

New Marston Primary School

Policy Statement for First Aid and Medical Procedures September 2013

First Aid Boxes

These are located in the:

- Staffroom
- Foundation Stage office
- Year 1 classroom
- Main hall (on the stage)
- Dining hall (by the kitchen)
- Back office (filing cabinet)
- Hearing Impairment Base.

Responsibilities

- **Parents/carers** have the prime responsibility with regard to their child's health and should provide the school with information about their child's medical condition. If their child is unwell, the parent should ring the school as early as possible on the first day of sickness. Foundation Stage have an 'All about me' meeting with all parents to discuss any medical needs their child may have. Parents of pupils who join the school at other times have an admission meeting with the headteacher and medical needs are discussed.
- The **LEA** and the **School Governors** are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The **School Governors** should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- In the event of a medical emergency and the school being unable to contact the parents/carers, the **Headteacher** will act in 'Locum Parentis'.
- All **first aiders** must have completed the 'Emergency First Aid in the Workplace' training course approved by the Health and Safety Executive (HSE), and keep this training updated. A record of this training is kept in the office.
- All employees have health and safety responsibilities on their job description that is reviewed on an annual basis.
- Health and safety is discussed as part of Performance Management meetings (three times a year).

Management of First Aid

- The 'Designated First Aider', **Anne Beddoe**, must have completed the 'First Aid at Work' (HSE) training course and keep this training updated; she will:
 - take charge when someone is seriously injured or ill
 - be responsible for first aid over the lunch hour.
- The First Aid co-ordinators are **Kelly Daniel** and **Bryony Thomas**; they are responsible for:
 - first aid boxes; directed by Zara d'Archambaud and Tracy Cox, ensuring that there are an appropriate number of first aid containers according to the risk assessment of the site, and ensuring they are stocked as necessary in accordance with the St John recommended contents (please inform them if stocks are running low)
 - keeping the list of first aiders updated
 - informing staff of children with allergies (including to plasters) and health conditions by ensuring that the medical board is kept up to date. At the start of the academic year, health information sheets (as shown in Appendix 1) will be sent out to new pupils (in Year 1 and FS); health information sheets are included in the registration packs for new pupils through the academic year. Parents are responsible for informing the school of any change in their child's condition. Parents of pupils with

more serious conditions need to book an appointment with Kelly or Bryony, Anne and/or the child's key worker to discuss their child's care plan (as shown in Appendix 1).

- Parents are also asked about medical information and allergies at the admission meeting and are required to record these on the admission form. **Zara d'Archambaud** and **Jane Cartlidge** must inform Kelly or Bryony of any updates, as these need to be recorded on a health information sheet, Integris (the school system) and the medical board in the staffroom updated.

Responsibilities of First Aiders

- Lists of first aiders are located in the staffroom and throughout the school (see Appendix 2)
- **Non-first aiders should not give any first aid** (covered in all staff induction meetings).
- All first aid treatment given must adhere to procedures recommended by Oxfordshire County Council and St John Ambulance.
- Basic hygiene procedures must be followed by staff administering first aid treatment
- Ensure that an ambulance or professional medical help is summoned when appropriate. Instructions for requesting an ambulance are on the board by the phones in the main office and in the back office (see Appendix 3).
- Ensure all first aid incidences are recorded in the first aid book.
- Make sure phone calls home are made when required.

Precautions to be taken by First Aiders

- Where possible, always wear single-use disposable gloves when administering first aid, especially when dealing with bodily fluids/ blood.
- Cotton wool should not be used to clean cuts, only water and tissue.
- First aiders must refer to the medical board in the staffroom for administering first aid to children with medical conditions.
- Treat bangs/bumps to the head as potentially serious and follow the guidance in the staffroom.

Minor/Major Injuries

- If a child needs first aid, they need to be taken to the nearest first aider.
- If a child or adult suffers a serious injury that results in further treatment outside the school (hospital, doctor, etc.) the Accident/Incident Report Record (completed online) needs to be filled in. **This form will be completed by Tracy, Kelly or Bryony, please ensure they are informed of the incident as soon as possible. Tracy or Zara must be informed when the form is completed.**
- For serious injuries, parents/guardians must be informed immediately and any problems in contacting the parents/guardians recorded.

Head injuries/Wasp and Bee Stings

- All children who bump their head must wear a sticker and be observed by a member of staff.
- For children with more serious head bumps, i.e. with a visible mark or lump or if the child has fallen from a height or is presenting with symptoms such as dizziness, headache or nausea, parents need to be phoned.
- Parents will also be contacted if a child receives a wasp/bee sting.

