

Norton Community Primary School

First Aid/Medication Policy

Sep 2016 – Sep 2017



Vision Statement

Nothing is beyond our reach!

Care and challenge engage and motivate us!

Praise reassures and supports us!

Successes are celebrated and built on!

Norton CP School First Aid/Medication Policy

First Aid

Trained First Aiders

- There are currently 5 staff members trained in First Aid at Work (3 day). These are renewed as necessary. Other staff members have undertaken the Emergency First Aid at Work (1 day).
- There are 8 Foundation Stage staff members trained in Paediatric First Aid.

Minor Injury

- Any child who has an accident/bump should report to a member of staff and be checked by a First Aider for treatment if required.
- A 'School minor injury record form' is completed and signed.

Head Bump

- Bumps to the head require a sticker and a red 'bumped head card'. Any child with a head bump must always be accompanied by another child/adult to the office for treatment.
- Any child, whose condition worsens significantly following a bump to the head or injury, should receive prompt emergency medical attention. Any adult in school should call for an ambulance immediately dialling 999. Contacting parents is the secondary task.

Red Card

- An emergency red card is used to request help in classrooms and halls. An adult will respond immediately.

Hospital Treatment

- For any child sent to hospital after an injury at school an 'Accident/Incident report' form (ARF1) is completed, signed by the headteacher and a copy sent to County Hall.

Medication

- We administer prescribed medication only if the required dose is four times daily. Parents should complete a form 'Parental agreement for school/setting to administer medication'. This is then agreed and signed by the headteacher or SLT member.
- All medicines are kept in the medical room cupboard/fridge and should be handed in to and picked up from the office daily.
- Medicines are administered at 11.30 am by a member of the office staff and then logged in the file kept in the locked cupboard in the purple room.

- School has a supply of paracetamol based pain killer, this can **only** be administered to children after verbal consent and dosage have been given by a parent. Parents are advised at what time medication is given.
- Epipens are kept in the child's classroom.

Asthma

- On notice that a child has asthma a form is issued to parents to ask the child's specific needs. This is entered on to the school database (SIMS) and shared with class teacher and other staff involved via an update to the red Medical Information folder.
- Inhalers for asthma are kept in classrooms and are available at all times. There is an emergency inhaler and spacer in the office.

Children with Specific Medical Needs/Conditions

- An agreed Individual Health Care Plan is put in place for children who have specific medical needs. This information is shared with all staff involved and filed in red Medical Information folder.

Medical Records

- All medical information is entered and updated on the school pupil data base (SIMS).
- A paper copy is available in each class informing staff of pupil's medical conditions and needs.

School Trips/Residential Visits

- A consent form which includes medical information is completed by parents annually and a copy taken on all trips.
- One of the schools First Aiders accompanies all trips and administers any medication/first aid needs.
- Residential visits - all medical conditions and needs are recorded. Any medicines are administered by a member of school staff.

Staff Training

- First Aid at Work (3 day) / Early Years First Aid (Paediatric) staff are retrained as needed.
- Emergency First Aid at Work (1 day) courses are undertaken as required.
- Training for specific medical needs are undertaken by staff as requested/required.