

Swinemoor Primary School

First Aid Policy

This policy should be read in conjunction with:-

- Accessibility Plan
- Managing Medicines in School
- Asthma Policy
- Children with Medical Conditions
- Equality Policy
- SEN Policy
- Admissions Arrangements Policy
- Educational Visits Policy

Note also the specific risk assessments for injuries and fire.

We take account of the Disability Rights Code of Practice 2002, the Special Educational Needs Code of Practice 2001 and Supporting Pupils at School with Medical Conditions (2014) in this policy.

The overarching principle of this policy is to ensure that children with specific medical needs are not excluded from mainstream education or activities because of their condition and that any medication is administered safely by appropriately trained staff. There is a clear link here with the Disability Discrimination Act. Therefore, anyone with a named condition that affects aspects of personal development must not be discriminated against.

The qualified Paediatric First Aiders are: Miss Rodgers, Miss Dyble, Miss Robinson and Miss Stanley

All staff have received First Aid at Work training and are qualified to administer first aid where necessary.

Note that the first aid boxes are kept in the corridor outside the main office, the hygiene suite and the play suite. The boxes are clearly marked with a white cross on a green background.

Playground - before and after school; morning and afternoon breaks

- a) If a child is injured on the playground and the injury is of such a nature that the child can walk -
 - i) ask older child to take injured child into school (main entrances) and
 - ii) inform a First Aider
- b) If the child cannot be moved, due to possible concussion or back injury, send older child into school for assistance by First Aider, who will then take decision as to moving child.

Head injuries, however small, open wounds and more serious injuries should be recorded in the ACCIDENT BOOK, which is to be found in the school office. A record of all treatment given should also be kept. Head and back injuries, which are deemed not to be serious should be notified to parent by letter in order that the situation can be monitored if needs be. When it is deemed that medical attention by a doctor is required, the parent should be immediately informed and requested to collect child to take them to surgery/hospital. If a parent is unavailable or unable to attend quickly, the school acts in 'loco parentis' and takes above action. HSE procedures are followed when necessary.

Playground - lunchtime

Injuries should be treated in the above manner but should in the first instance be reported to the Senior Supervisors.

Classroom

Should an incident occur during class time either:

- i) send child for First Aider OR
- ii) ensure class is monitored by another member of staff and take child to First Aider

iii) log injury

If a child is ill during school time and is considered to require more attention than the teacher can provide, then the parent should be contacted and asked to take the child home.

Medicines

All medicines are kept in the school office. The school adopts the "Managing Medicines in Schools and early years settings" document (March 2005) and has a separate 'Managing Medicines in School' policy.

The school is inclusive and accepts that children with medical needs have the same rights of admission as other children. These children may require extra care and be in receipt of a health care plan. Access to children with disabilities will be continually improved. Children should be allowed to participate in sporting and extra curricular activities where ever possible, unless there is a clear health and safety risk.

Roles and Responsibilities

Parents-

Only one parent needs to request that medicines are administered, but this needs to be in writing. Staff need to be aware of who has parental responsibility. Children in the care of the authority will have individual arrangements which will need to be considered. Sufficient information will need to be provided by parents to the school regarding medical needs or special care. The school has individual health care plans for pupils with medical needs. These are completed by the parent with the help of school staff. Copies are passed on to all relevant staff. Confidentiality is expected. A copy of the form is at the end of this policy.

Local Authority-

The LA have a policy for health and safety and they take out an Employers Liability Insurance. It is the duty of the LA to offer training to staff.

Governors-

Governors should agree policies for the school and consult with all parties regarding the policy.

Headteacher-

The head is responsible for putting the policy into practice and for making all parties aware of the policy and procedures for dealing with medical needs. Individual health plans need to be agreed between the head and parents as necessary. The head should ensure that staff are fully aware of children with medical needs

All-

All individuals in school should know what to do in the case of an emergency. Children or other adults inform staff (including TAs and LTAs) and the emergency services are called. A member of staff should always accompany a child to hospital and stay with the child until the parent arrives.

Inhalers

Inhalers are kept in the school entrance and are at all times readily accessible. Some children will need their inhaler with them at all times. They should be taken outside for games to ensure their swift availability. Inhalers should always be taken on visits in the care of staff, or staff should have procedure whereby they check that each child is in possession of own inhaler.

Impacts on Disabled people

1. Ensure that disabled children and their parents have been consulted on how they want the procedure or administration of medicine carried out
2. Ensure that dignity is maintained
3. Are enough staff effectively trained in the necessary procedures. If not, this needs to be addressed very quickly
4. Do staff know what to do in the case of a medical emergency?
5. Ensure that the form overleaf is completed
6. Ensure that all staff who need to know do know
7. Ensure that a specific risk assessment is in place if necessary
8. Try to encourage disabled pupils to self administer medicines (e.g. insulin) if possible
9. We must support the development of self-esteem of disabled pupils

Further information

N.B. Gloves are available for blood related injuries. Yellow clinical waste bags are available at the school office for contaminated wipes and other items.

Staff Injuries should be logged in the booklet in the office (form BI 510). These are retained on separate sheets in line with data protection recommendations.

First Aid Boxes

First aid boxes should contain a sufficient quantity of suitable first aid material, and should not be used to store any other items. The contents of the boxes should be replenished as soon as possible after use. The contents must NOT be used for any purpose other than to support the administration of first aid.

After use, the First aid boxes should be returned to their designated site.

Dressings should not be reused.

February 2018

Individual Health-Care Plan for a Pupil with Medical Needs

Name _____

Date of Birth ___/___/___

Condition _____

Photograph here

Class _____

Date ___/___/___

Review date ___/___/___

Contact information

Family Contact 1

Family Contact 2

Name _____

Name _____

Telephone (work) _____

Telephone (work) _____

Telephone (home) _____

Telephone (home) _____

Relationship _____

Relationship _____

Clinic / Hospital Contact

Name _____

Telephone _____

GP

Name _____

Telephone _____

Describe condition and give details of pupil'd individual symptoms:

Daily care requirements:

Describe what constitutes an emergency for the pupil and the action to be taken if this occurs:

Follow up care:

Who is responsible in an emergency (state if different on off site activities):

Who sees this form (please tick the box/es):

Administration team

Class teacher

Group teacher

All teachers (including supply)

Teaching Assistant

School nurse

Home/School Worker

Parents

Signed _____ parent/guardian

Date ___/___/___