

LONGFIELD PRIMARY SCHOOL - POLICY FOR FIRST AID & MEDICINES

The Rule of Law

- Pupils are taught the importance of laws and rules applicable to class, school and the wider community.
- Pupils are taught the value and reasons behind rules and laws; that they are there to govern and protect and that there are consequences when ignored or broken.
- Teaching is reinforced by the school motto, 5Rs and the School Behaviour thermometer.
- We use visits from partner agencies such as police to support and reinforce learning.
- We ensure that expectations are reinforced regularly and we praise positive choices.

Outcome: Pupils display excellent behaviour and demonstrate fairness in sport.

Individual Liberty

- Pupils are actively encouraged to make choices in a safe and supportive environment.
- Pupils make informed choices regarding their education and behaviour
- They are given the freedom to make choices and become critical thinkers
- Pupils identify the benefits in evaluating, reflecting and collecting valid and reliable evidence on which to base choices
- PSHCE/e-Safety lessons equip pupils with the skills to make safe choices and empower them to know their rights

Outcome: Pupils display responsibility and independence

Tolerance of those of Different Faiths and Beliefs

- Longfield Primary is an extremely diverse school
- We actively promote diversity through our celebrations of different faiths and cultures
- Religious Education and PSHE lessons reinforce messages of tolerance and respect for others
- Members of different faiths and religions are encouraged to share their knowledge
- Pupils visit places of worship that are important to different faiths
- We promote messages of equality

Outcome: pupils display tolerance, knowledge and understanding of different faiths, races and cultures

Mutual Respect

- Pupils are taught core values such as 'Show respect' and 'Working together to achieve'
- They demonstrate responsibility for self and others
- Our school reward system is centred on our four school houses: Livingstone, Jubilee, St. George and Sunflower
- Rewards are given for positive attitudes and behaviours: courtesy slips, house points and good walking tokens
- High levels of mutual respect are developed through relationships between staff and pupils

Outcome: Pupils display mature learning behaviour and excellent relationships with peers and adults

Date Written: February 2018

Review Date: February 2020

Date Ratified:

Signature: _____ (Chair of LPS
Governing Body)

Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable First Aid kits are taken on educational visits and are available from the Welfare Room.
- The Care Welfare Teaching Assistants will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will ensure that they have read the school's First Aid and Medicines Policy.

First Aiders

Staff who work in the Welfare department will need to hold a First Aid at Work qualification.

It is acceptable for teachers and other Teaching Assistants who may accompany classes or groups on school trips to have an emergency First Aid at work Qualification.

One of the Care Welfare Teaching Assistants will also hold a Paediatric First Aid Certificate, as will a Nursery and Reception member of staff.

First Aid Boxes

First Aid Boxes are located in the welfare room

First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing/bandage and gloves. No medicine/tablets are to be kept in the first aid boxes.

There are a number of minimal first aid kits around the building in case of an emergency or out of school hours working.

Procedures

In school:

- In the event of injury or medical emergency, the Care Welfare Teaching Assistants will attend the situation. If unavailable another appointed First Aider can respond or will be called to the welfare room.
- Any pupil complaining of illness or who has been injured is sent to the Welfare Room for the qualified First Aider to inspect and, where appropriate, treat.
- Constant supervision will be provided in the welfare room.
- The welfare room has access to a wash basin.
- Parents should be contacted as soon as possible so that the child can be collected and taken home, if appropriate (phone numbers located in SIMs).
- Parents are contacted if there are any doubts over the health or welfare of a pupil or to alert them to marks on the child.
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE DESIGNATED FIRST AIDER TO ARRIVE ON THE SCENE.
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions:
 - disposable gloves should be worn.
 - hands should be washed before and after administering first aid
 - exposed cuts and abrasions should be cleaned under running water if possible or with a wet paper towel and patted dry with a sterile dressing.

- All serious accidents (involving advice to seek external medical attention or an ambulance) should be reported via the SHE software program which reports incidents to the local authority.
- In the event of a serious incident an ambulance is called and the parent (or a member of staff in lieu of a parent) accompanies the pupil to hospital.

Out of School

- Whenever possible take a MOBILE TELEPHONE on trips out of school.
- Teachers to check that pupils who have asthma take their inhalers or allergies have access to EpiPens.
- Teachers must take a first aid kit on trips.
- A copy of the welfare log proforma will be taken on all trips to log any incidents that may occur off site.
- A separate Welfare book for logging incidents is taken on residential trips.

Educational Visits

The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. A Risk Assessment will need to be carried out as part of an educational trip.

Swimming Pool Lessons

Swimming instructions and lessons are provided by qualified swimming instructors and we ensure that pupils adhere to the swimming pool rules of the given establishment. There is no requirement for a first aider to accompany children to swimming pool lessons because the qualified swimming instructors are also first aid trained.

Action at an Emergency (To be undertaken by trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond?
- If the casualty responds place in the recovery position and continue to monitor and assess.

