



PORTFIELDS PRIMARY SCHOOL MEDICAL AND FIRST AID POLICY

| Policy date | Policy review date |
|--------------|--------------------|
| October 2018 | October 2020 |

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all staff, children and visitors are given the same care and understanding in our school.

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given individual consideration.

Please refer to the separate Pupils with Medical Conditions Policy.

Purpose

This policy:

- gives clear structures and guidelines to all staff regarding first aid
- clearly identifies the responsibilities of all staff
- ensures good first aid cover is available in the school and on visits

Staff are made aware of this policy when they are appointed. As part of the induction process, new staff are given details of first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

Recording Accidents and Injuries

All accidents and injuries will be:

- recorded in the Accident Book with all details given
- reported to parents in person, by letter or phone when appropriate

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Committee who will advise on the correct paperwork to be completed.

Inhalers and Epi-pens

All children with specific medical conditions e.g. asthma, food intolerances, etc. will have an Individual Healthcare Plan (IHP), copies of which are kept in individually named bags and also in the office.

In line with current regulations, the school has a supply of salbutamol inhalers for use in emergencies when a child with asthma is unable to access their own inhaler. Consent forms from parents who give permission for this are kept by the Lead First Aiders. In the event of an emergency inhaler being used, this must be recorded by a member of staff and parents will be notified.

Medicines in School

Medicines will not be administered in school unless the parent has signed a consent form to authorise this. Medicines must be in date and clearly marked with the child's name and the dosage (including the duration of the course of treatment). Medicines will only be administered under the supervision of a first aider in one of the designated areas. The date, dosage and the time taken will be recorded on the consent form along with the signature of the member of staff administering the medication. Records of expiry dates of medication are also kept.

Playtimes

A minimum of one first aider will be available during all break times. Injuries requiring first aid treatment must be recorded by the member of staff responsible for administering the first aid.

Notifying parents of head injuries / minor injuries

If a child is involved in a minor accident resulting in a bump to the head and has not been sent home, a 'bump to the head' letter must be issued to the parent. These should be completed by the person dealing with the injury at the time of its occurrence. The note is to inform parents of the nature of the injury and to remind them to keep a watchful eye on the child. **If the child is attending after-school club, a phone call must be made to the parents irrespective of the severity of the injury.** Where the head injury is of a more serious nature, a phone call must also be made to parents. For other minor injuries (e.g. grazes, bumps) parents of children in EYFS/Key Stage 1 should be verbally notified at the end of the school day.

Phone calls to parents / children being sent home

Should an injury require a phone call to be made to a parent, a Lead First Aider or member of SLT must authorise this initially. The person who has administered the first aid should be responsible for making the call. If the child needs to go home, the member of staff who witnessed the accident and administered the first aid should hand the child over to the parent in order that an accurate account of the injury and treatment can be passed on.

Serious accidents

If a member of staff witnesses an accident of a more serious nature, this must be reported using the relevant forms which are located in the school office. All such incidences must be reported to a member of SLT. If an ambulance is called, the parents must be contacted and informed of this immediately and

must be given accurate details of the severity of the incident. If parents are unable to get to school in time, a first aider must accompany the child to hospital and the parents must be informed of this.

Responsibility for the Policy and Procedure

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Role of the Headteacher

The Headteacher will:

- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure that first aiders are suitably trained, have sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- train all school personnel in first aid arrangements;
- ensure all school personnel are aware of and comply with this policy

Role of School Personnel

School personnel will:

- undertake training in first aid which will be revisited every three years;
- be aware of first aid arrangements in line with this policy;
- maintain adequate stocks of first aid equipment;
- position and maintain first aid kits at appropriate locations around the school;
- take responsibility for recording and reporting of accidents and injuries;
- give individual consideration to pupils and school personnel with specific health needs and disabilities (***please refer to the separate Pupils with Medical Conditions Policy***);
- make available appropriate medical resources (asthma inhalers, insulin, epipens) for those pupils with specific health needs at all times;
- be responsible for taking first aid kits on educational visits and off-site sporting activities;
- follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- inform parents of any head injuries;
- display first aid notices in the appropriate places;
- keep up to date with new developments and resources;
- report any concerns they have on the medical welfare of any pupil in line with the Safeguarding and Child Protection Policy (***please see separate Safeguarding and Child Protection Policy***)

Role of Parents/Carers

Parents/carers will:

- inform the school of their child's medical history that may be a cause for concern;
- complete the necessary paper work before the school administers any medication to a child;
- inform the school of any changes in medications prescribed;
- inform the school of any new medical conditions that are diagnosed;
- adhere to school guidelines by keeping children who have been ill with sickness and/or diarrhoea off school for 48 hours from the most recent occurrence