

First Aid and Medicine Policy

Training for this life...



And the Hereafter.

The Governors and Head teachers of Iqra VA Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Recommendation

Governors to read and agree the policy.

SIGNED BY CHAIR OF GOVERNORS:

A handwritten signature in black ink, appearing to read 'Boatman', written in a cursive style.

Date: 1 October 2023

Review date: October 2024

Statement of organisation

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school

Arrangement for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

The Appointed Person: Currently the Appointed person is Jinane Mounjid and then Razia Khanom in her absence.

She will regularly check that materials and equipment are available. She will order new materials when supplies are running low. The appointed person is responsible for the arrangement of adequate First Aid training for staff.

Each class has their own First Aid Box. These need to be stored where they are visible and easy to access. Each class has their own trip first aid bags. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bags are running low.

Responsibility to regularly check First Aid Boxes located in the classrooms lies with staff working in the classes. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

There is also a fully stocked First Aid Box in the medical cupboard, regularly checked by the Appointed Person.

Currently, whilst we are sharing the space with our Kings Avenue hosts, staff are reminded that there is not a wall mounted First Aid station. For dealing with accidents/incidents on the playground staff should follow the 'First Aid Flowchart' (appendix 1). The flowchart is displayed all around the school, in each classroom, office and next to the first aid stations. Any major accident needs to be reported to the appointed person. In case of her absence these should be reported to Ustadah Cassim.

If an ambulance is called the Headteacher needs to be notified immediately, (or the person in charge, eg; Assistant Headteacher).

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe.

Any adult can treat severe cuts, however a fully trained first-aider must attend the patient to give advice. Minor cuts should be recorded in the accident book. Severe cuts should be recorded in the accident file and parents informed by phone call. A major incident form needs to be filled out by the person dealing with the injury and given to the parents. Major injuries need to be reported to the appointed person.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Children should receive an 'I BUMPED MY HEAD' note. The adults in the child's class-room should keep a close eye on the child. All bumped head accidents should be recorded in the accident file. Children with a bumped head should be given a head injury letter to take home.

Parents should be called if the child has a serious cut on the head, a large bump (egg) or there are obvious signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital.

Allergic reaction

All staff are trained in recognising the signs of serious allergic reactions and in the administration of Epi-Pens. In case of a less serious allergic reaction a first aider should

examine the child and follow care plan instructions. Please also see the section on 'Arrangements for Medicine at school'.

Record Keeping

First Aid and Medicine files

These files are kept in each classroom and on the playground. The contents of these files are collected at the end of the academic year by the appointed person, and kept together for a period of 3 years as required by law. The school follows the HSE guidance on reportable accidents/ incidents for children and visitors.

Employees / staff: The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek First Aid from any of the qualified First Aiders. All First Aid treatment to staff should be recorded on an accident form that can be obtained from the office and reported to the appointed person. In case an accident/incident results in the individual being taken to hospital, where they receive treatment and are absent from work for 3 days or more, the appointed person needs to be notified. The appointed person and the Headteacher will review the accident/ incident and will decide if it needs to be reported to the HSE.

Notifying parents

The school uses 2 different forms for parent notification. These are:

- Head injury form
- Major Incident form

The forms can be found in the First Aid and Medicine files. Copies can also be obtained from the school office or from the appointed person; currently Erika De Carvalho.

Arrangement for Medicine in schools

Administering medicine in school

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' files/ Inclusion folder/ First Aid-Medicine Record files and on file in the office.

Children with Medical conditions have to have a care plan provided by the school nurse, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored on the first floor, in a white cabinet, clearly marked with the green cross, right next to the photocopier (in the ICT suit). Each child's medication is in a clearly labelled container with their care plan. For further information on pupils with medical conditions in school please see the 'Supporting Children with Medical conditions policy'. All medicines in school are administered following the agreement of a care plan.

Asthma

Children with Asthma do not require a care plan. In order for children's Asthma pumps to be kept in school an 'Asthma Pump Card' form must be filled out. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly (at the end of each half-term) and inform parents should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed to, and clearly labelled with the child's name. Asthma sufferers should not share inhalers.

Only Blue (reliever) Asthma Pumps should be kept in schools.

Short term prescriptions

Medications such as the short term use of antibiotics or painkillers can be administered only if the parent /guardian fill out the 'Parental consent form for administering medicine' form on the day the request is made. The form can be obtained from the school office. There are also hard copies in the class room 'First Aid and Medicine Folders'. Parents need to give the completed form to the school office together with the medication. The office is to notify the person responsible for medicine (Ms McDonald, Pastoral Manager), who will pass the medication on to relevant class room staff and will discuss further action. A completed copy of the 'Parental consent form for administering medicine' form must be kept in the First Aid and Medicine file. However, staff should encourage parents to administer medicine at home. Medication may be administered in school if it is required to be taken four (4) times a day. Only medication prescribed by a GP, Hospital or Pharmacy and clearly labelled with the child's name, address and required dosage can be administered in school. Nonprescription medication or creams and lotions should not be administered in school.

Medications that need to be kept in the fridge can be stored in the HeadTeacher's office, Assistant HeadTeacher's office, or in the Pastoral Manager's office. Children must always be aware of where their medication is kept.

If a child refuses to take a medicine, staff should not force them to do so. Instead should note this in records and inform parents/ carers or follow agreed procedures or the Care Plan.

Record keeping - Medicine

Staff should record any instances when medicine is administered. This includes if children use their asthma pumps. The records need to include, date and time of medicine administered, its name and the dose given, signed by the person responsible for administering the medicine. Older children may take their own medicine under the supervision of an adult; this need to be

recorded and the adult still need to sign the record sheet. Record sheets are in the First Aid and Medicine folder.

Calling the Emergency services

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard letter should be sent home with all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox, measles etc; we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look. For the inspection of other rashes the same procedure should be followed. If we suspect the rash to be contagious (such as scabies, impetigo, conjunctivitis, etc.) we need to inform parents and request that children are treated before returned to school. In most cases once treatment has begun it is safe for children to return to school. If more than one child is suspected to have the same disease/rash in one class a letter should be sent home to all parents in that class, to inform them as to allow them to spot problems early and began treatment early, thus avoid the further spread of disease/rash.

It is the HeadTeachers duty to decide if there is an outbreak of infectious disease and whether there is a need to report it to the local HPU (Health Protection Unit).