



## **First Aid and Medicine Policy**

The Governors and Headteacher of Alexandra Primary School accept their legal duties and responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for children, employees and visitors within the school. Alexandra Primary School is committed to ensuring adequate and appropriate equipment is in place at all times around the school. All accidents are reported following the Local Authority's procedures and we recognise our statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Local Authority's Guidance on First Aid in School.

Alexandra Primary School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.

We hold personal data about pupils to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, NHS and the Department for Education.

### **Aims and Objectives**

- Provide equipment and materials to carry out first aid treatment
- Ensure there are a sufficient number of trained First Aiders within school
- Maintain a record of members of staff who have been first aid trained ensuring it is reviewed and kept up to date
- Keep employees up to date on the arrangement for first aid within the school
- Record all accidents
- Investigate incidents/accidents further where appropriate
- Ensure appropriate forms are signed by parents/carers and filed with regard to administering prescribed medicines/asthma pumps and epi-pens
- Record any medicines being administered during school hours

## **Arrangement for First Aid**

### **Materials, Equipment and Facilities**

The school will provide materials, equipment and facilities as set out in DfE Guidance on First Aid for Schools.

The appointed Welfare Assistant will regularly check that all supplies are fully stocked and up to date. They will order new stock when supplies are running low. The Welfare Assistant is also responsible for arranging adequate First Aid training for staff.

Nursery and all three Reception classes have their own First Aid Kits which are stored where they are clearly visible and easy to access.

Years 1 through to 6 have a First Aid Box located in each year group area, where they are clearly visible and easy to access.

The Medical Room is situated next to the school office in the main reception area of the school.

A well-stocked number of first aid bags are available for staff to take out on school trips

All SMSA's supervising the children in the KS1 playground are first aid trained and have a first aid box for minor incidents. There is a first aid station with a qualified First Aider on duty for KS2 located at the year 6 door in the quad for the KS2 children to receive basic first aid. If the injury requires more detailed first aid, then children (both KS1 and KS2) are sent to the Medical Room for treatment. All head bumps are treated as serious by the First Aid trained SMSA.

### **Cuts**

Where possible, the nearest available adult should deal with small cuts. All open cuts should be cleaned with a cleansing wipe and covered.

Severe cuts should be treated by a First Aider and sent to the Medical Room for further treatment or advice, along with a phone call to parent/ carer.

Any cut that is on part of the child's body that is between the neck and upper thigh (excluding the arms) will need 2 members of staff to treat.

All cuts should be recorded in the 'Incident at School Pad' with the yellow copy given to the child at the end of the day and the white copy given to the Welfare Assistant. All treated cuts are recorded on the School's MIS called ScholarPack.

## **Head Injuries**

Any bumped head, no matter how minor it is, is treated as serious with the child being sent to the Medical Room for treatment. All children should receive 'I've Bumped My Head Today' red wrist band. The class teacher should be informed so the child can be monitored in class.

Bumped heads need to be recorded in the 'Incident at School Pad' with the yellow copy attached to the bumped head letter to be issued to the child at the end of the school day.

All bumped heads require a phone call home or text to inform parents/carers so the child can be monitored at home and for them to seek further medical advice if any signs of concussion. Children who have signs of concussion will need to be taken to hospital. Parents/ Carers will be contacted to collect the child from the school.

See **Appendix 1** for further guidelines on First Aid.

## **Splinters**

Splinters on any part of the body will not be removed by staff. Where possible the splinter will be covered with a plaster. Splinters need to be recorded in the 'Incident at School Pad' with the yellow copy given to the child at the end of the day and the white copy given to the Welfare Assistant. All treated Splinters are recorded ScholarPack.

Big splinters will also be covered with a plaster, along with a phone call to parent/ carer.

## **Allergic Reactions**

First Aiders at Alexandra Primary School are trained in recognising the signs of a serious allergic reaction and in the administration of Auto - Injectors. In case of a less serious allergic reaction a First Aider should examine the child and follow care plan instructions. **(See Appendix 2)**

## **Record Keeping**

**First Aid (children):** All accidents are recorded in our 'Incident at School Pad'. The white copy is given to the Welfare Assistant and the yellow copy is given to the child.

The Welfare Assistant will then record all accidents onto ScholarPack.

If a child is advised to go the hospital, a London Borough of Hounslow School Incident form will be completed.

