



KERR MACKIE PRIMARY SCHOOL

FIRST AID POLICY

Adopted by Kerr Mackie Primary School Governing Body on

Date.....

Signed by..... Chair of Resources

Reviewed by Governors on.....

*This policy is scheduled to be reviewed at the Resources meeting.*



RRSA Standard A: Rights Respecting values underpin the leadership and management of the school. With this in mind, these articles/this article underpins the following policy:

**Article 28** Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children’s dignity. Richer countries must help poorer countries achieve this.

**Article 24** You have the right to the best health care possible, safe water to drink, nutritious food, a clean, safe environment and information to help you stay well.

## **Aims**

1. To provide adequate first aid provision and medical care for pupils and school personnel.
2. To have in place qualified first aid personnel.
3. To have in place adequate first aid equipment.
4. To inform all staff of any medical condition of our children.

## **THE MAIN FIRST AIDERS IN SCHOOL ARE:**

### **NURSERY**

Shabana Mahmood

### **FOUNDATION STAGE**

Maria Shillito

Geeta Singh

### **KEY STAGE ONE**

Chantelle Mcpherson

Jas Jandu

Lynda Sanig

Daisy Izenman Qureshi

Danny Whincup

### **LOWER KEY STAGE TWO**

Alison Oxley

Anne Perigo

Michelle Carter

### **UPPER KEY STAGE TWO**

Denise Meehan

Michelle Hamilton

Maggie Barrett

### **GENERAL (THROUGHOUT SCHOOL) AFTER SCHOOL CLUBS**

Danny Whincup

Michelle Marcus

Kenroy Bramble

### **LUNCHTIME FIRST AIDERS:**

Jasbir Jandu

Joanne Proctor

Andrea Naylor

Kenroy Bramble

### **Training**

First aid qualifications are renewed regularly and it is therefore vital that staff follow the up to date guidelines when dealing with first aid issues. It is the responsibility of staff to ensure that they understand and recognise when their training expires and to ensure they discuss this with Mrs Margaret Monkhouse who is responsible for ensuring all first aid training is organised before expiry. The School Business Manager will liaise with Mrs Monkhouse to ensure these are purchased.

The members of staff listed below attended a two day refresher paediatric First Aid course onsite on Tuesday 29th November and Tuesday 6th December 2016.

Anne Perigo  
Joanne Proctor  
Michelle Carter  
Daisy Izenman  
Andrea Naylor  
Alison Oxley  
Chantelle McPherson  
Danny Whincup  
Kenroy Bramble

### **Adult First Aider**

Margaret Monkhouse

Set out below is how First Aid and children's medication is managed at Kerr Mackie Primary School:-

First aid information sheets are on show in every classroom and various places throughout school. These show the names of all first aiders and where the first aid boxes are kept.

The following procedures constitute school policy and are to be used in conjunction with the first aid training you have received.

In the event of an accident

If the child has had a minor accident a first aider does not have to be called to deal with it. If it is more serious please use a first aider from your year group if possible.

In the event of an accident or injury the following procedures **MUST** be adhered to:

1. Assess and treat the injury as follows:
  - Minor cuts and bruises – clean wound and apply appropriate dressing.
  - For bumped heads – apply a wet compress (NOT AN ICE PACK) for 10 minutes. Monitor the injury regularly and if any concerns arise parents/guardians **MUST** be contacted.
  - For injured limbs – apply an ice pack for 10 minutes to help prevent swelling and monitor the injury regularly. If swelling persists or any concerns arise parents / guardians **MUST** be contacted.
  - For urgent cases (including severe asthma attacks / allergies)– **STAY WITH THE CHILD AND SUMMON HELP TO ASK THE OFFICE TO CALL FOR AMBULANCE**
2. Fill out sheet from pupil accident book. Please ensure the date is clearly stated on the accident form and the perforated slip which remains in the book. The "person completed sheet handed to" box should detail "Margaret Monkhouse". Once completed take the slip and leave on the top of Margaret's tray in the office. These will then be put away in the child's personnel file.
3. Fill in an "accident at school" slip to be taken home by the child / handed to parents.
4. In case of a bumped head, a "bumped head" letter is sent home instead of an accident slip.
5. In case of serious injury or hospitalisation a CF50 form needs to be completed immediately providing full details of the accident. Forms can be obtained from the office.

### **Disposing of materials:**

We are having trouble finding small yellow clinical bags so at the moment there are small nappy sacks in the first aid boxes. These are to be used for the disposal of gloves, bodily fluids etc. and placed in the clinical bin, which is in the hygiene suite.

### **First Aid Boxes**

There is one first aid box per year group (please take time to familiarise yourself with the contents and the accident book). The book slips are numbered. When nearly full please inform Margaret Monkhouse so she can replace it. First Aid Boxes should be taken out with the teacher in the event of an evacuation. If an evacuation occurs during breaktimes/lunchtime the medication should be in the playground with the teacher.