IF THERE IS NO RESPONSE:

- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position.
- If the casualty is not breathing open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- Ask a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.
- An ambulance must be called by a first aider who is next to the casualty as instructions will need to be relayed and guidance must be adhered to.
- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).
- A first aider may make a decision to send a helper for the defibrillator. If this is the case, follow the spoken directions from the machine.

Incident Reporting

- All incidents, injuries, head injuries, ailments and treatment are reported in the welfare log book, kept on the desk in the welfare room.
- Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- The First Aider contacts parents by phone if they have concerns about the injury or an injury has left a visible mark on the head.
- Any staff accidents or serious pupil accidents (involving external medical attention or an ambulance) should be reported via the SHE software program which reports incidents to the local authority.
- Staff should also report to welfare if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

- Our trained first aiders administer medicines (stored in locked cabinets in the welfare room).
- There should be 2 Welfare assistants when the administration of medication is being undertaken: the first will check the child's details, medication dosage and permission as well as recording the administration and the second check and countersign.
- Before any medications are given, the medication should be prescribed and in date, the dosage should be clear and match with the prescribed dosage. Written permission from parents/carers must be given.
- Guidelines for using an epipen are at the end of this policy.
- A record will be kept of any medicine administered under these circumstances, and parents will be informed.
- Other prescribed medicines can be stored and administered by the school. If any medications (such as, asthma inhalers, antibiotics, ear-drops, etc.) they will only be administered if the permission to administer medicine form has been completed by the parent. If there are any doubts about permission for a child to take medication then a parent will be contacted OR the medication will not be administered.

Body Spillages/HIV

- A first aider must use protective gloves when treating bodily waste (bleeds, vomiting, body excretions).
- Protective gloves are stored in the cupboard in the Welfare Room.
- All body fluid spillages (Vomit, Diarrhoea and Blood) must be cleaned immediately. This is vital if spread of infections to be reduced. (See Decontamination Policy) Gloves should be worn when in contact with blood or body fluid is likely.
- Single use latex gloves should be available for first aid and hygiene care procedures.
- Ordinary rubber gloves (available from the caretaker) or latex gloves are suitable for dealing with spillages. They must be disposed of after use.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dust pan and brush is available for body spillage's and is kept in the Caretaker's Room. Wash the affected area with warm water and detergent and dry. Once spillages have been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal OR placed into the yellow human waste bin in the welfare room. Once spillages have been put into newspaper, hands must be washed and dried after removal of protective gloves.

Head Lice

- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- If live lice or eggs are noticed in a pupil's hair the parents are informed by telephone and given advice as to appropriate treatment.

Record Keeping

- All incidents related to welfare / first aid to be logged in the welfare log book located in the welfare room.
- Guidelines for the completion of the log are attached to this policy.
- The welfare log is to be kept in order and available to all staff.

LONGFIELD PRIMARY SCHOOL GUIDANCE FOR ACTION TO BE UNDERTAKEN IN AN EMERGENCY

Action at an Emergency (To be undertaken by trained First Aider)

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LONGFIELD PRIMARY SCHOOL GUIDANCE FOR COMPLETING THE WELFARE INCIDENT LOG

This file could be used as a legal document.

It is not acceptable to leave any of the columns blank.

- DATE:** Enter the date of the incident in this column even when the date has already been entered above
- TIME:** enter the time that the incident was brought to your attention
- CHILD'S NAME:** enter the child's first name (and second name initial in some cases)
- CHILD'S CLASS** enter the child's registered class
- INCIDENT:** this **MUST** detail the injury that the child has **AND** how that injury occurred including any other children involved (e.g: bruise on leg due to being kicked by Harry).
- ACTION TAKEN:** this **MUST** detail what you did as a first aider to treat the injury **AND** why you did this. (e.g: ice pack applied to reduce swelling).
- HEAD INJURY:** this **MUST** be filled out in the case of **ALL** head injuries. Please tick when the parents have been phoned. Please tick when you have given the child a head injury note to take home (this has to be done before sending a child away from the Welfare Room)
- 1ST AIDER INITIALS:** initial the incident so that it is clear who has dealt with an incident even if your initials already appear in the row above.

PUPILS WITH SPECIFIC NEEDS

There is a Welfare Supervisor based in the Welfare room that has overall delegated responsibility for pupils with Medical needs. This gives the parents and child a consistent point of contact. However this forms the role of all Care Welfare Teaching Assistants.

There are some pupils who require specific individual medical needs and attention.

Parent notes, professional advice/medical advice must be put in a file pertaining to each child and a copy given to the Inclusion Leader.

A pupil risk assessment should be undertaken in some cases to ensure that procedures are in place should the child require these additional medical needs to be put in place.

A risk assessment/medical plan/medication sheet MUST be completed for each child and filed in this log-a child may have one or all 3 of such forms.

A photo of the child including a brief description of the medical must be displayed in the staffroom.

LONGFIELD PRIMARY SCHOOL GUIDANCE ON THE ADMINISTRATION OF EPIPENS

Purpose:

The purpose is to describe to parent, governors, and staff the measures taken by the school to protect those children who may need to receive the administration of an Epipen. This document only describes in outline the causes and symptoms of anaphylaxis.

