

The venue Infant School

FIRST AID AND MEDICINES POLICY

Adopted:

Signed on behalf of the Governing Body: Stewart Miller

Position: Chair of Governors

Date: 26th May 2021

Review date: _____

FIRST AID AND MEDICINES POLICY REVIEWED MAY 2021

“Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics. To allow children to do this will minimise the time that they need to be absent.” *Managing Medicines in Schools and Early Years Settings – Department for Health.*

Medicines in school:

- ~ Members of staff who agree to administer medicines will have appropriate training and guidance. The type of training necessary to be dependent on the drugs used.
- ~ All staff will be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.
- ~ Suitable protocols to be completed in conjunction with other health care professionals for the use of controlled drugs.
- ~ All medication to be handed in to the school office where staff will ensure that the necessary consent form is completed (**APPENDIX 3**)
- ~ All medicines will be kept in the First Aid Room, in the fridge if required. The School Business Manager will be responsible for monitoring the condition and temperature of the fridge.
- ~ Asthma inhalers will be kept in the First Aid Room or classroom (wherever is most appropriate), in a secure place and taken with the child on all off site visits and for PE sessions
- ~ Epi-pens will be stored in the school office in clearly labelled bags, complete with guidance protocol created with parents and in line with medical advice.
- ~ Controlled drugs are to be kept in a locked container and only named staff to have access. A record to be kept of the use of controlled drugs.
- ~ Before administering any medication the following details to be checked:
 - Parental consent form completed
 - Name of child
 - Name of medicine
 - Dose
 - Method of administration
 - Time/frequency of administration
 - Possible side effects
 - Expiry date
- ~ Medicine will not be administered if there is any doubt. School will endeavour to contact the parents for clarification.
- ~ Medication to be administered in the First Aid Room, with the exception of inhalers and certain medications that should be administered where the child is located (the medication should be brought to the child in this instance, child should remain supervised whilst medication is collected)
- ~ Parents / carers will be required to complete a Medication Administration Request Form for all prescribed medication (**APPENDIX 3**)
- ~ Staff to complete and sign an individual record each time medicine is administered to a child (**APPENDIX 4**)
- ~ Parents will be informed if a child refuses to take medicine and this will be noted in the records. Parents will be informed of any refusal.
- ~ Pupils will not be allowed to self-administer any medication, including lip-salve, cough and throat sweets and other similar products.
- ~ Generally only prescribed medication can be administered by school staff, but parents are welcome to come into school to administer appropriate, non-prescribed medication. Where a child has an on-going medical condition over-the-counter medication, including tablets, medicines and creams, may be recommended by

medical professionals but not prescribed, in these cases school staff may administer non-prescribed medication in accordance with this policy. Medication should be provided in the original packaging and written records kept in line with the policy. The school should obtain written confirmation from the parent / carer that the child has used this medication before and did not suffer any allergic or adverse reactions. The school must be completely satisfied that the reason for the non-prescribed medication is known and understood. The administration of over the counter medication will be reviewed every 48 hours with the parent / carer to ascertain if the need remains. The school reserves the right to refuse non-prescribed medication where the situation is unclear.

- Guidance for the administration of over the counter medication (May 2019):
 - *The medication container should have the child's name on it. For an OTC medicine this can be hand-written.*
 - *The medication is in date.*
 - *A consent form should also be completed that clearly details the dose and time of administration.*
 - *The parent/carer should confirm that medicine has been previously administered without adverse effect.*
 - *The use of OTC medicines should normally be limited to 24-48 hours, exceptions may be for the management of longer term conditions and seasonal conditions such as hay fever.*

- ~ The school will not be held responsible for failing to administer any medicine.
- ~ Long term medical conditions / illnesses require an Individual Health Care Plan to be completed by the parent / carer. They should be reviewed at least annually – see policy for **Supporting pupils with medical conditions**.
- ~ Medical conditions and allergies will be collated from pupil data collected and shared with class staff in the format in **APPENDIX 7**

First aid:

