



First Aid Policy

EMERGENCY ACTION

As far as possible, one of the first aiders will be available at all times when pupils or employees are on site.

If there is an emergency and no first aiders are on site, do not hesitate, telephone for an ambulance (999).

Do not move the casualty unless it is really necessary but keep them comfortable.

Give the casualty nothing to eat or drink.

No medication is to be administered.

PRESCRIBED MEDICATION

School staff are not allowed to administer medicines without written parental consent.

Medicines should be handed into the office in the original pharmaceutical package / container with the child's name, the name of the medication, the date dispensed and the dosage to be given.

Medication prescribed for three times a day - to be given at home and not in school hours unless specifically requested

ANAPHYLAXIS

An exception to the above prescribed medication ruling is in the case of diagnosed anaphylaxis sufferers due to a severe allergic reaction. An individual protocol is to be drawn up for any child with a severe allergy. This is agreed by the parents, the school, the treating doctor and the education authority. The protocol deals with all of the important issues, including:

- Anaphylaxis
- Emergency procedure
- Medication
- Food management
- Staff training

- Precautionary measures
- Professional indemnity
- Consent and agreement

The protocol forms an agreement that the best possible support is in place for both the child and the school staff.

ASTHMA

Another exception to the prescribed medication ruling is in the case of diagnosed asthmatics, in which case inhalers (clearly labelled with the child's name) should be kept with the child or teacher. Unlimited access to inhalers should be given at all times.

RECORDING ACCIDENTS

The school has a recording method i.e. accident information sheets for parental notification in a folder, which is located in the Medical Room. ***If a more serious accident occurs the Local Authority will be notified via completion of an Accident Report Form, available from the school office, which is to be verified by the Headteacher prior to forwarding to the Local Authority.

HEAD INJURIES

All head injuries are to be taken seriously.

They must be referred to a qualified first aider, noted in the accident information sheets for notifying the parents. Bumped head stickers are given to KS1 children so the teacher will be aware of a head injury.

Parents are to be notified immediately when a serious injury has occurred with a view to sending the child home and the procedure for completing the necessary paperwork will be followed, (see above *** in the paragraph Recording Accidents). If the injury is minor, the child will be sent back to class and the parent will be notified to confirm that they are happy with this decision.

FIRST AID BOXES

All first aid equipment is located in the Medical Room apart from first aid kits for outside use which are located in the school office

Mrs Garrod is the designated member of staff for checking and maintaining the contents of first aid boxes and travelling kits for outside journeys. Mrs Garrod is the named First Aider for the Staff.

Ratified at FGB 5th December 2016