

## First Aid and Medical 2023/24



### First Aid

- There are a number of members of staff trained to administer first aid across school.
- First aid incidents have been categorised into 3 different levels:
  - Level 1 – Minor cuts, grazes and bruises, minor illnesses (cough, cold, nausea, tooth ache), initial asthma and anaphylaxis treatment
  - Level 2 – Splinters, nose bleeds, insect bites/stings, minor burns, prolonged illnesses (sickness, earache, headache, temperatures etc), new rashes, more serious cuts and bruises
  - Level 3 – Head bumps, serious injuries (sprains, possible fractures, deep cuts etc) serious illnesses (seizures, anaphylactic reactions etc)

### Emergency Services 111/999

- Where it is felt necessary, first aiders will seek advice from a medical professional using the 111-advice line.
- In an emergency, staff will use the 999-emergency service.
- Where this is felt necessary, the emergency services will be contacted first to ensure appropriate medical help is received as quickly as possible.
- Parents will be contacted immediately after and kept up to date with developments until they get to their child.

### First Aid Roles and Responsibilities

- Level 1 – All members of staff have a duty of care and are able to administer first aid for Level 1 incidents. These will be logged in a first aid book and a slip will be sent home to parents at the end of the day.
- Level 2 – Phase/year group first aiders will administer first aid for Level 2 incidents. These will be logged in a first aid book and a slip will be sent home to parents at the end of the day.
- When first aid books are full they should be returned to the office where incidents are then logged on Evolve.
- Level 3 – Level 3 incidents will be referred to a Level 3 first Aider. This will be logged on Evolve and, where necessary, a phone call home will be made to notify parents (phone calls home to be recorded in the communication log on SIMS).

### First Aid Requirements for Offsite Visits

- For an offsite activity there must be one first aid bag per class containing an emergency inhaler.
- There should be one first aider on each coach.
- Staff must have a mobile phone.
- Parent contact details must be taken.
- Information about/care plans for specific needs must be taken.
- It is the designated first aiders responsibility to check and replenish the first aid bags following a visit.

### First Aid Equipment

A typical first Aid kit should include:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compress
- Burns dressings

- No medication is kept in the first aid kits

Full First aid kits are stored in:

- First aid room
  - Admin office
  - Site staff office
  - Sports office
  - SENCo room
  - (mini first aid kits in every classroom)
- \*Defibrillator is kept in the Admin Office, First Aid Room and outside the DHTs office on Y6 corridor\***

### Medical Conditions and Medication

- It is the parent's responsibility to notify school about any new diagnosis for their child – both on-going or a temporary medical condition
- Parents must notify school via the front office (Class teachers and door staff will refer parents to the office and will not accept diagnosis, medication or changes to medication)
- Office staff will record the initial information on SIMS and notify the SENCO, class teacher, lead first aider and lunchtime staff co-ordinator.
- Medicines will only be accepted by the office if the prescription label is on it stating the child's name and the dosage required and if the medication is in date.
- Any changes to medication and/or dosage must be made in writing and with medical evidence from the doctor or pharmacist.
- Administration of any medication must be logged by staff. This includes inhalers where children may be self-administering.

### Storage of Medication

- EpiPens are stored in a red bag in the green locker within a child's classroom.
- Inhalers and emergency epilepsy medication are stored in green bags next to/on the green lockers.
- When moving around school the red and green bags must go with the adult responsible for the children.
- All other medication is stored securely in the first aid room.
- Copies of the relevant administration forms must be kept with the medication to be completed when necessary.

### On-going Medication

- If medication is needed in school, office staff will ask parents to fill in a "Request for School to Administer Medication" form.
- Parents may also be asked to complete a referral to the school nursing team for a more detail care plan to be written (this will act as an interim care plan until the plan is received by school).
- All forms will then be scanned and attached to the child's records on SIMS and original documents will be stored in the inclusion base.
- Copies of documents will be held in the first aid room, given to class teachers and will be kept with medication.
- EpiPens, Inhalers and emergency epilepsy medication will be stored in the classroom (with a spare in the first aid room).
- All other medication will be stored securely in the first aid room.
- Whenever medication is administered it must be witnessed by staff and logged.

### Temporary Medication

- Medication for temporary medical conditions will only be administered in school if the prescription instructions state it must be administered 4 or more times per day.
- If medication is needed in school, office staff will ask parents to fill in a "Request for School to Administer Medication" form.
- All forms will then be scanned and attached to the child's records on SIMS.
- SENCO, class teacher and lunchtime co-ordinator will be informed via email.
- Forms and medicines will be taken to the First Aid Room to be administered at lunchtime (unless the prescription states otherwise)
- Whenever medication is administered it must be witnessed by staff and logged.

### Administration of Medication During Offsite Activities

- Separate permission is needed to administer all medications during offsite activities.
- Prior to your child's first offsite trip in any academic year, you will be asked to complete a "Request for the administration of medication or treatment during an offsite activity" form. A separate form is needed for each medication.
- For subsequent trips, the original form will be returned to you to be updated and initialled.
- For residential trips, a separate set of forms will be requested.

Please also see our policy - Managing Medical Needs in School