The boxes will be checked regularly.

These boxes can be found in:

Nursery	Box and book in staff back room
Foundation	Box and book in Rec Elm
Year 1	Box and book in Year 1 Sycamore
Year 2	Box and book in 2 Maple
Year 3	Box and book in Year 3 Rowan
Year 4	Box and book in 4 Lime
Year 5	Box and book in 5 Lilac
Year 6	Box and book in 6 Cherry
KS 1 playground	Box and book in Year 1 Cloakroom
KS 2 playground	Box and book in Year 3 Cloakroom
After School Clubs	Learning Mentor Office
Parent's Room	Parent's Room

### **Lessons:**

A first aid box should be taken outside for games and in the hall for P.E.

### **Playtimes:**

KS1 to use first aid box from Year 1 cloakroom – record in key stage 1 book

KS2 to use first aid box from Year 3 cloakroom – record in key stage 2 book

Appointed children to take the boxes outside and bring them back in.

**TEACHERS AND SUPPORT STAFF ON DUTY CAN DEAL WITH MINOR INJURIES AND RECORD. IF AN INCIDENT IS SERIOUS CONTACT A FIRST AIDER, PREFERABLY FROM THE CHILD'S YEAR GROUP.**

### **Lunchtimes:**

KS1 to use first aid box from Year 1 cloakroom – record in key stage 1 book

KS2 to use first aid box from Year 3 cloakroom – record in key stage 2 book

Nursery first aid box to be used for Reception children – record in Nursery book

Lunchtime staff can deal with injuries etc.

Most of them are first aiders. They should not need to contact members of teaching/support staff, unless a decision is to be made as to whether a child needs to go home. Then it will be up to a member of the SLT.

## **FIRST AID SUPPLIES**

### **Where items are kept:**

The ice packs are now kept in the office fridge. The first aider who takes a pack out to use will be responsible for returning it. When using an ice pack please wrap it in a thin towel or cover. **DO NOT USE THE ICE PACK BY ITSELF AND DO NOT USE AN ICE PACK ON A PUPILS HEAD** All first aid supplies are kept in a locked cabinet. And all documents, letters etc. are kept in a filing cabinet in the office. Please ask a member of the office staff or Margaret Monkhouse if you need anything.

## **CHILDREN'S MEDICATION IN SCHOOL**

### **Medication kept in school (long term)**

Please send the parent/carer to the office with the medication so they can sign a disclaimer. The medication will then be put in an individual plastic zipped wallet together with a copy of the disclaimer and a form for recording administration. The form will require signing and countersigning when a dose is given. Every class teacher will sign for receiving the medication and keep it in a safe place in the classroom.

Please keep all children's medication in the same place so it is at hand in case of having to evacuate the building.

### **Epi Pens**

Children and adults who have a sudden and severe allergic reaction to a foodstuff; insect bite or other external irritant may become ill quite quickly. Epi pens are considered to be a risk free treatment. Staff would be correctly trained to administer the Epi pen. An up to date care plan should be provided by parents to keep alongside the epi pen/medication (in the classroom) and a copy of this will be in the First Aid file in the office.

### **Allergies**

Pupils photographs and detail of medical care plan are located in the staff room for all staff to read and ensure they are familiar with care plans for pupils in school.

### **Asthma inhalers**

As asthma has a variety of degrees of severity, it is important that the parent / guardian informs the school if their child requires and inhaler. Older pupils are able to self-administer their own medication and parents / guardians should be part of this process. An up to date care plan should be provided by parents to keep alongside the inhalers /medication (in the classroom) and a copy of this will be in the First Aid file in the office.

In the case of an asthma attack the inhaler would need to be administered urgently so the school must have an emergency procedure so that all staff are aware of the location of all inhalers. The storage of inhalers needs to be well managed and the distance between where the pupil is situated and where the inhalers are stored must also be considered. Parents / guardians should request an extra inhaler from their family doctor so that this can be left at the school premises. Schools must not allow inhalers for one pupil to be used by another and must only allow each inhaler to be used by the pupil it is prescribed for.

Medication should be with the child at all times e.g PE, games, swimming, school trips, etc.

### **Short Term Medication**

Please send the parent/carer to the office with the medication so they can sign a disclaimer. This will then be kept in the office and the child should be sent at the stated time for the office staff to

administer. A Form is used to record which members of staff were present, this should include 2 signatures from the members of staff

### **Refusal to take medicine**

No person can be forced to take medicine should they refuse.

Where the information provided indicates that the pupil will not be at great risk if they do not take their medication, but the parent has informed the school that their child should receive their medication, the parent should be contacted as soon as possible.

