



**This document is a statement of the agreed procedures for First Aid, the administration of medicines and the principles for dealing with illness at Marian Vian Primary School.**

### **Aims**

We will:

- ◇ clearly define responsibilities for all staff;
- ◇ ensure the safe use and storage of medicines in school;
- ◇ ensure the safe administration of medicines in school;
- ◇ ensure good first aid cover is always available in school and on educational visits as appropriate (see Educational Visits policy);
- ◇ clearly define procedures for children who are taken ill during the school day.

### **First Aiders**

A list of school staff who hold current first aid certificates, including paediatric first aid certificates (First Aiders), is displayed on posters around the school – in the school office, in corridors and the staff room.

The SBA monitors the expiry date of first aid certificates and arranges staff training, as appropriate, in conjunction with HR for the Trust.

Minor cuts and grazes, except those to the head, may be treated by those who have completed a basic course. All injuries, including those to the head, must be referred to a First Aider.

### **First Aid Boxes**

These are situated in:

- the school office;
- in all classrooms;
- the school minibuses;
- emergency evacuation grab bag.

There are also 3-4 first aid bags for use on educational visits which are kept in the school office. The trip leader should check and replenish the bag, as appropriate, before the trip.

It is the responsibility of each class teacher to regularly check and ensure that class first aid boxes and bags are well stocked and replenished. If any First Aider finds a poorly stocked First Aid box or bag please visit the office and replenish it.

### **Minor injuries to children**

During the school day (except lunchtime), injured children should be sent to the school office for first aid treatment, accompanied by another child or an adult, as appropriate. Staff based in the office will respond immediately, treat the injury as appropriate and log all incidents in the accident book. Office staff will notify the parent/carer via an email home or call the parent/carer as appropriate to the injury.

At lunchtimes, a First Aider is on hand in the school foyer to deal with injuries. They log all incidents and complete appropriate forms (Appendix 2 or 3).

When treating minor cuts and grazes, staff should wear disposable gloves, use a non-alcoholic antiseptic wipe to clean the wound and apply a plaster from an individually wrapped pack, as appropriate. Parents must inform the school if their child has an allergy to plasters.

A First Aider must assess and deal with any children with a more serious injury (see below).

### **Head Bumps**

A First Aider must assess children who receive a bump to the head, treat the injury as appropriate, and log the incident in the accident book. The school office will notify the parent/carer of the head bump via an email home. If appropriate, office staff will call the parent/carer and notify them of the injury during the school day.

If a head bump occurs at lunchtime the first aider will treat the injury as appropriate, log the incident, give the child a 'red letter' to take home (see Appendix 2) and ask office staff to send an email home. If appropriate, office staff will call the parent/carer to inform them of the injury during the school day.

### **Serious Injury**

In the case of a serious injury, the child must not be moved and a First Aider should be called immediately to assess the situation. (See calling an ambulance below). The Head teacher or Deputy Head teacher must also be informed. In consultation with the First Aider, they will decide if the child needs hospital treatment and the means by which they will receive it. The adult responsible for the child at the time of the injury must complete the appropriate accident form available from the school office (AR3).

### **Medical Emergency - calling an ambulance**

If a situation is considered a medical emergency that requires an ambulance, the attending adult should call 999, or ask an accompanying adult to do so. Time should not be spent trying to find a First Aider or speaking to the school office unless there is no way of calling 999 where the child is located or from nearby. Once contact has been made with 999 and their instructions followed, the first aider or accompanying adult should notify the school office and the head teacher or deputy of the situation. The adult responsible for the child at the time of the injury will complete the appropriate accident form available from the school office (AR3).

### **Educational Visits/Residential School Trip**

It is the responsibility of the trip leader/class teacher to ensure appropriate first aid is available during the visit/trip (see Educational Visits Policy). They must also ensure that medication for individual children is taken on the trip as appropriate. If a child has an inhaler or epipen in school these must be taken on the school visit/trip by the trip leader.

For residential trips, parents must fill in and sign a medical form before the trip, giving permission for staff to administer medication. All medication must be provided in a named

clear bag and include the pharmacist label for all prescribed medication. Parents must provide and sign for Calpol or other pain relief and medication for allergies such as Piriton.

### **Illness during the school day**

Any child taken ill during the school day will be sent to the office to be assessed. The office staff will decide the appropriate course of action and contact the parent/carer to discuss the situation or arrange for the child to be collected from school, as appropriate.