- ~ Staff will adhere to the guidance outlined in **Appendices 1 and 2** when administering first aid
- ~ A list of current first aiders is displayed in the first aid room, staff room and office. However, all staff can administer basic first aid but may seek the advice / support of a qualified first aid if required.
- ~ All first aid administered will be recorded in the daily log (date, including year, time, location, child's full name, class and details of incident and first aid given, staff initials)
- ~ Where first aid is administered a form will be completed for parents / carers and should be received by them on the same day (**APPENDIX 5**)
- ~ Guidance posters for parents and staff are given in **APPENDIX 7**

The school will review this policy annually and assess its implementation and effectiveness.

THE AVENUE INFANT SCHOOL FIRST AID PROCEDURES – REVIEWED MAY 2021

LIST OF CHILDREN WITH SENSITIVE SKIN/ALLERGIES ETC ON WALL IN FIRST AID ROOM TO REFER TO	Inside wall cupboard – plaster allergies etc.
EMPTY FIRST AID BIN AND DISINFECT DAILY	To prevent spread of germs.
ALWAYS WEAR GLOVES FOR FIRST AID	For own protection.
SCHOOL STAFF ONLY TO ADMINISTER FIRST AID NOT VOLUNTEERS OR STUDENTS	They will know more about terms of administration of medicine than anyone else.
NEVER TOUCH OTHER SURFACES, EQUIPMENT ETC WHILST WEARING CONTAMINATED GLOVES –TAKE THEM OFF/ ASK SOMEONE ELSE TO HELP YOU	To prevent spread of germs.
ENSURE ALL FIRST AID WASTE GOES IN PEDAL BIN (PAPER TOWELS, GLOVES TOO)	To prevent spread of germs.
ONLY USE WHITE OR DISPOSABLE BOWLS FOR VOMIT – LINE WITH YELLOW DISPOSABLE BIN LINER	To prevent spread of germs.
WHITE BOWLS TO BE USED FOR CLEARING UP BODILY FLUID SPILLS	To prevent spread of germs.
CLEAN TAPS AND HANDLES IN SINK IF TOUCHED BY CONTAMINATED HANDS OR GLOVES	To prevent spread of germs.
SURFACES, SINKS AND VOMIT BOWLS CAN BE CLEANED WITH ANTI-BAC SPRAY	To prevent spread of germs.
WHEN REMOVING GLOVES DO SO FROM CUFF DOWNWARDS SO TURNING THEM INSIDE OUT	To prevent spread of germs.
WASH HANDS AFTER TAKING GLOVES OFF	To prevent spread of germs.

FIRST AID GUIDANCE FOR STAFF WHEN TREATING INJURIES

Reassure the child and ask them, or an accompanying friend, what they have done whilst you are treating them. Ask them and double-check them to see if there are any other injuries to the one they are reporting to you.

Before treating check the child has no recorded allergic reactions to plaster – see list on noticeboard in first aid room or check with class teacher if in class.

Always record the injury and your treatments in the First Aid folder using first and surnames. Class lists are kept on the table in the first aid room.

All first aid equipment is on the shelves in the first aid room. Please report any shortages to the school office who will then order new supplies that are needed.

Please make sure that recording forms and notes home reporting head or other injuries are kept in good supply.

