

## First Aid and Medicines Policy

At Hollingbourne we believe it is essential to have in place adequate first aid provision and medical care for all pupils and school personnel.

### **Aims**

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.

### **Strategy**

<b>Identification &amp; Awareness</b>	<ul style="list-style-type: none"><li>• Parents must inform the school of their child's medical history that may be a cause for concern.</li><li>• School personnel must be suitably trained in identifying pupils with expected problems.</li><li>• School personnel must report any concerns they have on the medical welfare of any pupil.</li></ul>
<b>Training</b>	<ul style="list-style-type: none"><li>• For all personnel to undertake training in first aid, administration of medicines and awareness of medical problems in pupils.</li></ul>
<b>Administration of Medicines</b>	<ul style="list-style-type: none"><li>• A procedure must be in place for the administration of medicines for pupils.</li><li>• Before the school administers any medication the parent must complete the necessary paper work.</li><li>• Records must be kept of the administration of medicines.</li></ul>
<b>House Keeping</b>	<ul style="list-style-type: none"><li>• All medicines must be securely stored in a central location.</li></ul>
<b>Emergencies</b>	<ul style="list-style-type: none"><li>• A procedure for dealing with accidents must be in place.</li></ul>
<b>Records</b>	<ul style="list-style-type: none"><li>• Records are to be kept for all pupils.</li></ul>
<b>Reporting</b>	<ul style="list-style-type: none"><li>• Parents are to be informed of all accidents especially head injuries.</li></ul>

We believe the strategy is effective in the provision of medical and first aid care within the school.

### Managing children with allergies, or who are sick or infectious

We provide care for healthy children and promote health through identifying allergies and preventing contact with the allergenic substance and through preventing cross infection of viruses and bacterial infections.

When parents start their children at our school they are asked if their child suffers from any known allergies. This is recorded on the registration forms. If a child has an allergy this is noted along with the resulting reaction and any necessary medication with instructions of its use to alleviate the reaction. If it is necessary to administer special medication (eg epipen or similar) then this is recorded on a personal care plan and staff undergo any necessary specific training to ensure that they know how to administer the medication correctly.

We limit the likelihood of allergic reactions where possible for example, we do not permit nuts in school and limit the use of nut products. Parents are regularly reminded of this.

If children appear unwell during the day- have a temperature, sickness, diarrhoea or pains particularly in the head or stomach- a member of SLT is consulted and then parents contacted, asking them to collect the child or send a known carer to collect on their behalf.

If a child has a temperature, they are kept cool, by removing top clothing, sponging their heads with cool water but kept away from draughts. Temperature is taken using an electronic in the ear thermometer kept in the first aid cupboard. This action can be taken by all staff.

In extreme cases of emergency the child should be taken to the nearest hospital and the parent informed.

After sickness/diarrhoea parents are asked to keep their child home until the symptoms have stopped and the parents consider the child is well enough to return to school. The school can refuse admittance to children who have a temperature, a contagious infection or disease or who have been sick/ had diarrhoea within 48 hours. Clear guidance is set out in: ***Guidance on infection control in schools and other childcare settings April 2010- Health Protection Agency*** which the school refers to.

If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency. The school will then act on the advice from the Health Protection Agency. It may also be necessary to inform Ofsted (advice from Local Authority would be sought).

Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared.

On identifying cases of head lice, all parents are informed and asked to treat their child and all the family if they are found to have head lice.

### Medicines

It is not our policy to care for sick children, who should still be at home until they are well enough to return to school, however we will agree to administer **prescribed medicine** as part of maintaining their health and well-being or when they are recovering from an illness. We will also administer over the counter medicines such as calpol or neurofen if it is absolutely necessary.

Medicines should only be given where it would be detrimental to the child's health if not given within school time.

Medicines can be given by all staff. The administering of any medicine should be witnessed by a second adult.

Children taking the medicine must be well enough to attend school. All medicine must be in date. Prescribed medicine must be prescribed for the current condition). They must be stored in their original containers, clearly labelled (with pharmaceutical label) and inaccessible to children- stored in line with the conditions set out in the instruction booklet.

Parents give prior written permission for the administration of medication. For non prescribed medicine this will be bought in at the time of illness. The medicines will not be kept in school over night. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:

- Full name of child and date of birth
- Name of medication and strength
- Who prescribed it
- Dosage to be given in the setting (and time if possible)
- How the medication should be stored and the expiry date
- Any possible side effects that may be expected should be noted
- Signature, printed name of parent and date.

See Appendix 1 for form.

