

# **Wedmore First School Academy**



## **Medical and First Aid Policy**

Updated: March 2017  
Date of Review: March 2019

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(Updated March 2017)

### **Aim**

The aim of this policy is to confirm agreed procedure and understanding for all adults currently employed at Wedmore First School Academy and to provide guidance for new staff in order to achieve consistent good practice.

We also aim, through this policy, to demonstrate our commitment towards children and their families in giving our pupils the medical attention and First Aid required to allow them to continue, undisturbed, in their learning or to prepare them for more professional assistance should this be required.

### **Staff Qualifications and Training:**

Currently two members of staff (Penny Marshall and Jo Hoskins) are 1<sup>st</sup> aid at work trained to try to ensure that at we have at least one member of fully qualified staff present at all times. Penny Marshall has the lead responsibility for 1<sup>st</sup> aid incidents in school with Jo Hoskins as deputy lead first aider. In addition, some nursery staff have specific paediatric first aid training (Michelle Capaldi & Anne Brooks). Many other staff receive basic First Aid training, undertaken concurrently, so that we can easily plan for the next update when necessary. This training is repeated every 3 years. Staff are also trained in the use of epipens, asthma inhalers and epilepsy. A simple First Aid manual is kept in the school office for reference and is also updated every 3 years. Penny Marshall carries out regular checks on First Aid boxes and re-orders equipment when necessary.

### **School Guidelines:**

- Parents are asked to keep their child at home if they are unwell and for a minimum of 48 hours after any episode of sickness or diarrhoea. We follow the guidance on infection control in schools and nurseries laid down by the Department for Health regarding other illnesses such as chicken-pox or impetigo.
- Parents are encouraged to ask doctors for medicines that can be administered outside of school hours. If a child needs medication during the school day it is preferable for parents to administer it. Parents should come to the school office, sign in and wait there for their child to be fetched.

- A member of the Leadership and Management Team or lead Nursery practitioner will only consider the administration of any medicine in exceptional circumstances if parents are unable to come in to school. **There is no statutory duty to do this.** In this event a permission letter detailing dosage and instructions is signed by the parent. If medication is given by a member of staff during the school day, a note is sent home to confirm the time and dosage given. Medicines for nursery children will only be administered if prescribed by a doctor and are kept at nursery with their consent forms.
- We seek to work with parents and other professionals to assist pupils with long term or complex medical needs. A member of the SEN team meets with parents of pupils with specific medical needs to develop a specific healthcare plan for those individuals.
- All medical records are kept in the school office. There is a master medical file detailing the medical issues of all affected pupils, with additional health care plans for specific pupils as necessary. For these specific pupils a copy of their health care plan is kept in four places: the master medical file in the main school office, the SEN pupil file (stored in a lockable cabinet) and in the office pupil record folder and SIMs database. Medical information is circulated to all staff needing to be aware of a pupil's needs. A summary of the medical needs for individual pupils within a class are detailed in the back of class register folders. Photos of pupils with food/medical allergies are displayed in the school kitchen, lunchtime supervisors' cupboard and staffroom. Medical risk assessments for specific conditions such as asthma and diabetes are administered through the EEC health and safety suite.
- Inhalers, Epipens and all other medicines which come into school are kept in the school first aid box in the main school office and/or the child's classroom (as appropriate). Parents of children new to needing inhalers are asked to show the office staff/Headteacher /class teacher how their child should use them. Staff will monitor the self administration of inhalers or assist if necessary. If an inhaler is required during the school day, a note is sent home to confirm the time and dosage taken.
- Main school: In all first aid incidents the relevant forms must be completed by the person who administered the first aid: 'Mr Bump' letters are used to record minor incidents that parents need to be informed of. A copy is kept in the 'Mr Bump' file in the office and a copy sent home to the parent. Less serious incidents are recorded in the yellow first aid books which are kept in each first aid box around the school.

Nursery: All accidents are recorded in detail on an accident form which is signed by the adult treating the child. The incident is discussed with the parent/carer at collection time who then signs the accident form. This record is stored at nursery.

More serious cases across the whole school will be recorded in the first aid book kept in the office and registered online through the EEC health and safety suite. These need to be read by the head teacher (or person in charge of the school).

- Main school: At morning playtimes a member of staff is on First Aid duty, based in the staff room. Any child requiring attention is brought to the staff room to be dealt with. At lunchtimes a lunchtime supervisor is designated as First Aider, based outside and they deal with all playground incidents. During afternoon playtimes a child needing attention is returned to their classroom to be dealt with by their teacher/teaching assistant or taken to the school office.

Nursery: All staff are trained in first aid and able to deal with any accidents as they arise. In the event of a significant incident, the school office would be contacted.

- All classrooms (except the nursery) have a red emergency 'Help' triangle which can be used to summon help via a child in the event of an incident during lesson time. All outside classrooms (including the nursery) also have phones installed.
- Epipens, asthma inhalers or allergy medicines for children in the main school are stored in the office in a sealed First Aid storage box. Children requiring epipens have one with them in their classrooms as well. Medication/equipment for each child is kept in a labelled bag with instructions for administration. Such items for nursery children are clearly marked and stored in the locked medicine cabinet in the nursery building staff toilet.
- When on off site visits the class teacher/TA is responsible for organising the First Aid box and collection of any medication/inhalers etc from the school office storage box or classroom box.

- When on the Yr 4 residential trip a specified member of staff is in charge of all medications. Parents are required to complete a medical form and hand over necessary medications with clear dosage instructions to the member of staff on the morning of departure. Written permission is also requested for the administration of Calpol or Piriton if necessary. All medications given are witnessed by a second member of staff and recorded. Any child with specific medical conditions will have their needs catered for through an individual care plan if appropriate, and key staff attending the residential, meet with parents and other professionals to discuss arrangements.
- Children who may appear to be ill at school are sent home at the discretion of the class teacher or Headteacher.
- In the case of a serious first aid incident the Headteacher or person in charge must be informed. Should an extreme emergency occur, the headteacher or person in charge at that time will take responsibility for making the decision to call the emergency services.

Linked documents:

- Medical file in office
- Healthcare plans for specific pupils
- Supporting children with medical needs
- Medical risk assessments
- School prospectus.
- Guidance for new members of staff
- Letters to parents regarding medicine.
- Off site visits policy

Approved by Governing Body:

Signed: ..... (Chair of Governors)