents by phone if they have concerns about the injury.
- 4) Staff should complete the accident book if they sustain an injury at work.
An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.
The member of staff or other supervising adult concerned should seek medical advice without delay.
- 5) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), Employers; self-employed people; people in control of premises must; report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents) to HSE. The quickest and easiest way to do this is to call the Incident Contact Centre with **no need to fill in a report form. Just call 0845 300 99 23** (Monday to Friday 8:30am to 5:00pm) and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records.

Body Spillages/HIV

- 1) No person must treat a pupil who is bleeding, without protective gloves.
- 2) Protective gloves are stored in the School Office.
- 3) Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- 4) All body fluid spillage's (vomit, diarrhoea and blood) must be cleaned immediately. This is vital if spread of infections to be reduced.

Gloves should be worn when in contact with blood or body fluid is likely. Ordinary rubber gloves are suitable for dealing with spillages.

- 5) Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into special hazard bag.
- 6) Once spillage has been cleared, hands must be washed and dried after removal of protective gloves.
- 7) Once the spillage has been put into hazard bag it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

Administration of Medicine

Medicines can be administered to pupils during school time when this *is* absolutely necessary. Antibiotics prescribed three times a day do not need, on the whole, to be taken at school. This can be done before or after school or at bedtime. However, if the GP feels that it is essential for a child to take medicine during school time, the Parent/Guardian must hand the medicine to the School Secretary or the Class Teacher and fill in and sign the 'Administration of Medicine' form giving details of dosage, etc. The medicine will be administered as directed and two adults present will sign the form.

The medicine and form must be handed over *in person* by the parent or guardian on the morning in question.

This form must be filled in for *each day* that the child needs to be given medicine.

Any non-prescribed medicines or preparations need to be clearly labeled with child's name and the same procedures apply.

If parents/guardians wish to come to school to administer the medicine themselves, arrangements can be made to do so.

ASTHMA POLICY

Asthma is a physical condition which affects at least one in ten children. An attack is caused by a sudden narrowing of the air passages making it difficult to breathe. Asthma can be controlled by, firstly, avoiding known irritants or triggers and then by inhaling specific, prescribed drugs.

PARENTS/CARERS

- Should notify the school if their child has asthma. This should be done immediately after diagnosis and then annually on the 'Pupil Information' sheets
- Are responsible for supplying their child with a named inhaler and spacer if necessary.
- If the medication is to be administered by a member of staff then the appropriate permission form should be completed.
- Should keep the school fully informed about any changes in their child's condition/medication.

Children identified as having asthma should have an inhaler in school. If, however, parents do not consider it appropriate to supply their child with an inhaler, then this must be their responsibility.

Inhalers are kept near to the first aid supplies. Older children are encouraged to take responsibility for their own inhalers. Younger pupils may need assistance in administering the medication and will be overseen by the appointed member of staff.

SCHOOL

- Should ensure that all pupils with asthma are encouraged to participate fully in all aspects of school life.
- Will inform parents if their child has required administration of his/her inhaler during the day (this does not apply to children who have responsibility for administering their own medication.)
- Will provide an accessible, safe place for storage of inhalers kept in school.
- Will ensure that a register of children with asthma is kept in the front of the class register. All teaching staff will have access to this register.
- Will ensure that for school trips accompanying staff are aware of children with asthma and their school inhalers will be issued to them. In the event of a child taking part in an activity where the inhaler might be damaged the party leader will carry the inhaler. The party leader will take charge of the inhalers for the younger children.
- Will ensure that staff have an understanding of what to do in the event of a child having an asthma attack.
- Will call an ambulance if no relief with treatment is obtained within 5 minutes or if the child is distressed, unable to talk or blue.

(October 2014 – to be reviewed October 2017)

ADMINISTRATION OF MEDICINE

Name of child.....

Class.....

Date.....

Name of Medicine	Time to be administered	Amount to be administered	Time of administration	Signature	Signature

I accept and understand that the Staff of St Philomena's School can take no responsibility for the administration of medicine supplied by me and requested by me to be administered to my child.

Parent's/Guardian's signature.....

TO BE COMPLETED FOR EVERY DAY THAT MEDICINE IS TO BE ADMINISTERED