**First Aid (employees and visitors):** The school has a responsibility to provide first aid to all employees and visitors within the school. If an employee has an accident/incident they should seek first aid from any of our First Aiders. All accidents/incidents will be recorded on ScholarPack. If a visitor has an accident/incident they should seek first aid from any of our First Aiders and the Welfare Assistant should be informed. If it is serious a member of the Senior Leadership Team (SLT)

should also be informed. All first aid treatment to visitors should be recorded on the 'Visitor/Accident Report' form.

If an adult is advised to go to the hospital, a London Borough of Hounslow School Incident form will be completed.

### **Notifying Parents**

The school notifies parents by;

- Sending home the yellow copy of the 'Incident at School Pad', which informs the parent/carer of the injury, time, date and where the accident occurred
- Phone call home if the accident has marked the child's face, bump to the head or a serious cut or graze
- Bumped head letter

### **Arrangement for Illnesses and Medicine in School**

#### **Administration of Medicine**

**Staff at Alexandra Primary School will not administer non-prescription medicines. This includes painkillers e.g. analgesics such as aspirin. Children must not bring non – prescription medicines to school.**

Many children will need to take medication for a short period of time (e.g. to finish a course of antibiotics). Parents should try to ensure medication is prescribed in a frequency which enables it to be taken out of school hours. Where this is impossible, a parent/carer or appropriate adult will need to come into school and administer the medicine.

If a child is on prescribed Antibiotics which needs to be taken 4 times a day, only one dose will be administered in school. A parent/ carer must complete the 'Parental Request for Administration of Medication' form. Medication will only be given when this form has been completed. Medication must **not** be sent into school via the child. Parents/ carers are responsible for handing medication to the School Office, and for ensuring it is labelled with the child's name, dose of drug and frequency of administration. An adult will need to collect the medication from school and dispose of it, even if it is empty.

**If a child refuses to take medication, school staff will not force them to do so. The pupil's parents/carers should be contacted immediately, and if necessary the emergency services.**

Parents/Carers are responsible for ensuring that a child is well enough to attend school. Children brought to school who are unwell will be sent home.

## **Medical Conditions**

Parents/carers **must** inform school of any medical conditions that their child has.

At the beginning of each academic year, medical conditions are shared with appropriate staff and an up to date medical needs list is sent to each class. A copy of this list is also kept electronically as well as filed in the Medical Room. Food allergies information is given to the cook in the kitchen.

## **Asthma**

Children who are diagnosed with Asthma will have a care plan. The School requires children to have an inhaler and spacer (if required) in school at all times. Parents must come into school with the inhaler (and spacer) to complete and sign a 'Parental Request for Administration of Salbutamol Inhalers' form. The Welfare Assistant will keep an electronic record of all inhalers in school along with their expiry date and issue a reminder to parents when inhalers are due to expire. It is the parent/carers responsibility to ensure a new inhaler is brought into school before the old one expires. All inhalers need to be clearly labelled with the child's full name and class. Children should not share their inhalers with any other asthma sufferers and may be required to carry their own inhaler when out on school trips, if appropriate.

Children have immediate access to their own inhaler in their classrooms.

In the event of a child displaying symptoms of asthma and if their inhaler is not available or unusable, the School's salbutamol Inhaler can be used. **Parents must complete and sign the 'Consent Form: Use of Emergency Salbutamol Inhaler APS', in order for their child to receive salbutamol from and emergency inhaler if needed.**

## **Allergies**

### **Auto- injectors and Antihistamine Medication**

Children who have allergies and have been issued with an Auto-Injector and/or antihistamine medicine must have an up to date care plan in school which is signed by the parent/carer. School requires 2 Auto-injectors to be in school at all times, 1 in the classroom and the other in the Medical Room.

In the case of an Auto Injector being administered, an ambulance and the parent/carers will be telephoned immediately.

## **Epilepsy**

The School's Welfare Assistant keeps a record of all the medical details of children with epilepsy. It keeps parents updated with any issues it feels may affect their child. We ensure that all children and

staff in the school understand that epilepsy is a varied and an individualised condition. We ensure that appropriate staff fully understand epilepsy and seizure first aid. The school will work with children with epilepsy, their families, carers and health professionals to develop an appropriate emergency plan. This plan will be included in their Individual Healthcare Plan (IHP).

### **Calling the Emergency Services**

In case of a major accident or emergency, it is the decision of the Headteacher, in conjunction with a fully trained First Aider, to call the emergency services.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made in their absence. If the accident has happened on a school trip or school journey, the Headteacher must be informed immediately and kept regularly up-dated on the situation.

