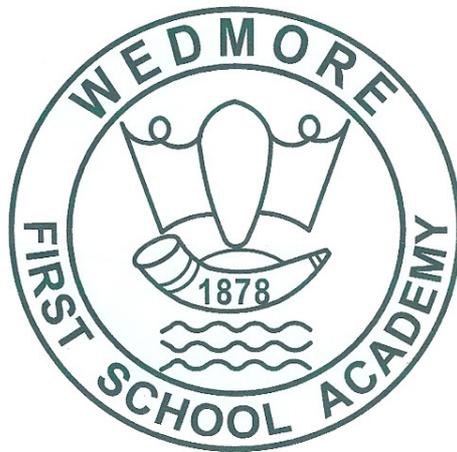


Wedmore First School Academy



Medical and First Aid Policy

Updated: Sept 2012

Date of Review: Sept 2015

Wedmore First School Academy Medical and First Aid Policy

(Updated Sept 2012)

Rationale:

This policy is to ensure the utmost safety for all adults and children of Wedmore First School regarding the administration of medicines and First Aid.

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 one member of staff (Mrs Christine Rowson) is 1st aid at work trained and has the lead responsibility for 1st aid incidents in school. We are in the process of having an additional member of staff (Mrs Penny Marshall) also trained to this level to ensure that at we have at least one member of fully qualified staff present at all times. Staff receive basic First Aid training, undertaken concurrently, so that we can easily plan for the next update when necessary. Staff have also been trained in the use of epipens, asthma inhalers and epilepsy. This training is repeated every 3 years. A simple First Aid manual is kept in the school office for reference and is also updated every 3 years. Mrs 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.

- The Headteacher, Deputy Head or office staff 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.
- 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: each of the two medical files (office copy and lead first aider's copy), 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. A duplicate copy of the master medical folder is held by the lead first aider (Mrs Christine Rowson). 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 the child's classroom (as appropriate). Parents of children needing inhalers are asked to show the office staff/Headteacher /Senior Leader/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.
- 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. More serious cases 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).

- 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.
- All classrooms 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 also have phones installed.
- Epipens, asthma inhalers or allergy medicines are stored in the office in a sealed First Aid storage box. Medication/equipment for each child is kept in a labelled bag with instructions for administration.
- When on day trips or 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 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. Any child with specific medical conditions will have an individual care plan drawn up (or reviewed if there is one already in place to ensure it deals with all aspects of the residential) in consultation with parents and other professionals as appropriate.
- 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
- Medical risk assessments
- School prospectus.
- Guidance for new members of staff
- Letters to parents regarding medicine.
- Off site visits policy