TYPE OF INJURY	ACTION AND TREATMENT	OTHER ACTION
GRAZES and CUTS	Wear protective gloves. Usually a wetted paper towel to clean the graze is enough. Where the bleeding does not stop please put a plaster on it. Larger grazes or cuts may need a larger dressing. Melamine dressings and tape can be used instead. Double check that the child does not have a plaster allergy – this information will be on the board in the First Aid room.	Enter treatment etc into the first aid books.
DEEP CUTS	Wear protective gloves. Try to stem the bleeding by applying pressure – use paper towels or tissues. In some cases it may be more effective to use a bandage from the first aid boxes on the shelf. You will need help with very upset children and/or very deep wounds. Ask for help from one of the designated first aiders who will either give you advice or help with treating the injury.	Ensure that all blood is cleaned up properly. Enter treatment etc into the first aid books. Child will probably need to go home. Advise parents/carers to take child to surgery.
LIGHTLY BUMPED HEADS	Use a wetted paper towel to soothe the bump for a few minutes. Check that the child does not have a headache. If they do then they can sit with the class teacher who is on duty that lunchtime.	Enter treatment etc into the first aid books. It is vital that you fill out a bumped head letter and give it to class teacher (put on their easels or leave on their chairs) to be sent home to the parents or carers.
SEVERELY BUMPED HEADS	Use an ice pack from the freezer, slip it inside a protective cover (in a box on the shelf) and wrap around child's head across the bump. Send for a first aider to check it and decide if the child needs to go home or not.	Enter treatment etc into the first aid books. It is vital that you fill out a bumped head letter and give it to class teacher (put on their easels or leave on their chairs) to be sent home to the parents or carers.
SPLINTERS	If the splinter is protruding then sterile tweezers may be used to remove the splinter. <u>No</u> attempt to remove the splinter should be made in any other fashion / using any other equipment or if the splinters does protrude the skin.	Enter treatment etc into the first aid books. Ensure that classroom staff know.
NOSE BLEEDS	Wear protective gloves.	Enter treatment etc into the first aid books.

	<p>Pinch the child's nose (or ask them to do it themselves if they are able to do so properly) across the bridge and ask child to lean forwards – over a bowl. Hold the nose for several minutes and then gently release it. If it stops bleeding try to clean up the blood but do not wipe away any clots in the nose.</p> <p>Some nose bleeds are very minor and do not cause any distress. Children can go back out to play but should not run around for the rest of the session.</p> <p>Some nosebleeds are much more severe. Send for help where you are unsure about the severity of the bleed.</p> <p>A nose that will not stop bleeding is worrying and parents or carers need to be informed. The child may need to be taken to the doctors.</p>	<p>Ensure that classroom staff know.</p>
SPRAINS	<p>Check the injury. If it has swollen, place an ice pack over it and raise the limb – place a foot on a chair or rest an arm across the chest.</p> <p>Where there is no swelling gently encourage the child to walk around for a few moments or flex their arm or wrist. They may be fine and just need reassurance.</p> <p>Where you are uncertain speak to a first aider. The child may need further treatment and may need to go home.</p>	<p>Enter treatment etc into the first aid books.</p> <p>Ensure that classroom staff know.</p>
SICKNESS	<p>Wear protective gloves.</p> <p>Decide if the child is really ill and needs to go home or whether they have just brought up phlegm due to a bad cough or whether they have over eaten and will be okay to continue with school that day.</p> <p>You may need to change their clothing – spare clothes in the boxes on the upper shelves.</p> <p>Place all soiled clothing in a carrier bag to send home with the child.</p>	<p>Enter treatment etc into the first aid books.</p> <p>Ensure that classroom staff know.</p>
WET OR SOILED CLOTHING	<p>Wear protective gloves.</p> <p>You will need to change their clothing – spare clothes in the boxes on the upper shelves.</p> <p>Place all soiled clothing in a carrier bag to send home with the child.</p> <p>Send back out to play if child is okay and not upset. They may need to walk around with an adult for a bit of reassurance. Unless the accident was due to illness they should be fine.</p> <p>If the accident was due to illness then you will need to ask office staff to contact home.</p>	<p>Complete toileting record.</p> <p>Ensure that classroom staff know.</p>

Medication Administration Request Form

The school will not give your child medicine/s unless you complete and sign this form, and the school has a policy that the staff can administer medicine. Only prescribed medication for the named child can be administered by the school and has to be in the original packaging with the prescribing label. Non-prescribed medication can only be administered for on-going medical conditions that are known by the school in line with the Medicines and First Aid Policy. Over the counter medication should be clearly named and in date

Name of child	
Date of birth	
Year & class	
Medical condition or illness	
Medicine	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
This medication has been previously administered without any adverse effects	YES / NO
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy OR in over-the-counter packaging, in date and with the child's name (this may be handwritten for 'over-the-counter' medication only)

Contact Details:

Name	
Daytime telephone no.	
Relationship to child	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that the school will not be held responsible for failing to administer any medication.

