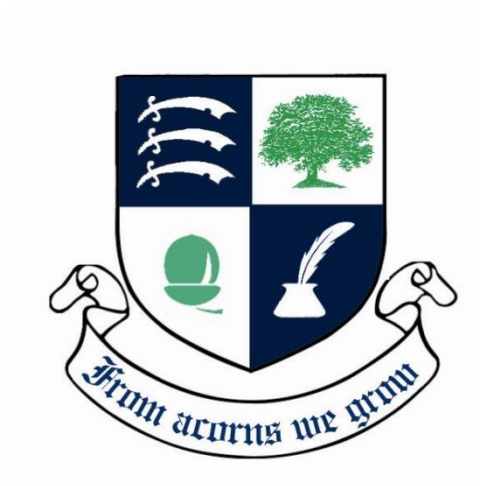


Woodlands Schools



First Aid Policy

This policy includes EYFS, Little Acorns and
Before and After School provision

Excellence for all through teaching, learning, opportunity and achievement

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Introduction and Information

Before pupils attend the Schools or Nurseries, we obtain medical information. This is updated at regular intervals by the parents.

Training is given to all staff where administration requires technical or medical knowledge.

All staff, including ancillary staff, are trained in paediatric first aid (appointed persons) – a one day course.

EYFS staff complete a 12 hour paediatric first aid training course.

Selected members of staff have First Aid at Work - 3 day course.

Training is updated every 3 years.

The First Aid at Work staff cover the first aid room at playtimes and lunchtimes. They are based at these times in a fully equipped first aid room which is signposted on the door with a list of names of appointed first aiders.

There is always at least one (but generally more) trained member of staff on site when children are present.

The First Aiders administer first aid and make decisions on the injured party. The Head Teacher/Nursery Manager is always informed if anyone is being sent home/sent to hospital. Any person who suffers a serious bump to the head (recorded fully) is sent home with the advice to the parent/guardian to have the child seen by a Doctor. All minor bumped heads are recorded and the parents immediately contacted via note/phone or parentmail. A bumped head sticker is attached to the child's jumper/cardigan, in order that all staff are fully aware of the incident and allows for observation of the child during lesson times.

If a child falls ill in class, they will be escorted to the office by an adult or another child and the school secretary will provide initial care where required before making the decision with a member of SLT, whether or not to call the parent/carer. They will be cared for in the medical room or a separate area to offer privacy.

All accidents are recorded in the Accident Book which is in a carbonised pad, and duplicate slips are sent to parents.

Serious accidents are also recorded in depth in the First Aid Black Book located in the First Aid room and these incidents are automatically reported to the Head Teacher or Deputy Head teacher.

Staff accidents are recorded in the official staff Accident Book.

The procedure for reporting accidents to Riddor is followed if applicable <http://www.hse.gov.uk/riddor/> for further information.

The staff accident sheet is sent to Head Office to be kept in the staff file.

Matron, as a State Registered Nurse, is responsible overall for the schools' first aiders and sets up the relevant courses which are renewed as appropriate.

All First Aid items are checked regularly for quality and issue date.

A number of first aid boxes are around the school including on board the school bus.

In the absence of parent/carer/relative:

- The decision to call an ambulance will be based on the child's individual healthcare plan and consultation with trained first aiders and would be treated on a case by case basis. If an ambulance is required, the staff member will call 999 immediately.
- If a child/staff member is sent to hospital by ambulance in an emergency the Head Teacher or the Deputy Head Teacher or Key Person accompanies them.
- Next of kin are informed immediately and advised of the details of the accident and which hospital their child is being treated at.
- All members of staff have been trained to administer the Epi pen and the policy is, in cases where the need for administration of this arises, if in doubt, proceed with administering as this causes no harm.

Administration of Medication - Main School/EYFS

The following medications are currently retained in the school:

Epi pens	for allergies – mainly nut allergy
Inhalers	for Asthma
Equasym Ritalin	Attention Deficit Disorders
Piraton	Allergies (maybe used before Epipens in some cases)

These are all administered by the first aiders on duty and recorded.

