



## **BROADWAY EAST FIRST SCHOOL**

### **FIRST AID AND MEDICATION IN SCHOOL AND PROCEDURES FOR DEALING WITH ACCIDENTS OR WITH CHILDREN WHO ARE UNWELL**

#### **RESPONSIBILITIES WITHIN THE POLICY**

**Mrs Rachel Sutton** is a qualified First Aider and is the designated member of staff responsible for the administration of first aid, medication and for the general care of children who are unwell.

**Mrs Sutton** is supported in this role by other staff who have up-to-date Paediatric First Aid training: **Mrs Katy Whyte, Mrs Suzanne Watson** (Teaching Assistants), **Ms Andrea Turton, Mrs Lynn Mingoia** (Higher Level Teaching Assistants) and all midday staff.

**Mrs Sutton** is responsible for the day to day implementation of this policy. As and when appropriate she liaises with and seeks advice from the school doctor/nurse and other relevant agencies.

**Ms McKenna** (Headteacher) has overall responsibility for the care and well-being of all pupils when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

#### **GUIDELINES**

##### **The administration of first aid and the procedures for dealing with accidents:**

- A stock of basic first aid equipment (in line with Local Authority guidelines) is kept in the medical room.
- Medicine is stored in the staff room refrigerator, only staff have access and all medicine is clearly labelled.
- Children who are ill or who are hurt in school receive immediate attention and basic first aid treatment from a designated member of staff.
- If appropriate, parents/carers are contacted by telephone and a decision is reached about whether a child remains in school or is collected and taken home.
- In the event of any kind of head injury parents/carers are always informed by telephone call and by a 'head letter'.
- In the case of more serious illness or injury the emergency services are summoned and then the child's parents/carers are informed.
- If parents/carers cannot be contacted and a child needs to be taken to hospital, one designated member of staff accompanies the child in the

ambulance. The administrative officer continues to pursue contact with parents/carers.

- Home and work telephone numbers of parents/carers/other named emergency contacts are kept in the school office.
- Written records are kept of all accidents. Minor injuries are recorded in the School Accident Book. More serious accidents are recorded on accident forms and copies are sent to the Local Authority.

### **EDUCATIONAL OUTINGS.**

- Written permission for children to be taken out of school is sought from parents/carers.
- A member of staff with First Aid qualifications/training accompanies classes on all educational outings.
- A basic First Aid Kit is taken on all educational outings.
- In the event of a child needing emergency treatment an ambulance is summoned. Then school is contacted and the administrative officer contacts the child's parents. An adult accompanying the class, **but not the designated first aider**, accompanies the child in the ambulance.

### **MEDICATION IN SCHOOL.**

- **Children who are unwell should not be in school.**
- Parents are asked to inform the school of any health issues, allergy or medical condition relating to their child. This information is shared with other relevant members of staff e.g. class teacher, support staff, lunchtime supervisors and kitchen staff.
- Prescribed medicine (to be taken 4 times daily or more) can be administered in school. Parents/carers must sign the relevant paperwork (see below) in school and hand over the medicine to either Mrs Mingoia, Mrs Watson, Mrs Whyte or Mrs Sutton. All medication should be clearly labelled with the child's name and where appropriate, a measuring spoon should be provided. Children will not handle medication at any point.
- Parents/carers must complete a *medication in school* form for each course of treatment giving clear information and instructions about dosage, frequency, duration of course and the date the medication was prescribed. The form must also be completed for children who need medication for asthma or any other chronic conditions.
- In all cases where, following the administration of prescribed medication, there are concerns regarding the reaction in the child, medical advice is sought immediately.
- All medication is kept in secure storage in the medical room or in the fridge as appropriate.

- Children who require medication for asthma keep a second inhaler in school. These are kept in the medical room out of reach of children. The child administers his/her own inhaler in the presence of a designated member of staff, who then records the administration of the inhaler.
- In order to prevent the spread of infection, children must be kept at home for 48 hours following the cessation of sickness and diarrhoea.
- Advice should be sought from Mrs Sutton about exclusion from school for other childhood ailments.

Reviewed Jan 11, Jan 13



## REQUEST FOR THE SCHOOL TO GIVE MEDICATION

I request that \_\_\_\_\_ (full name of pupil)  
be given the following medicine(s) while at school.

Name of Medicine	Duration of Course	Dose Prescribed	Date Prescribed	Time(s) to be Given

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.

***I understand that the medicine must be delivered personally to Mrs Sutton, Mrs Watson, Mrs Whyte or Mrs Mingoia (medical room) and accept that this is a service which the school is not obliged to undertake.***

Signed \_\_\_\_\_ Parent/Guardian

Contact Telephone Number(s) \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.

The Governors and Headteacher reserve the right to withdraw this service.