If the illness is more serious, the Head teacher or Deputy Head teacher, in consultation with the First Aider, will arrange for hospital treatment. The parent/carer will be notified immediately of the action being taken.

### **Excludable Conditions**

Information about excludable from school illnesses and conditions is kept in the office. The school website includes information on 'Is my child too ill for school' <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> . This includes a link to a document on managing specific infectious diseases.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

### **Head lice**

If a member of staff thinks a child may have head lice, they should take the child to the school office. If confirmed, the school office will send out an email to that year group informing parents/carers to check their own children following our 'Bug Bust' advice. If a parent/carer discovers their child has head lice they should also notify the school so a communication can be sent out.

### **Medicines in School**

In some circumstances, a child may be well enough to attend school while still requiring medication.

#### Prescribed medicines

Office first aiders will only administer medicines prescribed by a doctor that are required **four times a day** and which is clearly marked with a pharmacy label. Parents/carers should be able to administer medicines required three times a day around the school day.

Prescribed medicines must be kept in the school office. Parents/carers must complete an Administration of Medication Consent Form (Appendix 1) before a First Aider will administer any medicine. These medicines will be stored in the medical cupboard situated in the office or fridge, as appropriate. If the medicine is to be collected from school this must be by an adult. A child will not be given any medication to take home.

Teachers must not accept medicines directly from parents / carers or store them in their classrooms. Children are not allowed to have medicines in their possession at any time while they are on school premises.

The school office keeps a daily log of medicines administered for the current academic year and this is kept for a further year.

#### Eye drops

Office first aiders will not routinely administer eye drops but a member of staff may volunteer to do so with the written consent of the parent. Parents/carers are welcome to bring other medicines into school at lunchtime to give to their children, as appropriate.

### Calpol

In exceptional circumstances, office first aiders can administer Calpol or other pain relief if they are happy to do so. Otherwise a parent/carer may be asked to come in to school to administer pain relief. See also Educational Visits/Residential School trips above.

### **Medical Conditions**

Children who have a medical condition that could require urgent medical intervention, such as allergies, anaphylaxis, diabetes and epilepsy, will have a written medical protocol or healthcare plan (see Medical Conditions Policy). It is the parents'/carers' responsibility to provide the school with information about their child's condition and what action needs to be taken and when.

**A photograph of the child, an outline of their condition and treatment will be available from the school office and it is the responsibility of all members of staff to make themselves aware of these children. The lunchtime First Aider, MDS and school office all have information about these children.**

## Appendix 1

### Parental Agreement for School to Administer Medicine

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

Date: \_\_\_\_\_

Child's name: \_\_\_\_\_

Class: \_\_\_\_\_

Name of medicine: \_\_\_\_\_

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

Dose to be given: \_\_\_\_\_

When to be given: \_\_\_\_\_

Any other instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note: Medicines must be in the original container and clearly labelled**

Daytime phone contact number of parent or adult

Contact: \_\_\_\_\_

Name and phone no. of GP \_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer required.

Parent's signature: \_\_\_\_\_

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



MARIAN VIAN PRIMARY SCHOOL



## NOTIFICATION OF 'HEAD BUMP ' WHILST AT SCHOOL

Child's Name .....

Class .....

Date .....

Time: .....

Your child had a bump on the head today which, in our judgement, did not warrant medical attention other than first aid. However, we felt that you needed to be informed.

### CAUSE OF HEAD BUMP

#### Head 'injury'

Although it is very unlikely, should any of the following symptoms occur it may be advisable to take your child to your family doctor as a precaution.

1. Increasing headache
2. Increasing drowsiness or difficulty to rouse
3. Nausea and/or vomiting
4. Visual disturbance (e.g. double vision or blurring of vision)
5. Giddiness or loss of balance



*All injuries are attended to promptly. We are bound by the Health and Safety at Work regulations and are not permitted to administer any treatment other than basic first aid. Any child with a banged head is assessed and parents are contacted immediately if appropriate.*





# NOTIFICATION OF MINOR INJURY WHILST AT SCHOOL

Child's Name .....

Class .....

Date .....

Time: .....

Your child had a minor accident today which, in our judgement, did not warrant medical attention other than first aid. However, we felt that you would wish to be informed.

## NATURE OF THE INJURY



*All injuries are attended to promptly. We are bound by the Health and Safety at Work regulations and are not permitted to administer any treatment other than basic first aid. Any child with a banged head is assessed and parents are contacted immediately if appropriate.*