The above medications may only be administered if the parent/guardian has completed the appropriate form (see attached). Parents are most welcome to visit the school at lunchtime to administer antibiotics etc. In exceptional circumstances, the Head Teacher reserves the right to exercise their discretion.

There is a policy in place which explains emergency procedures should an accident occur on a trip and this is carried by the person in charge of the trip. (This document is kept within the Risk Assessment document –for school trips – please refer to this policy)

At least one member of staff accompanying children on an overnight trip will be qualified in First Aid at Work.

To enable easy access in an emergency, ensure that Inhalers are NOT locked in a drawer or cupboard.

Equasym and Ritalin are kept in a locked cupboard.

Piraton and Epi pens are kept on a high shelf for quick administration.

Nothing in the first aid room is accessible by the children other than inhalers – these must always be readily available.

If a child is feeling sick, they are encouraged to continue working in the classroom (it is usually obvious if they are really unwell).

A child who is vomiting or who has diarrhoea is always sent home and the parents advised to keep the child away for at least 48 hours after the cessation of the attack.

Children suffering from Asthma who do not respond to their inhalers are collected from school or if necessary taken to hospital. At no time is a child left wheezing within the school. All staff are fully aware of the implications with regard to a wheezing child.

All cuts and grazes are washed with clean water, with plasters only being put in place if necessary.

All children who have toileting accidents are also dealt with by the first aiders.

Spillage kits are available from the First Aid Room in the event of the spillage of bodily fluids and must be administered by a qualified First Aider only.

All accidents are investigated and followed up if necessary.

All First Aiders wear rubber gloves when administering first aid. Where bodily fluids are involved, gloves must be worn.

All soiled dressings and other items must all be placed in the appropriate marked bin.
The First Aid personnel are responsible for keeping the first aid room clean and tidy.

Pupil's Healthcare Plan

Each child with any medical requirements will have a completed healthcare plan which will be referred to and updated whenever medication is administered. Please refer to the 'Pupil's Healthcare Plan' document.

In the event of specific cases being entered on to a Pupil's Healthcare plan, such as Epilepsy or Diabetes further advanced training will immediately be undertaken by the staff.

Administration of Medication – Little Acorns



While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, especially a baby/child under two, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with guidance in 'Managing Medicines in Schools and Early Years Settings'; the manager is responsible for ensuring all staff understand and follow these procedures.

The key person is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the manager/deputy manager is responsible for the overseeing of administering medication.

Procedures

- Children taking prescribed medication must be well enough to attend the school.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
- NB Children's paracetamol (un-prescribed) is administered for children with prior written consent and verbal consent on each separate occasion if at all possible from the parents in the case of a high temperature. This is to prevent febrile convulsion and where a parent or named person is on their way to collect the child.
 - full name of child and date of birth;
 - name of medication and strength;
 - who prescribed it;
 - time last dose was administered
 - dosage to be given in the setting;

- how the medication should be stored and expiry date;
 - any possible side effects that may be expected should be noted; and
 - signature, printed name of parent and date.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the medication form to acknowledge the administration of a medicine every time it is administered on the same day.

Storage of Medicines

- All medication is stored safely in a locked cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. Key persons check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.

All medicines to be stored in the cupboard above the sink in all classrooms in a plastic box marked "medication" unless needing to be refrigerated, where they will be stored in a marked plastic box. Staff are informed when adopting this policy.

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If rectal diazepam is given another member of staff must be present and co-signs the record book.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions and who may require ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.

- The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing Medicines on Trips and Outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.
- As a precaution, children should not eat when travelling in vehicles.
- This procedure is read alongside the outings procedure.

