



Millhouse

Primary School and Nursery

First Aid & Medication Policy

To be reviewed: Spring Term 2023

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First Aid & Medication Policy

(COVID-19 Additional Information is in red)

Appointed Person:	Sally Neame – Office Manager
First Aiders:	Updated list is kept in First Aid cupboard
Paediatric First Aiders:	Jenny Haken, Sophie Jones, Rebecca Joyce, Julie McKeon, Lisa Phillips, Tracy Morse, Maria Rivers, Denise Rebbeck, Holly Fairbairn, Sally Neame, and Una Kerrigan
First Aid Boxes:	The primary first aid box is kept in the school office. Every classroom has a basic first aid kit. First Aid boxes / bags are taken onto the playground for playtimes and lunchtimes (Each class takes out their own first aid kit). Ice packs are stored in the staff room, Nursery fridge and school office. There is a fully stocked First Aid kit kept in the EYFS department
Medical/First Aid Room:	The School Office doubles as a medical room. (First aid treatment takes place within the classroom or on the playground)
Accident Report Book:	An accident report book is kept in the School Office (school staff only). The outside first aid reporting book file is taken with the mobile first aid box. Each class has their own first aid record to record when first aid has been administered. This is taken outside with the class first aid kit.

Procedures

- Plastic gloves are to be worn when dealing with all incidents (if treating for more than 15mins, a mask or visor should be worn). Bloods/soiled dressing and used gloves should be disposed of in the 'first aid waste' bin in the School Office (in the black lidded bins in the classroom).
- Minor incidents and accidents should be dealt with, wounds cleaned etc. and the child returned to the playground or classroom when possible and practical.
- All accidents and incidents should be recorded in the (class) First Aid Record.
- Parents should be made aware if a child has received first aid care, this may be a letter home or a phone call and the class teacher should be informed. Parents must be called if a child bumps their head significantly.
- An up-to-date list of children with medical conditions, asthma etc. is kept in the First Aid cupboard in the School Office.
- A first aid kit will be taken on all school outings.
- If, following a 999 emergency call having to be made as a result of an injury or illness suffered by a child, the child has to be taken to hospital and no responsible adult can be contacted, then a member of staff will accompany the child to hospital.

- The school will administer medicines, as long as they have been prescribed by a doctor and require a dose **four** times a day. A 'medicine consent form' must be filled in and signed by the parent. A record is kept of all medicines administered at school. The parent must bring in and collect the medication. No medications will be given to a child to take home. Medicines will be administered by the school office staff unless a child's care plan states otherwise. Medicines will be stored securely in the school office unless a care plan states otherwise.
- **COVID related first aid will be managed in line with our risk assessments. Full PPE must be worn and the child taken to one of the First Aid Isolation rooms before parents are called and the child sent home.**

Illness

The decision to send an unwell child home will be made by the Headteacher or Deputy Headteachers. If neither are available the office staff will make an informed decision.

Children with Special Medical Conditions/Needs (including Asthma)

These children will have protocols in a health care plan which will be drawn up in consultation with the Inclusion Team, parents and medical professionals and will be circulated to staff as appropriate. These are to be reviewed annually or more often if necessary. A list of children with special medical conditions is issued to class teachers. (see separate policy regarding managing medical conditions)

Children needing personal changing/intimate care

We follow EYFS statutory guidance on meeting the needs of the individual child. We acknowledge that very young children will have toileting 'accidents' and, in rare cases, may still wear nappies. These children will be assisted in the class toilet area by two members of staff. The pupil's dignity will be considered and staff will encourage each child to do as much for themselves as they can. (see Intimate Care Policy)

Plans will be made for all children with regular requirements of an intimate nature. e.g. IEPs. Agreements between the school, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

When carrying out intimate care, staff must wear full PPE (apron, gloves, mask/visor). This must be disposed of in the correct manner and staff must maintain excellent hand hygiene.

Recording and reporting

All accidents and injuries will be recorded in the First Aid records. Injuries or first aid treatment given to pupils will be recorded in the class or outdoor first aid files. Injuries or accidents involving adults must be recorded in the Accident Reporting Book (in the school office).

If any injury causes concern, the parent will be rung by the office staff. Injuries resulting in an adult or child being sent for medical treatment will be recorded, following the latest Essex LA and RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences) guidelines.