Parents/carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children are available from the school office. Contact numbers for staff are available from the School Business Manager. The Headteacher and Deputy Headteachers also have staff contact details in their School Emergency Pack.

### **Rashes, Chicken Pox and Other Diseases**

For the inspection of any rashes or spots we will look at the child's arms or legs. A First Aider and another adult should be present. The child should always be asked if it is ok to look if it is felt necessary to check the torso in order for them to understand why staff need to look.

If a child is suspected of having chicken pox, hand, foot & mouth or any other contagious disease we need to inform parents/carers and request the child is collected and taken to a doctor for a diagnosis. Parents/ Carers need to update the school once the child has been to the doctor. The child can return to school following doctor's advice and when they are better.

If more than one child is suspected of having the same disease/rash in one or more classes, the Welfare Assistant will inform the Headteacher. If necessary, letters will be sent to parents/ carers to inform them and allow to monitor their children for early signs so that treatment can begin as soon as possible. The Welfare Assistant will inform parents of children who may be vulnerable due to specific health conditions.

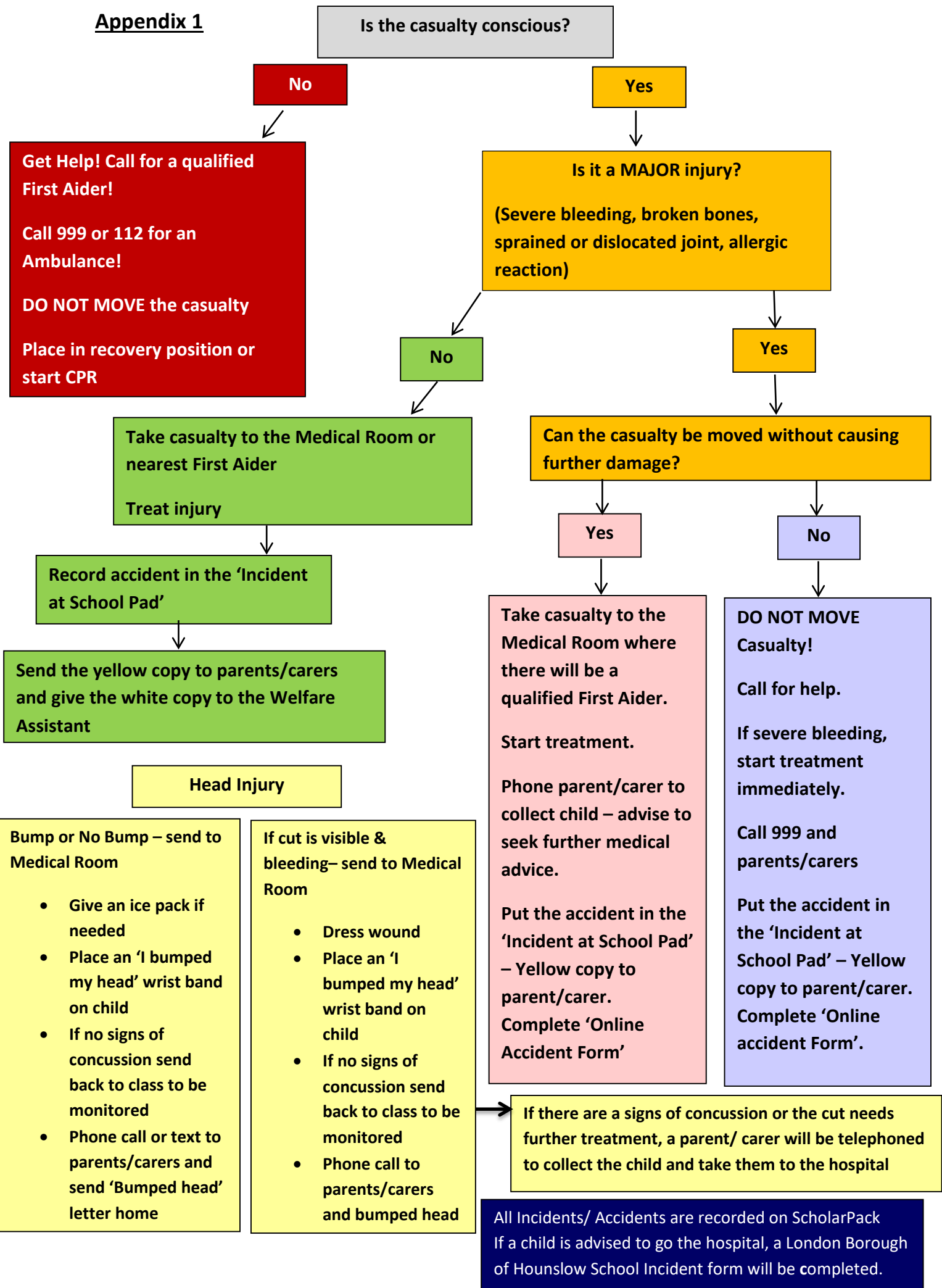
It is the Headteacher's responsibility to decide if there is an outbreak of an infectious disease and whether there is a need to report it to the local HPU (Health Protection Unit).

