

OLD BASFORD SCHOOL



FIRST AID AND MEDICINE POLICY

DOCUMENT ORIGINS			
Organisation	Old Basford School	Version Date	Autumn Term 2024
Owner	Laura Duffin	Approved by (if applicable)	Governing Body
Next review date	Autumn Term 2026	Approval date	

DOCUMENT VERSION HISTORY		
Revision date	Author of changes	Summary of changes
Autumn Term 2024	Laura Duffin	<ul style="list-style-type: none">• Job title changed from Mid-day assistants to Opal Play Team Members• Name change for member of staff in charge of ordering stock• Yellow medicine box changed to grey medicine cabinet• Recording accidents and injuries now includes CPOMS recording• Update regarding additional spare inhaler• Update regarding AED's in school

Policy Review

This policy was reviewed, updated and ratified by the Governing Body during the Autumn Term 2024 and will be reviewed on a biennial basis. Date of Next Review Autumn Term 2026.

Introduction

The health and safety of all children at Old Basford School is of the highest importance to all staff. This policy outlines Old Basford School's responsibility to provide adequate and appropriate first aid to children, staff, parents and visitors and the procedures in place to meet that responsibility. This policy will be reviewed as required.

Responsible Personnel

The Headteacher is responsible for the health and safety of their employees and anyone else on the premises including children and visitors.

The Headteacher will ensure that appropriate numbers of qualified first aiders are appointed. At Old Basford School all Teaching Assistants have received either First Aid at Work Training or Emergency First Aid at Work Training and five members of staff have received Paediatric/Early Years First Aid Training they are all responsible for administering First Aid, in accordance with their training and can be called upon to offer advice whenever required.

In addition to this, the Opal Play Team Members have also undertaken basic first aid training. The number of first aid personnel is sufficient to cover breaks, lunchtimes and absences and all staff are made fully aware, through the school's induction process, of the necessary reporting procedure and a list of current staff holding valid first aid certificates is available from the School Business Manager.

First aid re-training is carried out in line with current health and safety recommendations and the responsibility of organising this re-training is currently designated to the Deputy Headteacher. Responsibility for organising the re-training of the Opal Play Team Members is currently designated to the School Business Manager.

Re-Assessment of First Aid Provision

As part of Old Basford School's monitoring and evaluation procedures, the Headteacher will:

- Carry out a risk assessment annually, as part of the Health & Safety annual review
- Review the school's first aid needs following any changes to staff, building, grounds, activities etc.

First Aid Materials, Equipment and Facilities

There must be an adequate level of first aid materials, equipment and facilities, to ensure that an injured person can be treated quickly in an emergency.

The main first aid kit is kept in the School Reception and is stored in a suitable container which contains a sufficient quantity of suitable first-aid materials. Ice packs are kept in the fridge in the KS1 block and the Breakfast Club area and can be used to reduce the swelling for bumps and suspected strains and sprains - a cold compress will be used for head injuries. The first aid equipment/kits are regularly checked, managed and replenished by Mrs Sarah Harding, Assistant School Business Manager. The contents of our first-aid kits are determined from advice taken from the Local Authority and meet the requirements of the British Standard for first aid kits.

Old Basford School does not have a specific First Aid Room, staff should consider the nature of the illness or injury in deciding on the most suitable place for treatment. Staff should always consider the privacy of the patient in such circumstances and an adult witness should be present if tending to an intimate part of the patient's body or if the patient requires undressing.

We ensure that a first aider accompanies all groups when teachers are taking children out of school for a trip or a residential visit and that they are equipped with a first aid pack and carry any medication needed for individual children.

Hygiene/Infection Control

All staff should take precaution to avoid infection and must follow basic hygiene procedures. Staff should always use single-use disposable gloves and wash their hands before and after dealing with any injury. Staff should also take care when dealing with blood and bodily fluids. Any soiled wipes, tissues, dressings etc must ideally be disposed of in a bag which should be tied securely, if necessary, double bagged and placed directly into a waste bin which is regularly emptied. If a bin liner is not available, then the glove being used needs to be taken off inside out so that the soiled item is contained within and then placed in a bin which is regularly emptied.

If the need arises that a 'Sharps' bin is required, this is located in the Site Managers cupboard and arrangements are made for the bin to be collected and the contents disposed of by an outside contractor.

Appropriate Practice

First Aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response.

Any sick/injured children will be seen by a First Aider and if it is felt necessary, to send a child home. If an ambulance is required then the parent or primary carer will be contacted either by the First Aider or by a member of the administrative staff.

In the event that a First Aider decides that the child needs to go to hospital for treatment or as a precaution and the parent/carers cannot be contacted prior to attendance, the First Aider or another member of staff will accompany the child to hospital and will remain with them until the parent/carers can be contacted and arrive at the hospital.

Serious or significant incidents will be reported to parents/carers by direct contact with the parent/carers. Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to contact the parents and in the interim, we will ensure that the First Aider or another member of staff remains with the child until the parents can be contacted and arrive.

All children, after first aid has been administered, should return to class, unless the accident is deemed of a serious nature. No child should be left unattended during first aid administration. If a child is waiting to be collected by a parent/carers/he may return to their classroom, though if in any doubt as to their well-being they should be sent to the office where they can be observed.