Recording and Reporting Accidents

- All accidents that occur in school that require first aid must be recorded in one of the accident books that are located in the staffroom and Foundation stage.
- Please give the:
 - Date

- Child's name and class
- Where appropriate, names of any witnesses
- Details of the injury
- Treatment administered by first aider
- Sign and date it.
- For any injury deemed serious enough to contact the parents, please make a note in the accident book that you have done so.

For serious injuries, the Accident/Incident Report Record needs to be completed online by **Tracy Cox, Kelly Daniel** or **Bryony Thomas** as outlined above under Major injuries.

Disposal of Waste

- All first aid spillages, such as blood or other body fluids, should be cleaned using the yellow mop and bucket.
- The yellow mop/mop bucket is located in the staff toilet.
- First aid waste such as tissues/gloves should be disposed of in the white/yellow bin in the staffroom.
- Children with bodily fluids on their clothes should change into their PE kit.

Administering Medicines

- The only medicines that are administered by the school are those prescribed by a doctor.
- These need to be clearly labelled with the child's name, the date and the required dosage.
- The parent/guardian of the child needs to complete Form 1 (see Appendix 1) giving permission for the medicine to be given. Medicines are kept in the office; if necessary they can be kept in a fridge in the back office or FS staff fridge.
- An agreed member of staff (first aid trained) should administer medicines. This should be done in the presence of another adult where possible. Every administration of the medicine must be recorded on the completed Form 1 (Record of medicine administered to an individual child, see Appendix 1). Once the required course of medication has been completed, the named member of staff must return any remaining medication to the parent or dispose of it via the pharmacy, and return the completed form to Kelly/Bryony for their records.
- A booklet (managing medicines in school) outlining detailed advice on administering medicines in school is available to staff on the first aid board.
- For medical conditions requiring specialist medication that needs staff training, Form 2 (Staff training record – administration of medicines requiring training, e.g. epipens, insulin) must be completed once training has been undertaken, or an appropriate form from the attended course, and given to Kelly/Bryony.

Asthma

- Inhalers for KS1 children need to be labelled and kept in the classroom in a sealed box. Children should be helped with administration of the inhaler. For KS2 children, inhalers can be kept on the child, but Form 3 (Request for child to carry his/her inhaler, see Appendix 1) must be completed. If the child prefers, the inhaler can be kept in the classroom (labelled and in a sealed box).
- All children must have a spare inhaler, which is kept in the office in a sealed box, clearly labelled with the child's name, date of birth, and expiry date of the inhaler.
- Parents are responsible for ensuring that their child has 2 inhalers in school at all times.
- Parents are responsible for ensuring that all inhalers are in date.

Diabetes

- Each child may experience different symptoms, these should be noted and discussed when completing the health care plan.

- Most sufferers show a greater than usual need to go to the toilet or to drink, tiredness and weight loss. These symptoms may indicate poor diabetic control, and staff will naturally wish to draw any such signs to the parents' attention.
- Most children will not require insulin injections to be administered during school hours. However, for those that do it will be necessary for a trained adult to administer the insulin.
- Staff agreeing to administer the blood glucose test or insulin injections should be trained by an appropriate health professional (school or hospital diabetes nurse) and training should be kept up to date.
- **Sarah Douglas, Shahinaz El-Aghoury, Rachel V, Jane Cartlidge, Kelly Daniel, Anne Beddoe, Sarah Vickers and Kate Debenham** have all undertaken training in blood glucose testing. **Kate** and **Sarah** have also been trained to administer insulin. New staff members will be trained in blood glucose testing, when required
- Training for blood glucose testing and administration of insulin must be **specific for each child**.
- A record of every blood test and insulin injection that is carried out is kept in a special book, which is kept in the child's classroom. These should also be recorded in the communication book for taxi children, if appropriate.

Allergies

- A list and photograph of anaphylaxis sufferers are displayed in the staffroom.
- Epipens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom.
- Each child must have 2 epipens kept in school, with the second kept in the office clearly labelled.
- Epipens can only be administered by members of staff who have received epipen training – currently **Sarah Douglas, Donna Grimes, Anne Beddoe, Kelly Daniel and Bryony Thomas**.
- Each anaphylaxis sufferer has an individual protocol to follow when receiving treatment. The trained staff are aware of the procedure.
- Epipens and the appropriate trained member of staff are taken on educational visits and off site trips.
- **Parents** are responsible for checking that the treatments are still within their 'used by dates' and for replacing them.
- If an epipen is administered, an ambulance must always be called. The child should have the fact that an epipen has been administered written clearly on their hand. Care must be exercised with the needle point now exposed on the epipen (there is no cover provided).

