

BUCKLEBURY CHURCH OF ENGLAND PRIMARY SCHOOL

First Aid Guidelines

Purpose and Background

The purpose of these guidelines is to ensure that First Aid is administered to children safely and within the West Berks guidelines

It is our policy to only administer basic First Aid in accordance with the recommendations of the British Red Cross.

Practice and Procedures

- First and foremost, a child who is clearly unwell should not be in school. However, there are certain circumstances when it is suitable for a child who is receiving medication to continue attending school e.g. when completing a course of antibiotics etc. Parents/carers are required to give permission for the administration of any medication by completing the appropriate form. The Headteacher (or a designated member of staff) will make appropriate decisions.
- Parents/carers should inform staff if a child is taking medication within or out of school hours that may affect performance in school.
- Parents/carers must inform staff of any medical conditions such as diabetes, severe asthma, instances of anaphylactic shock or epilepsy, in order that appropriate records can be maintained. Such a condition must be reported to the Headteacher initially and then a written record will be entered on the child's medical card/special booklet. School Health will also be informed via the School Nurse or Doctor.
- Annually (in September) a form is sent out to each family to update relevant records and to record details of any medication needed in school, e.g. inhalers etc.
- The Headteacher (or in the event of absence, a designated member of staff) is responsible for the storage and administration of all medication.
- All medicines, excluding those which require refrigeration, are kept in an unlocked drawer in the main office, accessible to the named children at all times (e.g. epi-pen etc.). Details of the named children and their medication are also kept in the drawer.
- For reasons of safety, security and hygiene, medicines are not usually kept in the classrooms. There are exceptions to this, e.g. self-administered devices such as inhalers, which are allowed for children with long-term medical conditions that need frequent but irregular treatment.
- Staff will undertake no intimate contact with children, except in exceptional circumstances and when two adults are present.
- The Headteacher or designated member of staff will be offered appropriate in-service training to report back to all staff regarding correct procedures on the administration of medicine in school. All staff must receive regular training for the administration of specific drugs, e.g. epi-pen.
- If in doubt, all staff will seek the advice of the Headteacher or designated member of staff.

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Medical conditions in school

1. Asthma

Exercise-induced asthma

- All relevant children should use their inhalers as directed by their GP. All children have immediate access to their inhalers.
- During any swimming lesson, a Teaching Assistant will oversee vulnerable children.

2. Epilepsy

Staff are aware that screens/monitors can trigger an “epileptic” reaction in some children.

3. Skin and eye infections

Children are not permitted to attend school until any contagious condition has cleared, e.g. conjunctivitis, impetigo etc.

Parents/carers will be informed if their child has any condition that is causing concern, particularly if it is of an infectious or contagious nature.

Administration of First Aid

There are several First Aid kits in the school. Several small kits are available for off-site activities. The contents are as recommended for initial First Aid by the Red Cross.

All staff are required to have an up to date First Aid certificate and the epi-pen training.

Two members of staff are trained in paediatric first aid.

We have a designated member of staff with responsibility for overseeing all First Aid supplies; training sessions are co-ordinated by the Office Manager.

All incidents requiring treatment are entered in the Accident Book, kept with the First Aid kit in the main office. Cuts and bruises are cleaned with water or alcohol free wipes only.

Ibuprofen will only be administered to a child if it is prescribed by a doctor and there is an accompanying letter of authorising staff to administer this drug.

The Headteacher is informed of any incident or injury to a child where the staff member in charge decides additional advice is required. In the event of a serious accident or injury, an ambulance will be called. If there is any doubt surrounding the severity of the injury, the child's parent is contacted immediately and advice is sought from outside agencies.

Parents are always notified when their child has suffered an injury to the head

For any serious injuries that are referred to the nurse or doctor for additional medical attention, the webrisk form is completed on line and forwarded to the Local Authority. Any significant injuries are reported, in writing, to the child's parent/carer.