

## Policy for First Aid & Medicines

At Manor School we endeavour to provide the very best possible care for our pupils, staff and visitors.

To achieve this the school will:

- Have a minimum of one suitably stocked first aid box on each floor of the school.
- Have at least one appointed person to take charge of first aid arrangements
- Provide information to employees, children and parents on the arrangements for first aid.
- Have a procedure for managing accidents.
- Review the arrangements for first aid annually.

### **First Aid Boxes**

All First Aid boxes in the school will conform to the Health & Safety Executive's (HSE) minimum provision and are located in:-

Ground Floor – Reception (Including bum bags to be used at playtime & lunchtime)

Middle Floor – Karen's room

Top Floor – Lorraine's room

Ms Khadijah Hassan orders First Aid equipment and ensures that the First Aid cupboard and boxes are correctly stocked.

### **Staff with First Aid Training:**

#### **Trained members of staff**

Lorraine Baker; Dacia Croogorac – Top Floor

Karen Creasey – Middle Floor

Jean Wilkinson, Nadia Chowdhury, Regina Steyaert, Khadijah Hassan – Bottom Floor

#### **Mealtime Assistants**

Lisa Darsey, Ann-Marie Turney, Debbie Bennet

#### **Playworkers**

Sharon Wanyana, Fouzia Said-Kassim, Lucky Noor, Lauren Green

All these members of staff are fully qualified First Aiders, and have an additional qualification in Paediatric First Aid.

At **playtimes** the Teaching Assistant on duty carries a First Aid kit in a bum bag which is collected from the main Reception. This person is the first point of contact for any minor injuries which are dealt with in the playground. If a more serious injury occurs then the child is accompanied into the building to see a First Aider.

### **Procedures**

Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in the medical waste boxes in the Main Reception. Minor incidents and accidents should be dealt with, wounds cleaned etc and the child returned to the playground when possible and practical.

An up-to-date list of child **medical conditions**, asthma etc is kept in the medical cupboard in the Main Reception.

**More serious accidents** should be recorded in the First Aid Record book and a white slip detailing the injury and care needed given to the child. The class teacher should be informed so that they can then inform the child's parent.

### **Head injuries**

Parents to be informed by telephone in **every case** and the child given a 'bumped head' letter and a sticker.

The child must keep the letter and the sticker visible at all times so that teachers and assistants know of the injury and can talk to the parent / carer collecting the child at the end of the day. Details are recorded in the First Aid book.

### **Accidents**

#### **Accidents at playtimes**

The Teaching Assistant on duty carries a First Aid kit in a bum bag which is collected from the main Reception. This person is the first point of contact for any minor injuries which are dealt with in the playground.

If a more serious injury occurs then the child is accompanied into the building to see a First Aider who at playtimes will be a member of the school office staff.

#### **Accidents at Lunchtime**

The First Aid MDAs on duty will treat the child in the First Aid Room.

In the event of a more serious accident occurring:

- Send a child / suitable adult for one of the named first aiders
- Ensure safety of injured child and other children
- Do not take action until the first aider arrives.

The Lunchtime First Aiders will deal with all lunchtime incidents until 1:30pm when they finish.

## **Accidents in the classroom**

The incident is to be dealt with by the qualified first aider **on that floor**, regardless of the floor that the child's classroom is situated on. For example, If a child is on the top floor (such as in the ICT suite) then Lorraine Baker would deal with the incident.

In the event of a child having an accident involving an injury or a suspected injury in class then:

- Send adult / suitable child for the named first aider on the floor
- Ensure safety of injured child and other children
- Do not take action until the first aider arrives.

Children who complain of feeling unwell in class can be dealt with in the first instance by the teacher – a glass of water for a headache etc. If the child still presents with a complaint they should be dealt with by the First Aider **on that floor**. Try to avoid sending a child out of class for minor complaints. It will always be the First Aider who makes any decision regarding a child needing to go home.

## **Accident Reporting**

All accidents will be recorded and reported according to the Local Authority's guidelines, to include:

- The date, time and place of the incident
- The name and class of the injured person
- Details of the injury and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the person or first aider dealing with the incident

## **Precautions for Offsite Activities**

Before authorising any off-site activities the Deputy Head will assess what level of first aid provision is needed. It will take into account first aid provided by venues visited and transport systems used. All staff will take a mobile phone for emergencies.

Classes leaving the school premises will take a First Aid bag, and a sick bag containing essential cleaning aids. The first aid bag will conform to the Authority's guidance.

## **Sports Activities**

Any member of staff taking children to a sporting event must ensure that a fully stocked First Aid bag is taken to all activities.