Signature(s) _____ Date _____

Signed by receiving member of staff _____

MEDICATION LOG AND RECORD OF MEDICATION ADMINISTERED

Medication only to be given if Request to Administer Medication form has been completed.

Name of Child: _____

Name of Medication: _____

Receipt of Medication

Is it properly labelled with the child's name? Prescribed or approved over-the-counter medication? In date?	YES/NO – if no it cannot be given to the child and the parent/carer informed
Timing of medication to be given – either a time or 'as required'	
Dosage & method of administering medication – medicine spoon/syringe/spacer must be provided by parent/carer	
Where is it to be stored?	<i>Fridge/Medicine Box</i>
Medication returned to child's parents/carers	YES/NO

Daily Medication Log

Day & Date	Name of medication	Dose given	Time given	Signature of staff	Witnessed by Name and Signature	Medication returned to parent/carer (if necessary)	Signature of parent/carer (on return of medication)
Monday Date:							
Tuesday Date:							
Wednesday Date:							
Thursday Date:							
Friday Date:							



FIRST AID LETTER HOME FOR PARENT/CARER INFORMATION (Version OCT 2019)

Name of child: _____ Date: _____

Dear Parent or Carer,

Today at _____ your child was administered a form of First Aid. This letter is not intended to alarm or worry you. It is intended to provide information that could prove vital in exceptional circumstances.

How they were hurt		Where they were hurt (circle or tick)		Treatment administered	
Bump		Head (please read the box below)		cleaned	
Graze		Face – eye, cheek, nose, chin		cold compress	
Cut		Mouth – tooth, lip, tongue		ice pack	
Other injury (described here)		Hand/finger		plaster	
		Arm/elbow		eye wash	
		Foot/toe		dressing	
		Leg/knee			

Any additional information.

INFORMATION ABOUT BUMPS TO THE HEAD

Children often bump their heads with no further consequences. The school informs parents when a child bumps their head so parents can keep an eye on their child once they get home from school. This is because it is possible for a more serious internal injury to occur without obvious symptoms for several hours.

For your guidance, symptoms of serious head injury are listed below:

- Child seems disorientated
- Vomiting
- Impaired or loss of consciousness
- Intense headache
- Noisy breathing becoming slow
- Unequal or dilated pupils
- Weakness or paralysis of one side of the body
- Drowsiness
- High temperature; flushed face
- A soft area or depression of the scalp
- Clear fluid or watery blood leaking from the ear or nose
- Blood in the white of the eye
- Distortion or lack of symmetry of the head or face
- A noticeable change in personality or behaviour, such as irritability

If your child displays any of the above symptoms (they may not all be apparent), you should seek immediate advice from your GP or local A&E Department.

Member of staff treating: _____



Please provide information about pupils who may have allergies or medical conditions and any associated actions the school needs to take.

[illegible]

GUIDANCE FOR PARENTS ABOUT OUR POLICY

MEDICINES IN SCHOOL – OUR POLICY MUST BE COMPLIED WITH PLEASE

We are happy to administer medication in school if your child suffers from a long-term illness or condition such as asthma or hay fever, or is well enough to return to school after an illness but has to complete a course of antibiotic treatment. We can administer a dosage **provided** the following conditions are complied with:-



The medication **must** be prescribed by a doctor **OR** 'over-the-counter' medication recommended by a medical professional in order to manage an on-going medical condition (usually this will only be for 24-48 hours except for seasonal conditions such as hayfever or the management of longer conditions. If required for longer this will be reviewed every 48 hours with parents/carers). The school reserves the right to refuse to administer over the counter medication if this is not clear.

The medication should be in its original packaging and clearly named (For prescribed medication, both the outer package **and** the bottle/container must have the prescription label on it).

Prescribed medication **must** be in the original prescribed container clearly labelled with name and dosage.