Recording Accidents

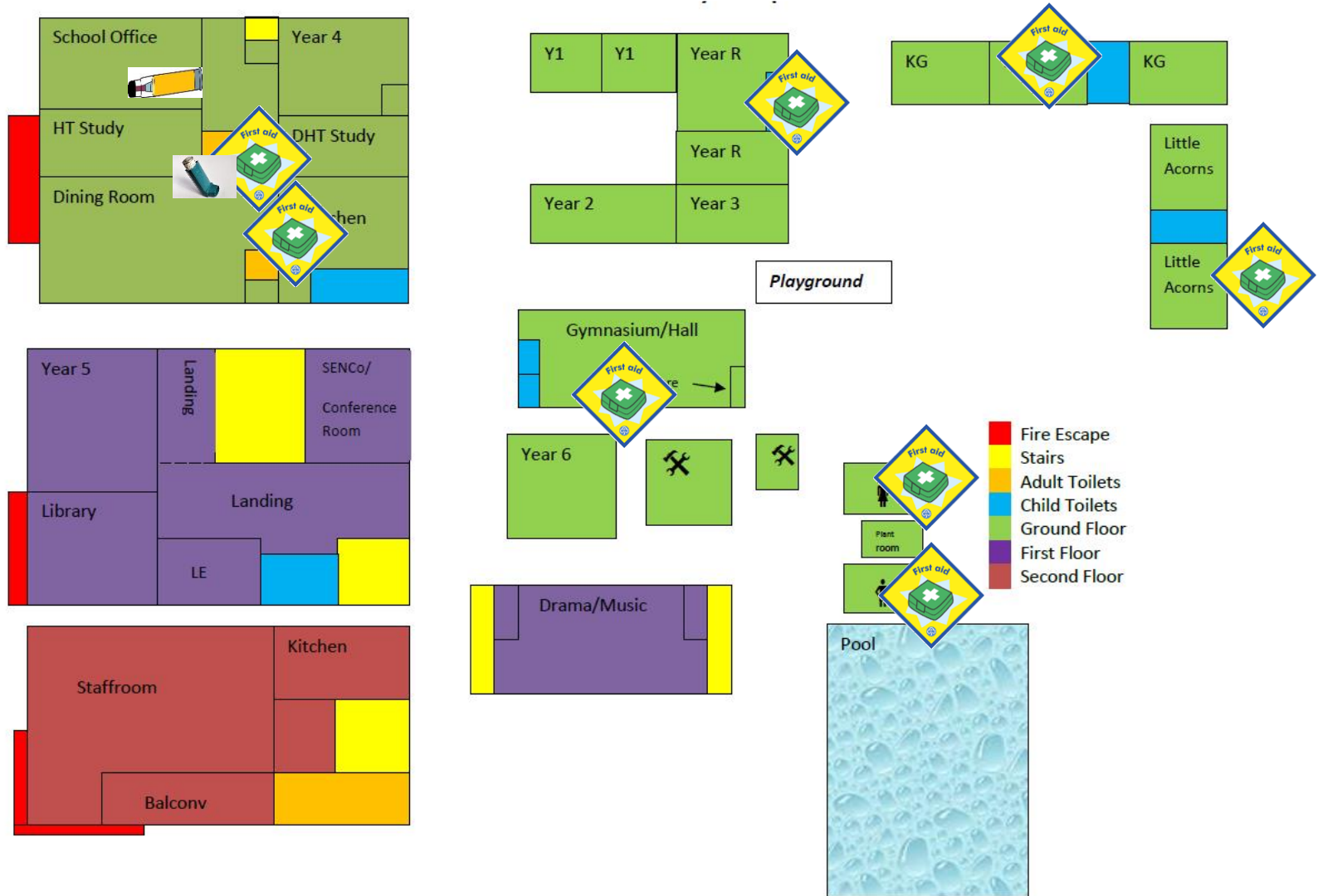
‘Registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.’ At Woodlands Schools we understand that it is an offence to fail to comply with this requirement.



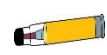
Staff and Substance/Medication Use *(please also refer to Drugs and Alcohol Policy in the Staff Handbook)*

Staff at Woodlands Schools must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, they should seek medical advice. Senior staff will ensure that they only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

Staff medication on the premises must be securely stored and out of reach of children at all times.

Location of First Aid Stations Across Site (Great Warley)



 Location of First Aid Kits
  Location of Inhaler
  Location of Emergency Epipen