## **Dealing with Emergencies**

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted.

If a child needs hospital treatment in a non urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then a member of staff, probably the Headteacher will drive the child to hospital. The child should be strapped into the back seat and another member of staff should sit in the back with the child. Every attempt to contact the parents will be made by the school.

## **Hygiene Control Guidelines**

It is advisable to follow the Hygiene Control Guidelines recommended by the DfES listed below in all instances to provide protection against a range of infections to which staff in schools may be exposed.

The following is the basic hygiene procedure recommended by both Union and the DfES, which should be put into operation in all instances against a range of infections which teachers in schools may be exposed to.

### **Personal Hygiene**

Razors, toothbrushes or other implements which could become contaminated with blood must not be shared

Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.

Sanitary towels and tampons should be placed in the disposal bins provided.

### **Accidents Involving External Bleeding**

Normal First Aid procedures should be followed, which should include the use of disposable gloves.

Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.

Cotton Wool should not be used in cleaning wounds since it is not sterile and could cause infection.

As soon as possible seek medical advice

### **Splashes of blood from one person to another**

- Splashes of blood on the skin should be washed off immediately with soap and water.
- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.

After accidents resulting in bleeding, contaminated surfaces, e.g. tables or furniture should be disinfected using the appropriate sanitiser.

### **Staff Precautions**

As general policy, if staff giving care to infected children have cuts and abrasions, these should be covered with waterproof or other suitable dressings.

### **Waste Disposal**

Urine and faeces should be eliminated or discarded into the toilet in the normal manner.

Soiled Waste and Bloods should be disposed of in the sanitary bins. These are collected regularly and the contents disposed of by an outside contractor.

## **Administration of Medicines**

If a child requires medication to be given in school time then the child's parent must go to a member of office staff that morning so that a medication form is completed. The office staff must ensure that all the form is completed in a satisfactory manner.

A member of office staff must give the child the medication at the specified time on the form. The medication then needs to be collected by the child's parent at the end of the school day.

A record must be kept of all drugs to be administered at school.  
A written request must be made on behalf of the child by someone having parental responsibility.

Except as stated below, medicines should be stored in a locked, safe place when not in use. (The main reception office)  
Schools should ensure that medicines held on the pupil's behalf are 'in date'.  
If medicines become out of date, parents should be notified and the medicine returned to them.

### **Asthma Inhalers**

Asthma can be a life threatening disease and attacks can start very rapidly. It is therefore vital that the asthmatic pupils have instant access to their inhalers. It is entirely reasonable to allow pupils to keep their inhalers on their person, in their classroom, or their school bag.

### **Analgesics - (Pain killers)**

Staff should never administer analgesics in school unless they are prescribed for specific conditions such as dysmenorrhoea (period pains) or migraine.  
In these cases the above procedures need to be followed in respect of parental requests.

## **Health and Safety Responsibilities**

The Health and Safety Executive take the view that provided the school management and staff act in accordance with the health and safety policy and guidelines issued by the LEA, asking advice when in doubt, then there should be no difficulty in meeting Health and Safety obligations. This approach, will also ensure that Headteachers, Governors and staff remain within the protection of the LA's insurance policies.

## **Children with Special Medical Conditions**

Children with specific conditions and treatment are photographed and their details are placed on the staffroom wall. All other medical conditions are kept on a list by the class teacher and this information is kept in the Class Information folder.

## **Information for Staff**

1. Teaching Assistants on playground duty carry first aid bum bags (collected from Main Reception). Minor grazes can be dealt with in the playground.
2. Procedure to be followed if injury is more serious.
  - a) responsible child accompanies injured child into the bottom hall and a First Aider is located.
  - b) If the injury is more serious, do not move the child, but send for the first aider to come out to attend the child.
3. All injuries that are dealt with must be written in the accident book, located in the Main Reception.
4. Dinner time – all injuries dealt with by MDAs – minor ones in the playground, more serious by qualified First Aiders. Lunchtime First Aiders are responsible until 1:30pm.
5. Sports Activities – any member of staff taking children to a sporting event must ensure that a fully stocked First Aid bag is taken to all activities.
6. All trips must be organised in plenty of time and authorised through the Deputy. She will make a decision as to what First Aid provision is necessary for the trip, and whether a First Aider is needed to accompany the trip.
7. Children who complain of feeling unwell in class can be dealt with in the first instance by the teacher – a glass of water for a headache etc. If the child still presents with a complaint they should be dealt with by the First Aider on that floor. Try to avoid sending a child out of class for minor complaints. It will always be the First Aider who makes any decision regarding a child needing to go home.