It is policy at Old Basford School, and in line with guidance from Public Health England, that when a child has a sickness bug s/he must be kept at home for at least 24 hours after the last episode and/or diarrhoea bug s/he must be kept at home for at least 48 hours after the last episode of diarrhoea has elapsed. In other cases where your child has been sick in school e.g. maybe they ate their lunch too fast, been too energetic during playtime then s/he will be able to return to school the following day.

Recording Accidents and Injuries

All accidents and injuries will be recorded in either written or electronic form and such records will be kept for a minimum of three years. Staff accident records are kept separate from children accident records, and are available in the school office.

All first aid treatments given to children by First Aiders are recorded on Pupil Accident Record Sheets and must include;

- The date and time of injury
- The name and class of the injured person
- Details of the injury
- Site of the accident
- Cause
- Treatment
- The name of the First Aider dealing with the pupil

The child will also receive a Blue 'I have received First Aid' Wristband. All instances of children receiving first aid are also recorded on the CPOMS system.

Any bump to the head, no matter how minor, is treated as serious. All bumped heads should be treated with a cold compress or an ice pack. All head bumps are recorded on the CPOMs system and parents are notified by being sent home a "head bump" letter the child also goes home wearing a Red 'Head Bump' Wristband, the child's teacher will also be informed. If it is more than a minor bump the parent/carer will be contacted by telephone and will be given the opportunity to come to school to have a look at the injury and take the child home or for medical attention.

The Headteacher will periodically use the accident records to identify trends and areas for improvement, to identify training or other needs. These records may also be used for insurance or investigative purposes.

Some accidents and incidents must be reported to the HSE, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The school follows the Local Authority guidance and procedures for such incidents.

Medicines in School

At Old Basford School we acknowledge that occasionally children will need to take medication prescribed by a doctor during the school day e.g. antibiotics. Wherever possible the timing and dosage should be arranged so that the medication can be administered at home but in cases where this is not possible all staff, who have signed a "Procedure for administering medicines at school" form are able to administer a child's medicine. The process for administering medicines is discussed with members of staff during the school's induction process and procedures are in place that all members of staff receive suitable and sufficient training on the contents of this policy, the procedure for administering medicine and the record keeping requirements. Records of staff training will be held in the school.

Medicines brought into school are stored strictly in accordance with the products storage instructions in either the Assistant Headteachers office fridge or in the grey medicine cabinet which is situated in the school office. The Medicine Authorisation Book is kept in the grey medicine cabinet in the school office.

It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly.

Any specific training required by staff on the administration of medication (e.g. adrenaline via an EpiPen) will be provided by or through the school nurse. Staff will not administer such medicines until they have been trained to do so. The school will keep records of staff trained to administer these types of medicines and carry out other medical procedures. Training will be updated as appropriate. EpiPen's are kept in individual named bags in the school office and are always accessible.

Administering Prescription Medication

In such cases when a parent/carer requests that prescribed medicine is to be administered to their child during the school day the following procedure must take place:

- Parent/carers must complete an agreement form for staff to administer any medicine. In doing so, the parent/carer consents to the school administering medication to their child. (An Administration of Medicines in School form is available from the school office or school website)
- The form must state the child's name, class and date
- The form must state the name of medicine, time to be given, dosage to be given, last date the medicine is to be given and expiry date of the medicine
- The parent/carer must sign the agreement form and supply a contact telephone number for any queries

Medicines should always be provided in the original container as dispensed by a pharmacist and includes the name of the child and the prescriber's instructions for dosage and administration. Old Basford School will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

Where medicine is administered by a member of staff the following procedure must take place:

- Staff should ask the child their name and check this agrees with the name on the signed parent agreement form and on the label of the medicine

- Check that the dosage on the label agrees with that on the agreement form
- Check in the “Medicine Authorisation Book” that the medicine has not already been given
- Give the dosage as stated on the label/agreement form
- Complete the “Medicine Authorisation Book” stating the child’s name, name of medicine given, dosage given and time given
- Initial the book

Administering Non-Prescription Medication

In some instances, a teacher/first aider will administer over the counter medicines such as Piriton (for allergic reactions) and Calpol (paracetamol) however, staff will never give non-prescription medication to a child unless the parent/carer has been contacted first and either written and/or verbal permission obtained. If symptoms persist after the initial dose has worn off, we will contact the parent/carer to seek further advice.

Where non-prescription medicine is administered by a member of staff the following procedure must take place:

- Check in the “Medicine Authorisation Book” that the medicine has not already been given
- Give the dosage as stated for the child’s age
- Complete the “Medicine Authorisation Book” stating the child’s name, name of medicine given, dosage given and time given
- Initial the book

Asthma

Old Basford School recognises that asthma is a serious but controllable condition and the school ensures that all children with asthma can and do fully participate in all aspects of school life, including any out of school activities and teaching staff will be aware of any child with asthma.

It is the parents’ responsibility to ensure that the school is provided with a named, in-date reliever inhaler, which are then kept in individual named bags in the school office and are always accessible to the child. It is also the parents’ responsibility to provide a new inhaler when out of date and to complete an asthma care plan (this provides staff with information of how many puffs of the inhaler are needed and how often. This also lets staff know of any additional triggers e.g. Cold weather or exercise) Children will be made aware of where their inhaler is kept and this medication must be taken on any out of school activities.

We will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Automated External Defibrillators (AED’s)

Old Basford School has purchased two defibrillators, one which is located in the main reception and the other in the Community College.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.