



# St Joseph's Catholic Primary School

## FIRST AID AND ADMINISTERING MEDICINES POLICY

### **Mission Statement:**

Let it be known to all who enter here that Christ is the reason for this school, the unseen but ever present teacher in all its classes, the model for its children, the inspiration for its staff.

### **Love and Learn in the Footsteps of Christ!**

### **Policy Review**

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body on 22<sup>nd</sup> October 2019

It is due for review in October 2021

Signature ..... *Linda Payne* ..... Date 22<sup>nd</sup> October 2020

Head Teacher

Signature ..... *Abrian Ramsden* ..... Date ...22<sup>nd</sup> October 2020

Chair of Governors



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## Aims

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing Body, along with the Local Authority (LA), takes responsibility for protecting the health and safety of all children and members of staff.

This policy should be read in conjunction with the school's Health & Safety policy and the Intimate Care policy.

## Every Child Matters Outcomes

Be Healthy; Stay Safe; Enjoy and Achieve; Make a Positive Contribution

## Procedures

### Minor Injuries – Cuts

- 1 Children are sent in to First Aid in pairs.
- 2 The First Aider should wear clear plastic gloves when dealing with blood related injuries.
- 3 All blood related swabs used to mop up injuries should be placed in the red bin at the first aid station.
- 4 When bathing a wound use either a wet tissue or a wipe and apply gently to the affected area.
- 5 Dry with a tissue carefully.
- 6 Apply a plaster, if necessary, but check with the list displayed in the Staff Room and in the rucksack to make sure that the child is not allergic to plasters.
- 7 Write all accidents in the accident book. This is kept in the Medical Room.

### Minor Injuries - Bumps

- 1 For a cold compress use the ice packs. These are kept in the freezer in the Office room.
2. ALL HEAD INJURIES MUST BE REPORTED IMMEDIATELY TO THE HEADTEACHER OR DEPUTY. The Office staff will then contact parents depending on the injury.
- 3 Parents may need to be contacted about their child in the event of accidents/illness. Keep the conversation calm and explain what has happened. Decide if they need to pick their child up or if they need to go



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to hospital. The Headteacher or Senior Management should be kept informed at all stages and should deal with these matters.

- 4 Write all accidents in the Accident Book. This is kept in the Medical room.
- 5 If the injury involves a "bump" to the head, the child will be given a letter to give to their parent/guardian on return home.

## Other Injuries/illnesses

If a First Aider judges that a child is sufficiently unwell or hurt to remain in school, contact will be made initially with the child's parents or guardians to come and collect them. If they are not available, contact will be made with any other emergency contacts known to the school (SIMS database).

If contact cannot be made, a judgement will be made with the Headteacher or Deputy Headteacher about taking the child to the local hospital. They will be accompanied by a member of staff who has appropriate insurance for their car to transport children and holds an enhanced DBS and who will remain with the child until a parent or guardian can take over or child protection measures are initiated.

Write all accidents in the Accident Book. This is kept in the Medical room.

## Serious Injuries/illnesses

- 1 Call 999
- 2 Contact parents
- 3 Write all accidents in Accident Book. This is kept in the Medical room.

In the event of a serious incident the HCC Injury and Dangerous Occurrence report will be completed and sent to the Health and Safety team at County Hall (see attached).

## Playground Procedures

Help Cards are used to inform of an emergency in the playground at playtime and lunchtime and the person sending one in is asking for assistance. A Help Card may be given to a child to bring in to Admin staff. Similarly, a Help Card is also kept in each classroom and at the exits of each playground with the name of the area displayed on it to alert another member of staff that help is required.

In the event of a medical emergency, lie the patient in the recovery position, stay with the patient, send for another adult and call an ambulance, if required.

A list of children with medical conditions is available on the Staff Room notice board and in teachers' files.



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## **Administration of medicines**

All medication will be administered to pupils in accordance with the DfES document **"Managing Medicines in Schools and Early Years Settings"**

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

The only medications kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the Headteacher. Records of administration will be kept by the Secretary.

All medications kept in school are securely stored in the Medical Room with access strictly controlled.

Where children need to have access to medication, i.e. asthma sufferers, it will be kept in the Medical room for Foundation & Key Stage 1 and in the classrooms for Key Stage , and clearly labelled.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g epilepsy, anaphylaxis etc) as appropriate.

## FIRST AID AND MEDICATION

### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

#### **Medical Room**

The Admin staff are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid-

#### **TRAINED TO FIRST AID AT WORK LEVEL:**

*Dawn Tannian*

Tina Carter

Donna Osborne

#### **TRAINED TO EMERGENCY AID LEVEL:**

*Dawn Tannian*

Tina Carter

Donna Osborne

Lilyanna Bradley

Gemma Field



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## **TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID):**

*Donna Osborne*

*Tina McGrath*

*Lorraine Kendal*

*Dawn Axe*

*Dawn Tannian*

Tina McGrath

Elaine Sheppard

Minta Patel

Sarah McKane

Dawn Axe

Lilyanna Bradley

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should First Aiders leave.

The Admin staff will check that any vehicles are properly equipped with first aid boxes before they are used.

**Transport to hospital:** If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident record in accordance with HCC guidance.

### **Emergency: tel: 999**

*Hospital A&E departments:*

*Mount Vernon Hospital 01923 826111*

*Watford Hospital 01923 244366*

*Schools nurse:*

*Tess Gartside 01923 470657 07827230894*

*NHS direct etc:*

*0845 4647*

### **Blood Spillages**

HCC guidance on protection from blood borne viruses and basic infection control will be followed.

### **INTIMATE CARE**

We always have a sensitive approach where the issue of soiling occurs. On occasions where it is necessary to change a child, the class teacher will take responsibility if there is no teaching assistant in the classroom. All members of staff have attended child protection training and are aware of correct procedures namely:



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- if it is possible have two adults present;
- if not, leave the toilet door open and make sure another member of staff is aware of what is happening;
- if a child can clean and change him/herself they do, if not staff wear protective clothing and clean and change the child.

At break and lunch times the members of staff on duty should send the child to the medical room to be changed..

## **Monitoring and review**

The Governing Body, in consultation with professional advisers, carries out regular risk assessments to ensure that the school is a safe environment.

The Headteacher implements this policy on a day-to-day basis and ensures that all staff members are aware of the details of the policy as it applies to them.

The Headteacher reports to governors annually on health and safety issues.

## **Disability Equality Scheme**

This policy supports the school's Disability Equality scheme and it is available in a range of different formats, for disabled parents and the wider public.