Parents/ primary carer/ guardian should be communicated with directly and not via a note sent home with the pupil. Records of the conversations should be kept and the school may wish to follow this up with a letter.

### **Sick Children**

If you think a child needs to go home or a parent/carer contacted please ask permission from a member of the SLT.

**N.B. PLEASE MAKE SURE THAT CHILDREN KNOW THEY ARE NOT TO TAKE THEMSELVES TO THE OFFICE IF THEY FEEL ILL OR HAVE AN ACCIDENT. THEY MUST INFORM THEIR TEACHER OR A MEMBER OF STAFF ON PLAYTIME/LUNCHTIME DUTY.**

### **Kitchen**

The kitchen has their own First Aid box and it is their responsibility to restock it.

### **Pupils with Special Medical Needs**

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be:

- Epileptic
- Asthmatic
- Diabetic
- Have severe allergies which may result in anaphylactic shock

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure these pupils and others are not put at risk.

In such cases and Individual Health Care Plan will be put into place to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and paediatrician. A school nurse may also provide additional background information and offer practical training for school staff.

Parents should provide the school with full information regarding their child's medical needs. Staff to report any deterioration in a child's health to the Headteacher, SEN co-ordinator or teacher who can then inform the parent.

Schools should always establish a written record of the details of any pupil with special medical requirements at the earliest opportunity; if possible this should be done before the pupil starts or returns to school. This should be in the form of a health care plan (see Appendix 1). In cases where pupils have short term and relatively straight forward medical needs it might be sufficient to record the information in an abbreviated form of the health care plan.

The parent or guardian's agreement to the health care plan should be signed and they should be provided with a copy of the plan if requested.

Any changes to a health care plan must be agreed with the parent or guardian and should be recorded in writing.

All school employees who look after pupils should be aware of the school's policy and should be informed what the school's general procedures are in relation to any pupil with medical requirements.

### **School Trips and Residential**

In the case of day visits, a First Aid Kit & sick buckets (we have travel kits in school we use for trips) will be taken and held by the class teacher or teaching assistants. In the case of a residential visit the residential first aider will administer first aid. Documentation will be completed in accordance with procedures at the residential centre.

Pupils with medical needs should be encouraged to participate in school trips as long as the safety of the pupil, other pupils and/or staff is not placed at significant risk.

It may be necessary for school to take additional measures for outside visits. This may include:

- Additional staff supervision.
- Adaptations for bus or coach seats and entrances.
- Provision of secure cool-bags to store medicine.
- Properly labelled medication.

When planning trips and visits which will include a pupil or pupils with medical needs, all persons supervising the trip should be made aware of the pupils' medical needs and any emergency procedures that may be needed (unless the parent/guardian does not give their prior consent to do this).

The location to be visited should be made aware that persons with medical needs are included in the party, if this is practicable and if the parents have consented (e.g. on a visit to a museum an appropriate member of the museum staff be made aware of any potential difficulties that may arise – such as a member of the party being epileptic). Where it is unlikely that any difficulties will occur there is no need to inform the place to be visited.

If a pupil's medical condition will be aggravated by the place being visited they should not be permitted to go – or take them to an alternative place.

If there is any doubt regarding a school trip the school should discuss the trip with the parent and also, if necessary, seek medical advice.

### **Sporting activities**

Most pupils with medical needs should be able to participate in sporting activities either as part of the curriculum or as an extra-curriculum activity.

However, some children will need to take precautionary measures prior to and/or during exercise and may need immediate access to medication afterwards.

Any members of staff supervising pupils involved in P.E. and sporting activities must be aware of the relevant medical conditions and emergency procedures for any pupil with a medical condition who is participating in the lesson or activity either actively or as an observer. For extra-curriculum activity or after hour P.E. lessons, where a pupil with a medical need is participating, the level of supervision should be assessed, and it may need to be increased.

**Staff Medicine**

All staff medicines must be kept out of reach of children.

**SCHOOLS SHOULD NEVER ACCEPT MEDICINES THAT HAVE BEEN REMOVED FROM THEIR ORIGINAL CONTAINER OR MAKE CHANGES TO DOSAGE ON PARENTAL INSTRUCTION.**

**THERE IS NO LEGAL DUTY WHICH REQUIRES SCHOOL STAFF TO ADMINISTER MEDICATION THIS IS PURELY VOLUNTARY.**

**STAFF WHO VOLUNTEER TO ASSIST WITH THE ADMINISTERING OF MEDICATION AND HAVE BEEN AUTHORISED BY THE HEADTEACHER TO UNDERTAKE THIS TASK WILL BE COVERED UNDER THE SCHOOL'S EMPLOYER'S LIABILITY INSURANCE**