

Norton Community Primary School

First Aid/Medication Policy

January 2019 – January 2020

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 if the required dose is three/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 a locked cupboard/fridge and should be handed in to and picked up from the office daily by an adult where possible.
- Medicines are administered at 11.30am and other times when necessary, by a designated person and then logged in the Medicine file kept locked in the cupboards in the purple room/MI room.

- School has a supply of paracetamol based pain killer, which will only be administered if we have received consent on the Pupil Details Form and/or verbal consent has been given. In any instance the parent will be advised of the dosage and time given, this information will also be noted in the child's SIMS record as a comment in attendance, along with the name of the person giving consent.
- 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 in each classroom and office.

Medical Records

- All medical information is entered and updated on the school pupil data base (SIMS).
- A paper copy is available in the red folder in each class informing staff of pupil's medical conditions and needs. The headteacher, deputy head and floating staff also have copies.

School Trips/Residential Visits

- A consent form which includes medical information is completed by parents annually and this info is used when completing Trip Risk Assessments.
- One of the schools First Aiders accompanies all trips and administers any medication/first aid needs.
- Residential visits – a separate medical form is completed and shared with the centre for Risk Assessment. 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.