

Beech Hill Primary School

First Aid Policy

*Including Medicines, Asthma and
Headlice*

*Mrs S Hussain – April 2009
Reviewed- Jan 2012*

First Aid Policy Statement

Rationale

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

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid and medicines
2. Clearly defines the responsibilities and 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 given a copy of this policy when they are appointed. 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.

Conclusion

The administration and organisation of first aid and medicines provision is taken very seriously at Beech Hill Primary School. There are annual procedures that check on the safety and systems that are in place in this

policy. The school takes part in the Health and Safety checks by Calderdale Local Authority – these happen at least once a year. The school also discusses its first aid and medicines procedures with the school nurse each year. Adjustments are made immediately if necessary.

First Aid Policy Guidelines

First aid in school

Training

All staff are offered emergency first aid training. The teaching staff and Midday Assistants were all trained in emergency first aid in March 2009. Retraining is due to take place in May 2012. The Headteacher, a number of teachers and Teaching Assistants are fully trained first aiders. All of the Foundation stage staff were fully trained in September 2008. Fully first aiders attend retraining courses as required.

First aid kits

Midday Assistants and teachers on duty will need to assess injuries in the playground. If First Aid needs to be administered, children will be sent to the First Aid Station situated at the top of the hall. All First Aid administered must be recorded in the Accident book. After recording the incident, the yellow copy will need to be torn out and given to the office who will pass onto the class teacher to send home. These children will also be given a sticker to show that they have been given first aid.

First aid kits are stored in the staffroom. All classes have an emergency first aid kit that the teachers keep in a convenient place.

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 in the accident file.

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

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES. All blood waste is disposed of in the yellow bin, located in the men's toilet.

Bumped heads

Any bump to the head, no matter how minor is treated as serious. 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 and a note will be sent home.

Accident file

The accident file is located in the staff room. Each year there is a new file. Old files are stored in the school office.

Every incident is recorded on a new sheet.

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 by the school gate on Mount Pleasant Avenue and guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and give 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

Parental permission

For children with chronic medical conditions the school nurse will formulate a care plan which will be implemented by the nominated members of staff (form A)

We do not encourage pupils to carry/administer their medicine. (Forms B,C,D E).

Medicines will not be administered unless we have the written permission of parents. Medicines forms are available from the school office.

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.

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 and class.

ANTIBIOTICS

We can administer antibiotics although this is usually undertaken by one of the fully trained first aiders. We can only administer ONE dose of an antibiotic during the school day.

ANTI-HISTAMINE

We can administer anti-histamines in school usually undertaken by one of the fully trained first aiders. We will administer these medicines as stated or when required.

COUGH MIXTURE/THROAT LOZENGES

We can administer cough mixture and throat lozenge in school usually undertaken by one of the fully trained first aiders. 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 usually undertaken by one of the fully trained first aiders. We will administer these medicines as stated or when required.

CREAMS

We can administer creams for skin conditions such as eczema. Staff must wear latex gloves. 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.

Where medicine is stored

Medicines should be kept in the class or in the child's possession (except inhalers and epipen). All medicines are kept in the staff room fridge or the locked cupboard. Administration of medicines takes place in the staffroom.

Administration of medicines file

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

Asthma and other medical problems

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 class register. New photographs and signs are made of children with severe medical problems such as asthma. These signs and notices are displayed,

1. In the class register
2. In the school office
3. In the school kitchen
4. In the staffroom

Epipens and anaphylaxis shock training

Some children require epipens to treat the symptoms of anaphylaxis shock. Epipens are kept in the class room and one is kept centrally in the staffroom. Staff receive regular training on the use of epipens. Children who require these epipens are listed as above. Epipens must be taken to all school trips and off site educational settings.

Inhalers

Children have their inhalers with them at all times. Key Stage 2 children are expected to take their inhalers with them whenever they do rigorous activity. Key stage 1 children will keep their inhalers with their class teacher for safety. Inhalers will be taken with children on educational visits.

OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS.

In the event of a child having an asthma attack, who has no inhaler, the parents must be sought quickly by phone to give permission for the administration of someone else's inhaler. If parents cannot be located, then the emergency services will be contacted and they would give permission for the sharing of the inhaler.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child has headlice we will inform parents and ask them to take appropriate measures. Repeated failure to deal with headlice may be seen as 'neglect' and outside agencies may be contacted. When we are informed of a case of headlice in school, we send a standard letter to the class where the case has been identified.

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 24 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 your child has any of these infections they will need to stay off school for a prescribed period of time. The Headteacher or school office will advise Timescales (refer to disease schedule).

First Aid Equipment is stored in the staffroom, every classroom and the top part of the hall



For any advice on First Aid contact the First Aid Manager:

**The Appointed Persons: Shameem Hussain
First Aid Manager: Emma Hunt**

Emma Hunt
Julie Croker
Nicol Kaye
Alison Barker
Gemma Armitage
Michelle Sierota
Alison Barker
Rashda Munir
Afzal Hussain
Jan Collins
Shahida Javed
Kanvel Akram
Wendy Brennan
Sameera Hashmi
Sabbia Quddus
Brenda Macmillan

Mariam Siddique
Shabana Akhtar
Nighat Sultana
Tasmia Hussain
Farhat Mir
Robina Kauser
Naseem Akhtar
Jonathan Moss
Paul Kendal
Marzena Kucsuk
Sobia Afzal
Sameera Hashmi
Holly Vickerstaffe
Karen Dawson
Jenny Riley
Wendy Brennan
Saira Banu

First Aid Trained

Expiring March 2013 (Training updated Feb 2010)

Emma Hunt

Julie Croker

Nicol Kaye

Alison Barker

Gemma Armitage

Michelle Sierota

Alison Barker

Rashda Munir

Afzal Hussain

Jan Collins

Shahida Javed

Kanvel Akram

Expiring September 2011

Wendy Brennan

Sameera Hashmi

Sabbia Quddus

Expiring September 2012

Mariam Siddique

Shabana Akhtar

Nighat Sultana

Tasmia Hussain

Farhat Mir

Robina Kauser

Naseem Akhtar

Jonathan Moss

Paul Kendal

Brenda Macmillan

Expiring October 2014

Marzena Kucsuk

Sobia Afzal

Sameera Hashmi

Holly Vickerstaffe

Karen Dawson

Expiring November 2014

Jenny Riley

Wendy Brennan

Saira Banu