What is anaphylaxis?

Anaphylaxis can be triggered by foods (nuts, shellfish, dairy products) or non-foods (wasp and bee stings, certain medicines, even exercise). The symptoms of anaphylaxis can be identified by effects on the respiratory system, cardiovascular system, gastrointestinal system, skin, nervous system, genitourinary system. In the event of an attack it is important to administer an Epipen as soon as possible and then call 999 for an ambulance.

How will I know when and how to administer an Epipen?

The Welfare Assistants are trained by the school nurse about anaphylaxis and the administration of Epipens. As the need arises there will be refresher training on the use of Epipens. Welfare assistants will administer Epipens in pairs wherever possible, complying with the Administration of Medicines section of the policy.

How will I know which children might need an Epipen?

The names and photographs of all children at risk are in the staffroom covered noticeboard and in the welfare room Epipen or Buccal file. It is important to recognise that in a large school like Longfield Primary it is very difficult for all members of staff to know all children, and that a leading responsibility for monitoring anaphylaxis falls to the adults in Welfare, and specifically the Care Teaching Assistant, as they have most frequent contact with individual children.

Where are Epipens stored?

Each child should have two Epipens in school. These are stored in the welfare room. Each Epipen is stored in a plastic wallet that also contains the name of the child, their photograph, and a copy of the child's individual plan and parent letters. The welfare room Epipen or Buccal file also contains this information.

Appendix 1 – Welfare Log

DATE	TIME	CHILD'S NAME	CLASS	INCIDENT (include who is involved & how it happened)	ACTION TAKEN (detail how the injury was treated)	HEAD INJURIES		1 ST AIDERS INITIALS
						Parents notified by phone	Parents notified by letter	

LONGFIELD PRIMARY SCHOOL

Dukes Avenue, North Harrow, HA2 7NZ

Tel: 020 8868 7663 / 020 8866 7331

Email: office@longfieldprimary.co.uk



Appendix 2 –Injury Letter

LONGFIELD PRIMARY SCHOOL

Information from Welfare

Name: _____ Class: _____ Date: _____

Today your child was seen in Welfare for the following:

Bump: ____ Cut: ____ Graze: ____ Scratch: ____ Other: _____

On their:

Back of head: ____ Forehead ____ Left side of head: ____ Right side of head: ____ Top of head: ____

Knee: ____ Foot: ____ Leg: ____ Arm: ____ Elbow: ____ Hand: ____ Finger: ____

Other: _____

The injury was treated with:

Ice pack: ____ Cold compress: ____ Cleaned/Plaster: ____ Other: _____

The injury was treated by:

Mrs Rashid: ____ Mrs Edghill: ____ : ____ Other: _____

Further advice:

Minor injuries are dealt with by school welfare staff who have all been first aid trained. If staff consider that the injury needs *further medical attention*, we will contact a parent. In the case of *serious injury* that requires immediate medical attention an ambulance will be called, and parents contacted.

If you are *concerned* about an injury that your child has sustained at school then please follow your instinct and seek medical attention and advice.

Head Injuries however slight can result in unforeseen complications.

Please monitor your child and if they develop any of the following symptoms during the next 12 hours, please seek medical advice immediately.

- Becoming steadily more sleepy/difficult to rouse from sleep.
- Feels sick or vomits.
- Appears to be confused or doesn't understand what you are saying.
- Complains of a severe headache, dizziness or visual disturbances.
- Has a fit.
- Cries in an irritable way and cannot be settled.
- Any other unexplained symptoms.

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Appendix 3 – Administering medication

Dear Parents and Carers,

Administration of Medicine in school

We understand that occasionally children may need to take medication during the school day. Only certain medication can be administered by our Welfare staff. This includes medication that is taken on a daily basis, antibiotics and other medicines that have been agreed by the Headteacher.

If your child needs to take medication in school, please telephone or visit Welfare to discuss your child's needs. Parents will be required to complete any relevant documentation. If your child requires medication, please ensure your child is well enough to be in school.

For the safety of all our children, medication (other than asthma inhalers for upper school children) **should not** be kept in your child's bag or classroom.

Yours sincerely

Mrs P Virdee
Headteacher

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PARENTAL CONSENT FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

Name of Child: _____

Date of Birth: _____

Class: _____

Please write instructions clearly:

<u>Name of medicine</u>	<u>Dosage</u>	<u>Time</u>
<u>1.</u>		
<u>2.</u>		
<u>3.</u>		

Please tick days medicine is to be administered:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>

I _____ (print name) consent to the administration of the above named medication to: -

Name of Child: _____ Class: _____

Signed: _____

Date: _____

Daytime telephone contact numbers: _____

THE SCHOOL WILL TAKE ALL RESPONSIBLE CARE TO ALL WHO ADMINISTER MEDICINE AS PRESCRIBE

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NAME

CLASS

DATE											
TIME GIVEN											
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