The request **must** be recorded on the correct forms – available from the school office, and **exact**

instructions must be given with dosage and time of administration.

The medicine must be brought to school by the parent/carer and handed into the school office.

If parents/carers prefer to come to school to administer a lunchtime dosage that is perfectly acceptable.

All medicines are kept away from the children on high shelves in the classroom or in the fridge. Children **must not** keep medicines or tablets on their person.

If at any point we are unhappy about administering the medicine (i.e if a form has not been filled in or the bottle has no named prescription label) we reserve the right not to do so.

We cannot be held responsible for forgetting to administer medicine.

We take no responsibility for delivering forgotten medicine to a child's home at the end of the day.

Thank you for your understanding and co-operation.

DEFINITION OF FIRST AID IN THIS SCHOOL

ANY PROCEDURE YOU CARRY OUT
ON ANOTHER PERSON
THAT INVOLVES YOUR PHYSICAL CONTACT
IN ORDER TO ADMINISTER
RELIEF FOR ANY INJURY, PAIN OR ILLNESS.

PLEASE REMEMBER THAT
FIRST AID ON PUPILS MUST ONLY BE
CARRIED OUT BY A MEMBER OF THE
SCHOOL STAFF OR PERSONS EMPLOYED
BY HEALTH OR EDUCATION AGENCIES.

VOLUNTEERS AND STUDENTS
SHOULD NOT CARRY OUT **FIRST AID**.

ALWAYS WEAR RUBBER GLOVES FOR FIRST AID



REMEMBER TO WASH YOUR HANDS AFTER YOU HAVE
REMOVED YOUR GLOVES

NEVER TOUCH OTHER SURFACES, EQUIPMENT ETC WHILST
WEARING CONTAMINATED GLOVES –TAKE THEM OFF/ ASK
SOMEONE ELSE TO HELP YOU

WHEN REMOVING GLOVES DO SO FROM CUFF
DOWNWARDS TURNING THEM INSIDE OUT

DISPOSE OF THEM IN THE FIRST AID BIN

CLEANING UP

WHITE BOWLS ONLY TO BE USED FOR CLEARING
UP BODILY FLUID SPILLS

**PLEASE CLEAN THE WHITE BOWLS IN BUTLER'S
SINK IN THE CLEANERS CUPBOARD**

REMEMBER TO CLEAN  TAPS

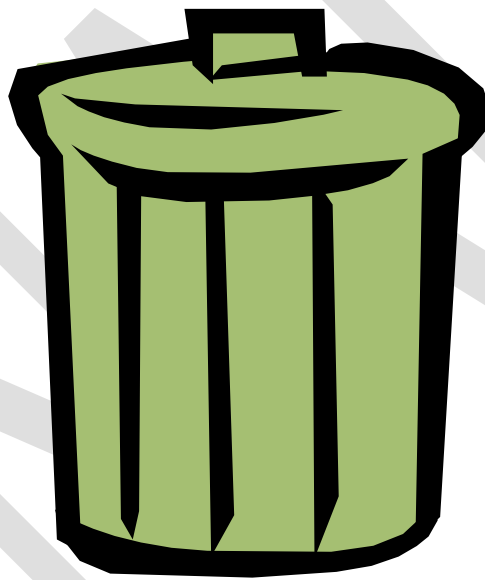
AND  HANDLES IN CLEANER'S CUPBOARD IF
TOUCHED BY CONTAMINATED HANDS OR
GLOVES

**SURFACES, SINKS AND VOMIT BOWLS CAN BE
CLEANED WITH ANTI-BAC SPRAY**



PLEASE WOULD THE LUNCHTIME
SUPERVISOR ON **FIRST AID** DUTY REMEMBER
TO CLEAN THE SINK AT THE END OF EVERY
LUNCHTIME? THANK YOU.

(use cream cleaner and a J cloth and throw it away afterwards)



PLEASE ENSURE ALL FIRST AID WASTE GOES
IN THE FIRST AID WASTE BIN

(PAPER TOWELS, GLOVES TOO)