The administration of medicine is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of medicine. The medication record book records:

- Name of child
- Name and strength of medication
- The date and time of dose
- Dose given and method
- Signature by staff member and parent signature at end of day

See Appendix 2 for form.

**With any medication brought into school, parents MUST be asked and sign to say what time the last dose was given to their child so that the child cannot be given an overdose in school.**

**All medicines (except inhalers for asthma) MUST be brought into school each morning, taken to the school office and collected by the parent/ carer from the office at the end of each day.**

Please refer to the additional guidance for further information: ***Guidance to refer to: Managing Medicines in Schools and Early Years Settings DfES 2005***

Accidents- recording and reporting

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents. Please refer to: ***A guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995- HSE 2012.***

Our accident book is kept safely and accessibly (to all staff who know how to complete it) and it is regularly reviewed to identify potential or actual hazards.

Where possible, parents are informed about accidents in person at the end of the day. Parents are formally told about more serious accidents by putting a sticker on the child concerned and ensuring the parent is verbally informed at the end of the day. Where at all possible, parents are informed of head bumps and more serious injuries by phone at the time the first aid treatment is being given. If this is not possible they are informed as soon as possible afterwards. In order to meet the requirements of the EYFS, in the Early Years Foundation Stage white accident forms are completed and given to parents for any minor accident which has required any first aid treatment.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises we make a report to the Local Authority using the electronic form on KELSI. If necessary, the Health and Safety Executive is also informed using the format for the RIDDOR.

#### First aid.

At Hollingbourne, all staff are able to take basic action to apply first aid treatment in the event of an accident involving a child or an adult. At least one member of staff with first aid training is on the premises or on an outing at any one time. The first aid training within the Early Years Foundation Stage is Paediatric First Aid and in line with the requirements set out in the Early Years Foundation Stage Statutory Requirements.

Our First Aid supplies ensure we can manage first aid treatments and complies with relevant regulations. These supplies are kept in the first aid cupboard in our waiting area. First aid resources are kept easily accessible to adults and kept out of the reach of children. Stocks within the first aid cupboard and first aid kits are checked regularly and restocked by **Helen Bradley-Wyatt** (HT and paediatric first aid trained) and **Melanie Brown** (paediatric first aid trained).

At the time of admission to the school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Any staff can carry out basic first aid treatment. Basic first aid includes treatment for e.g minor grazes, minor bumps (other than to the head) minor nosebleeds.

**Bumps to the head, or serious accidents, cuts, burns should be referred to a trained First Aider for appropriate treatment advice.**

**Any children in the Early Years Foundation Stage requiring treatment from a first aider must be treated by a first aider with the paediatric qualification.**

**A list of staff who are currently First Aid trained can be found in/on the first aid cupboard.**





## Parental agreement for the administration of medicines

The school/setting will not give your child medicine unless you complete and sign this form and the school/setting has a policy that staff can administer medicine

Date: \_\_\_\_\_ Childs Name \_\_\_\_\_

Age \_\_\_\_\_ Yr Group & Class \_\_\_\_\_ DOB \_\_\_\_\_

Condition / Illness \_\_\_\_\_

Name and Strength of Medicine \_\_\_\_\_

Where Medicine Kept: \_\_\_\_\_

Side Effects: \_\_\_\_\_

Expiry date: \_\_\_\_\_

How much (dose) to give: \_\_\_\_\_ Date of Provision \_\_\_\_\_

When to give it \_\_\_\_\_

Number of tablets/ quantity given to school \_\_\_\_\_

**Note: MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACIST. STUDENTS SHOULD NOT SELF ADMINISTER**

Daytime contact number of parent or adult contact \_\_\_\_\_

Name and contact number of GP \_\_\_\_\_

Agreed review date \_\_\_\_\_

This information is, to the best of my knowledge, accurate at time of writing and I give consent to the school / setting staff, to administer the medicine in accordance with the school/setting policy. I will inform the school/ setting immediately in writing if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Guardian signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

**Appendix 2**

**ADMINISTRATION OF MEDICINE FOR INDIVIDUAL CHILDREN**

Name of child.....

DOB:..... Class.....

Name and strength of medication: .....

Dose/ frequency and method of administration.....

.....

<b>Date</b>					
<b>Quantity received</b>					
<b>Quantity returned</b>					
<b>Staff signature</b>					
<b>Print name</b>					
<b>Parent signature</b>					

Date:					
Time given:					
Dose given:					
Staff signature:					
Print name:					
Witness Signature:					
Print name:					