



Millhouse

Primary School and Nursery

First Aid & Medication Policy

Approved by Governors on:

Signed (CoG or Chair of Committee):

To be reviewed:

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First Aid & Medication Policy

Appointed Person:	Sally Neame – Office Manager
First Aiders:	Updated list is kept in First Aid cupboard
Paediatric First Aiders:	Jenny Haken, Sophie Jones, Rebecca Joyce, Julie McKeon, Lisa Phillips, Tracy Morse, Maria Rivers, Tracy Foot and Una Kerrigan
First Aid Boxes:	<p>The primary first aid box is kept in the school office. Every classroom has a basic supply of plasters and antiseptic wipes. First Aid boxes / bags are taken onto the playground for playtimes and lunchtimes. There is a fully stocked First Aid kit kept in the EYFS department</p>
Medical/First Aid Room:	The School Office doubles as a medical room.
Accident Report Book:	<p>An accident report book is kept in the School Office. The outside report book is taken with the mobile first aid box. A First Aid record file is also kept in the school office which holds individual first aid records for every pupil in the school. This is updated at the end of every lunch time from the outside report book.</p>

Procedures

- Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in the 'first aid waste' bin in the School Office.
- Minor incidents and accidents should be dealt with, wounds cleaned etc. and the child returned to the playground or classroom when possible and practical.
- All accidents and incidents should be recorded in the Accident Record book and individual pupil records.
- Parents should be made aware if a child has received first aid care, this may be a letter home or a phone call. A letter or phone call will be made if a child has received a minor bump to the head or and the class teacher should be informed. This must be recorded on the child's individual First Aid record.
- An up-to-date list of children with medical conditions, asthma etc. is kept in the First Aid cupboard in the School Office. Photographs of these children will be up near the health and safety board in the staffroom.
- A first aid kit will be taken on all school outings.

- If, following a 999 emergency call having to be made as a result of an injury or illness suffered by a child, the child has to be taken to hospital and no responsible adult can be contacted, then a member of staff will accompany the child to hospital.
- The school will administer medicines, as long as they have been prescribed by a doctor and require a dose **four** times a day. A 'medicine consent form' must be filled in and signed by the parent. A record is kept of all medicines administered at school. The parent must bring in and collect the medication. No medications will be given to a child to take home.

Illness

The decision to send an unwell child home will be made by the Headteacher or Deputy Headteachers. If neither are available the office staff will make an informed decision.

Children with Special Medical Conditions/Needs (including Asthma)

These children will have protocols in a health care plan which will be drawn up in consultation with the Inclusion Team, parents and medical professionals and will be circulated to staff as appropriate. These are to be reviewed annually or more often if necessary. A list of children with special medical conditions is issued to class teachers to be kept in class registers. Children with specific conditions and treatment, such as anaphylaxis, may be photographed and their details placed on the staffroom wall.

Children needing personal changing/intimate care

We follow EYFS statutory guidance on meeting the needs of the individual child. We acknowledge that very young children will have toileting 'accidents' and, in rare cases, may still wear nappies. These children will be assisted in the class toilet area by two members of staff. The pupil's dignity will be considered and staff will encourage each child to do as much for themselves as they can.

Plans will be made for all children with regular requirements of an intimate nature. e.g. IEPs. Agreements between the school, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

Recording and reporting

All accidents and injuries will be recorded in the Accident Report book and on the pupil's individual Medical / First aid record. If any injury causes concern, the parent will be rung by the office staff. Injuries resulting in an adult or child being sent for medical treatment will be recorded, following the latest Essex LA and RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences) guidelines.

September 2016

Review July 2017