



First Aid, Medicine and Illness Policy

Last review date: November 2018

Next review date: November 2019

At Fosse Bank it is recognised that the provision for first aid should cover all staff, pupils and visitors. All staff are required to follow the following instructions/procedures.

Accidents

In the case of a child requiring medical aid, trained members of staff are contacted (named staff list available in all classrooms and in the School Office) who can then treat the child or check that the child has been treated appropriately. All accidents are recorded in the Accident Book, and the form teacher advised of the incident. Parents are advised of any head injury, serious accidents and treatments; a record must be made of the contact with parents. If the accident requires further medical treatment the parent/carer is called.

In the event of a pupil feeling unwell during a lesson, they are sent to the Office accompanied by a member of staff or another pupil as appropriate (e.g. paper cut, bump to a leg) Children feeling faint are always accompanied by an adult.

If a pupil is not sufficiently well to stay in school, the parent or carer is called so that the child can be collected and taken home. The child may stay in the School Office until she/he is collected by their parent. If the child wishes to lie down there is a bed available and an adult remains with them until the parent/carer arrives.

Administration of Medication

Managing medicines on school premises and record keeping

At Fosse Bank the following procedures are to be followed

Medicines are only administered at school when it would be detrimental to a child's health or school attendance not to do so;

- No child under 16 is given prescription or non-prescription medicines without their parent's written consent (see template B).
- With parental written consent we will administer non-prescription medicines prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosage and when previous dose was taken. Parents should be informed.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Fosse Bank will only accept prescribed medicines, with written permission from parent/carer that are in-date, labelled, provided in the original container as dispense a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container.



- All medicines will be stored safely in the School Office. Children should know where their medicines are at all times and be able to access them immediately via Office or teaching staff. Where relevant, they should know who holds the key to the storage facility.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available. These are marked with the child's name.
- During school trips the first aid trained member of staff will carry all medical devices and medicines required.
- A child who had been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Otherwise we will keep all controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in the school.
- Staff administering medicines do so in accordance with the prescriber's instructions. Fosse Bank School will keep a record (see template C and D) of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed.
- When no longer required, medicines should be returned to the parent/carer to arrange safe disposal. Sharps box should always be used for the disposal of needles and other sharps.

Contagious Diseases

Contact with any contagious diseases must be reported immediately to the School Office. In the case of any contagious diseases, staff are recommended to seek medical advice. The information regarding this is kept in the School Office. In the case of other contagious infections, the parents are notified immediately. The School Office will advise staff and parents (via ParentMail)

First Aiders

A high proportion of our staff are First Aid trained and at least two of our Early Years staff members have the Paediatric First Aid Qualification. There is always a qualified first aider on site when there are children present and a first aider always joins school trips. A Paediatric First Aider joins Early Years trips. First Aid qualifications are updated every three years. A current list of First Aiders is to be found in classroom folders and on the door of the office.

In the first instance please contact Miss Mel Greener, who is the School Secretary.

First Aid Boxes containing bandages, hypo-allergenic plasters and wound dressings, microporous tape, and disposable surgical gloves are available for staff to administer first aid for minor injuries. These bags/boxes are situated in the office.

In any instance of bleeding, please ensure that you wear the disposable surgical gloves provided to avoid cross-infection. Care must also be exercised in the disposal of blood-stained waste - there is a bin in the School Office for such items.



Emergency Aid

In the event of an emergency the School Office should be contacted immediately.

Serious Emergencies

In the case of the following emergencies an ambulance must be called:

- Suspected concussion.
- Suspected diabetic coma (hypo or hyperglycaemia).
- Suspected fracture or dislocation.
- Excessive bleeding.
- Severe allergy or reaction.
- Sustained epileptic fits (repeated grand mal)
- Any unconscious casualty.

The following procedures should be followed:

- the school office must be contacted immediately and an ambulance called by dialling 9 to get an outside line and then 999 from any telephone
- the nearest emergency first aider should be sent for
- the pupil should not be moved unless there is a life threatening risk
- nothing should be given by mouth
- the pupil should not be left alone, unless this is absolutely necessary
- the child should be accompanied by an appropriate adult to the hospital

Known Conditions

Children with medical conditions have been identified on the schools 'Needs' register. All staff must familiarise themselves with this register and the appropriate action to take should an emergency arise. The needs of specific children will be discussed at the start of each term in the first staff meeting.

Asthma Attacks

It should be ensured that the pupil is not choking. The pupil should be calmed and encouraged to breathe out. The pupil's own Ventolin inhaler should be used. Access to fresh air helps relieve the attack. Ventolin (blue) inhalers should be kept in the School Office in case of an attack.

Asthma attacks are usually mild, but can be serious. If the pupil is unable to complete a sentence, this indicates a serious attack of asthma, requiring immediate professional medical help.

Epilepsy and seizures

What to do during the seizure:

- do not restrain them as this may upset or confuse them
- gently guide them away from dangerous situations
- Speak quietly and calmly so that they are not startled.

After the seizure stops:

- they may feel tired and need to sleep
- they may be confused and not fully aware of their surroundings so it may help to remind them where they are
- stay with them until they have recovered, and can safely return to what they were doing before the seizure.



Severe Allergies / Use of EpiPen

Staff receive EpiPen training to enable them to administer the treatment to identified children in the event of a severe allergic reaction.

Reporting Accidents

All accidents and injuries must be recorded in the Accident Book as soon as possible after the incident. Parents must be contacted in the event of a head injury, injury to the face or other more serious injury. A record must be made of the contact with parents.

An accident form must also be completed if a pupil is involved in a serious accident or injury, or in any non-accidental injury. Accident forms are available from the office and should be completed by the member of staff to whom the accident is first reported. It is important to give precise details of the accident or injury.

Under the guidance of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) must be reported to the Health and Safety Executive (telephone 0845 300 99 23).