## **Head lice**

If we suspect a child has head lice, we will send a 'Head lice information' letter out to the parents who have children in that class.

Reviewed: September 2022

**Appendix 1**



Is the casualty conscious?

No

Yes

**Get Help! Call for a qualified First Aider!**  
**Call 999 or 112 for an Ambulance!**  
**DO NOT MOVE the casualty**  
**Place in recovery position or start CPR**

Is it a MAJOR injury?  
(Severe bleeding, broken bones, sprained or dislocated joint, allergic reaction)

No

Yes

Take casualty to the Medical Room or nearest First Aider  
Treat injury

Can the casualty be moved without causing further damage?

Yes

No

Record accident in the 'Incident at School Pad'

Send the yellow copy to parents/carers and give the white copy to the Welfare Assistant

Take casualty to the Medical Room where there will be a qualified First Aider.  
Start treatment.  
Phone parent/carer to collect child – advise to seek further medical advice.  
Put the accident in the 'Incident at School Pad' – Yellow copy to parent/carer.  
Complete 'Online Accident Form'

**DO NOT MOVE Casualty!**  
Call for help.  
If severe bleeding, start treatment immediately.  
Call 999 and parents/carers  
Put the accident in the 'Incident at School Pad' – Yellow copy to parent/carer.  
Complete 'Online accident Form'.

Head Injury

Bump or No Bump – send to Medical Room

- Give an ice pack if needed
- Place an 'I bumped my head' wrist band on child
- If no signs of concussion send back to class to be monitored
- Phone call or text to parents/carers and send 'Bumped head' letter home

If cut is visible & bleeding– send to Medical Room

- Dress wound
- Place an 'I bumped my head' wrist band on child
- If no signs of concussion send back to class to be monitored
- Phone call to parents/carers and bumped head

If there are a signs of concussion or the cut needs further treatment, a parent/ carer will be telephoned to collect the child and take them to the hospital

All Incidents/ Accidents are recorded on ScholarPack  
If a child is advised to go the hospital, a London Borough of Hounslow School Incident form will be completed.



## Appendix 2

### How To Use EpiPen®

The EpiPen® Auto-Injector is a disposable, pre-filled automatic injection device that administers epinephrine in the event of a severe allergic reaction.

Remove the EpiPen® Auto-Injector from the carrier tube and follow these 2 simple steps:



- Grasp with orange tip pointing downward
- Remove blue safety cap by pulling straight up – do not bend or twist



- Place the orange tip against the middle of the outer thigh
- Swing and push the auto-injector firmly into the thigh until it “clicks”
- Hold firmly in place for 3 seconds – count slowly, “1, 2, 3”

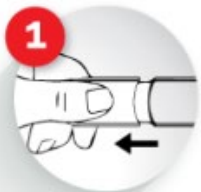


#### Built-in needle protection

After injection, the orange cover automatically extends to ensure the needle is never exposed.

Call 911 after using EpiPen®.

## HOW TO USE YOUR EMERADE



REMOVE NEEDLE SHIELD

PRESS AGAINST THE OUTER THIGH

HOLD FOR 5 SECONDS

Massage the injection site gently, then call 999, ask for an ambulance stating ‘Anaphylaxis’

### How to use Jext®

**Step 1:** Hold the Jext® in the hand that you use to write with, with your thumb closest to the yellow cap.

**Step 2:** Pull off the yellow cap with your other hand.

**Step 3:** Place the black injector tip against the outer thigh, holding the injector at a right angle (approx. 90°) to the thigh.

**Step 4:** Push the black tip as hard as you can into your outer thigh until you hear a ‘click’ which means the injection has started, then keep it pushed in. Hold the injector firmly in place against the thigh for 10 seconds (a slow count to 10) then remove. The black tip will extend automatically and hide the needle.

**Step 5:** Massage the injection area for 10 seconds and then ask for help seeking immediate medical help.

