LANGDON
PRIMARY SCHOOL

First Aid Policy

Reviewed Autumn 2024

Agreed by the Governing Body 16.10.24

Due for review Autumn 2026

FIRST AID POLICY

General

Our policy has been drawn up with reference to DfE guidance on managing medicines in schools and early years settings and the DfE Statutory Guidance – Supporting Pupils at School with Medical Conditions - September 2014 revised September 2024).

If a child is unwell at school, we will make every effort to contact the parents/guardians. We will make every effort to ensure we have up-to-date home/work telephone numbers or other contact numbers. Until we have contacted the child's parents we will take any action required in the interests of the child.

Managing Medicines During the School Day

Prescription Medicines

Prescription medicines should only be taken during the school day when essential. **They must be in the original container and clearly show the child's name and prescriber's instructions.** Parents should be encouraged to look at dose frequencies and timing and if possible arrange for medicines to be taken out of school time. All prescription medicines will be kept in the school office or staff fridge if necessary. Staff will only administer prescription medicines as per the written instructions received from the parent on completion of a permission form allowing administration of medicines and according to the instructions clearly detailed on the original container. The member of staff who administers the prescribed medicine will record that this has been given in the school record. 'Controlled drugs' such as those used in the treatment of ADHD or ADD, will be kept in the school office or locked in the school safe.

Where a Health Care Plan is needed for children with medical needs which requires medication to be administered, this will be drawn up by school staff, parents/carers and the relevant health professionals. Details of any medication needed to help manage the child's condition or illness will be fully listed within the Health Care Plan. Further details can be found in the school's policy on Supporting Pupils with Medical Conditions.

Non-prescription medicines

Non-prescription medicines should be given out of school time by parents wherever possible. However, if it would benefit the children to take medicines during the school day eg. paracetamol or cough medicines, then again they will only be administered as per the written instructions received from the parents on completion of a permission form allowing administration of medicines and according to the instructions clearly detailed on the original packaging. Packaging guidance on age limits will be strictly adhered to. Any medicine must be given to the school in the original container. **School staff will not administer aspirin**

or ibuprofen unless prescribed by a doctor (based on the most recent advice from the Department for Health, the DFE and the teaching unions)**.**

First Aid Procedures:

Accident

In the event of an accident injuring one or more people, the first priority is to ensure, within the limits of personnel and facilities, the safety of other pupils and adults in the vicinity. In attending to the injured person(s), help may be called from colleagues holding a first aid certificate.

Many of the school staff are trained 'emergency first-aiders' and in the event of an accident, appropriate first aid will be given. In the case of more serious accidents, we will contact parents as soon as possible.

We will always inform parents by telephone (for accidents or injuries above the neckline), even if there are no apparent physical symptoms.

If the accident is of a more serious nature the office staff should be informed. A decision will then be taken by a senior member of staff whether or not an ambulance should be called. Parents should be contacted as soon as possible.

If the accident is less serious but hospital treatment is deemed necessary and a parent cannot collect the pupil in good time, a colleague with an appropriately insured car may volunteer to take the casualty to the accident and emergency centre. If no such transport is available, then an ambulance should be called.

The member of staff who was first on the scene must complete an accident report form (from the office) and submit it to the Headteacher for signature as soon as possible after the event.

Asthma/Inhalers

Children with asthma will be identified on the school's Medical Needs Register in order that all staff are aware of their needs. Inhalers will be kept in the classroom in order to ensure they are freely available in the case of an episode. Staff will ensure that known children have their inhalers with them when on visits out of school. Wherever possible staff will encourage the child to be responsible for their own inhalers. During an asthma episode a child having an attack should never be left unattended. The child will be encouraged to stay calm and staff will reassure them, encourage them to breathe slowly and deeply and to relax. If usual procedures for the child fail to result in improvement of the child's condition then the office will contact the parents and/or medical services accordingly for assistance.

Epilepsy

Children with epilepsy will be identified on the school's Medical Needs Register in order that all staff are aware of their needs. If a child has a seizure staff will

request support from a qualified first aider on the staff team. They will contact the office in order that parents are made aware of the seizure. Staff will clear the area of any objects that might be harmful to the child during the seizure. They will not attempt to restrain or restrict the child. Following a seizure and as soon as the child is relaxed and able to be moved staff will place them into the recovery position and allow them time to sleep if necessary. If a seizure is longer lasting eg. more than sixty to ninety seconds, further medical help may be needed.

Anaphylaxis

Children with an identified allergy will be on the school's Medical Needs Register in order that staff are aware of their needs. They will also have a Medical Care Plan which documents their specific needs and treatment plan in the event of an allergic reaction. Medical Care Plans are drawn up in consultation with parents and/or medics who work with the child and reviewed at least annually. Copies of the Medical Care Plan are available in the staff room; in the child's file in the school office and online in the Staff Works file on the school's network.

Advice from the school nursing service has been sought about the most suitable location for the storage of Adrenaline autoinjectors (AAI) for children who may need them. It has been determined that in this school AAIs will be kept centrally in the school office so that they are available at any time, including during the hours of wrap around care activities.

Head lice

Head lice are an inevitable part of school life. Parents and carers will be encouraged, when noticing that their child has head lice, to inform the school. The school will discretely inform parents when they notice live lice on a child's head in school. The school will send a 'check heads' note home with all children in the class when head lice are spotted. From time to time the school will send advice on how to treat head lice in newsletters or school information sheets based on current guidance from the Health Authority. The school will not undertake regular head checks since the Health Authority recommend against them on the basis that they are not effective in the control of head lice. Children who have head lice will not be excluded from attending school or sent home during the day for treatment.

General First Aid

All members of staff will be trained in basic first aid. There will be at least two members of staff who hold a full First Aid at Work Certificate and one who holds a Paediatric First Aid Certificate. Members of staff who hold the First Aid at Work Certificate will take a lead in first aid and will ensure that current practice and procedures are disseminated throughout the school, that first aid boxes are fully equipped and supplies are ordered and that all relevant record books for first aid and medication are up to date.

Staff will be advised to protect themselves when dealing with body fluids. Gloves, aprons and bags for disposal will be kept in the office area. The site manager will

be responsible for clearing and disinfecting the area after any spillages and disposing of materials appropriately. For minor injuries soiled dressings should be double bagged and binned in the first aid bin located in the disabled toilet in the office area.

Staff who deal with a first aid incident must record this in the First Aid Log Book and/or on an HS157 form as soon as possible after the incident. The Head Teacher will authorise HS157 forms and arrange for them to be sent to KCC when applicable with other relevant reports. Staff who administer medication must record this in the Medicine Log at the time of giving medicine to the child.