

# RIVERSDALE PRIMARY SCHOOL

## First Aid and Medicines Policy

Date:

Review Date:

Signed: \_\_\_\_\_ (Governor)

Signed: \_\_\_\_\_ (Headteacher)



## **RATIONALE**

The governors and head teacher of Riversdale accept their responsibility under the health and Safety [First Aid] Regulations and acknowledge the importance of providing First Aid for employees, pupils and visitors within the school. The provision of first aid in the school will be in accordance with the Authority's guidance on First Aid in School.

## **AIMS**

- To ensure that there are sufficient qualified First Aiders available to provide First Aid cover during the school day
- To provide First Aid treatment where appropriate for all users of the school, with particular reference to pupils and staff.
- To provide or seek secondary First Aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.
- To ensure that First Aid information is readily available and that all users in school are aware of the way in which to call for help
- To ensure that First Aid Kits for minor injuries are available for use throughout the school by all staff and that they are regularly maintained.
- To ensure that all staff are aware of the arrangements for recording and reporting accidents.
- To administer medicine safely in accordance with Parental/ Carer or doctor's instructions.

## **QUALIFIED FIRST AIDERS**

In order to provide first aid for staff, pupils and visitors there are four First Aiders who have undertaken emergency first aid training and refresher training and have a certificate of competence. There are signs on each floor naming the qualified First Aiders.

We also make every attempt to give training to all members of staff in basic first aid and in the use of inhaler pumps and epi pens.

## **MATERIALS AND EQUIPMENT**

We provide a first aid bag in each classroom, in the staffroom and in the admin office. Ice packs will be kept in the nursery and staffroom. Each member of staff will take a first aid bag when on playground duty and one bag will be taken on out of school visits. The contents of the first aid bag will be checked on a regular basis by an Appointed Person [Lesley Harrison]

## **PROCEDURES FOR MINOR ACCIDENTS**

- Staff will always wear protective gloves when cleaning cuts, grazes and dealing with bodily fluids, blood, vomit, etc.
- All equipment and materials used in first aid treatment will be put in a bag and placed in hazard bins located in the staff toilet, medical room and nursery.
- Staff will only use equipment from the medical bag.
- For minor accidents children will be given a sticker to wear with a green cross, signed and dated by the person giving first aid in order to inform staff and parents/carers. An incident form will be filled in and left in the bag in the staffroom.
- For minor head bumps children will be given a sticker with a red cross, signed and dated by the person giving first aid. An incident form will be filled in and left in the bag in the staffroom. A letter will be sent home informing parents/carers that their child has had a head bump.

- In the event of pupils feeling unwell during a lesson, they should be sent to the office accompanied by an adult or another pupil.

## **PROCEDURES FOR MORE SERIOUS ACCIDENTS**

- Child, staff or visitors are not to be moved until a qualified First Aider has assessed the situation. If it is deemed to be safe to move the person, s/he will be taken to the office and appropriate first aid given.
- If an adult has to hold or have physical contact with a pupil for first aid or safety reasons, they should explain clearly, in advance what they are going to do.
- The head or deputy head will be informed as soon as possible who will determine what is a reasonable and sensible action to take in the circumstances of each case.
- Where hospital treatment is required but it is not an emergency, then the Head teacher or deputy head will contact the parents for them to take over the responsibility of the child.
- Where an injury to children or adults is an emergency an ambulance will be called following which the parent/ carer or next of kin will be called.
- If the parents/carers/next of kin cannot be contacted then the Head teacher may decide to go with, or send a responsible adult with the child/adult to hospital. In such a case the responsible adult will take to the hospital a photo copy of the child's/ staff relevant medical details from the cards kept in the office.
- The relevant local authority incident form for adults/ children will be completed and posted within 24 hours of the incident.

## **ADMINISTRATION OF MEDICINE**

We will give children medicine from the chemist or prescribed by the doctor.

Procedures:

- Parents/Carers must fill in a consent form which is kept in the office
- Medicines are kept in a safe place and accessed by staff only; the exception being of named blue asthma inhalers [relievers] which are kept in the child's classroom.
- Brown asthma inhalers [steroids] are kept in a safe place.
- Medication is only given by an Appointed Persons [Bernadette Bush] in the school office. A record of each child's medication is made, dated, time given and signed off by the Appointed Person.
- Children are encouraged to take responsibility for using their blue asthma inhaler as deemed necessary.
- A medical board is kept in the staffroom with photographs of children who have serious medical conditions including allergies.

## **PROVISION AWAY FROM SCHOOL**

Provision for first aid on school visits and journeys will be determined by risk assessment in accordance with Local Authority's Guidance on First Aid, but a trip first aid bag located in the office will be taken on every outing.