Sun Safety

In the short term, even mild reddening of the skin from sun exposure is a sign of damage. Sunburn can blister the skin and make it peel. Longer term problems can arise. Too much sun may increase the chance of developing skin cancer.

All children should be encouraged to:

- seek shade
- cover up, e.g. hats, particularly where children are fair-skinned
- drink plenty of water to avoid dehydration
- apply sunscreen generously (this needs to be provided from home, labelled with child's name, and be pre-administered and/or self-administered. It will be kept in the classroom). In Foundation Stage, parents are asked to sign a consent form giving permission for staff to help children apply their suncream
- take care not to burn.

NB children still require protection if the weather is cloudy and cooler; clouds do not block UV rays, they only filter them.

Swimming

- A member of staff must ensure that all inhalers and epipens are taken to the leisure centre, though children with their own inhalers should be encouraged to take responsibility for themselves.
- The poolside swimming teachers should be notified of any medical conditions.
- Pupils that require goggles must provide a letter from the GP.
- It is the leisure centre staff's responsibility to do first aid. A copy of the first aid report must be given to Kelly/Bryony. School office staff must be rung, with full details, if parents need to be contacted.

School Trips

- Any staff member organising a school trip must complete a risk assessment to ensure that the correct number of first aiders are taken on the trip.
- They must ensure that first aid boxes/ travel bags and equipment are taken on all school educational and sporting visits.
- All adults and children present should be aware of the arrangements for first aid.
- If any first aid treatment is given, it must be recorded on return to school. The group leader will contact the school office, by telephone if urgent, or on return so that the pupil's parents can be informed.
- All parents/carers of pupils attending a Residential visit will complete a Medical form, this gives information about the child and is also a consent form agreeing to first aid and emergency medical treatment being given.

Out of School Hours

- At least one first aider should be onsite during extended activities outside of 'normal' hours such as breakfast and after school clubs.
- It is the responsibility of the organisers to arrange the appropriate first aid cover for school fetes, etc.

Date agreed:..... **Date for review: July 2014**

Headteacher:.....

Governor:.....

Designated First aider:.....

First Aid co-ordinator:.....

First Aid co-ordinator:.....

Appendices

Appendix 1

Health Information Sheet

Form 1 Agreement for school to administer medicine and record of medicine administration to an individual child

Form 2 Staff training record – administration of medicines requiring training (e.g. epipens, insulin)

Form 3 Request for child to carry his/her own inhalers



New Marston Primary School
 Copse Lane
 Headington
 Oxford
 OX3 0AY
 Tel: 01865 761560
 Fax: 01865 74294
 Email: office.2529@new-marston.oxon.sch.uk
 Website: www.new-marston.oxon.sch.uk

HeadTeacher
 Ms Z. d'Archambaud

HEALTH INFORMATION SHEET

Pupils Information	
Name of school/setting	New Marston Primary School
Name of child	
Child's address	
Date of birth	
Class/year	
Family contact information	
1. Name	
Home phone number	
Mobile phone number	
Work phone number	
Address	
Email address	
2. Name	
Home phone number	
Mobile phone number	
Work phone number	
Address	
Email address	
Clinic/hospital contact	
Name	
Phone number	
Address	
G.P.	
Name	
Phone number	
Address	

HEALTH INFORMATION SHEET AND CARE PLAN

Medical condition or illness	
Triggers	
Symptoms	
Treatment and daily care needs of the child	
What constitutes an emergency and the action required; who is responsible in an emergency	
Follow-up care	

For parents

I agree to inform the school in writing of any changes to the above care plan that may occur before the agreed review date.

I agree for the school to contact my child's GP or hospital doctor if necessary.

Signed

Date

Staff training record – administration of medicines

Name of school: **New Marston Primary School**

Name of staff member:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm that
has received the training detailed above and is competent to carry out any necessary treatment.
I recommend that the training is updated

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date

Request for child to carry his/her own inhaler

This form must be completed by parents/guardian

Name of school: **New Marston Primary School**

Child's name:

Class year:

Type of inhaler:

Dosage required:

Parent contact details

Name:

Relationship to child:

Emergency contact telephone number:

I would like my child _____
to keep their inhaler on them to use as necessary.

Signed

Date

Appendix 2

First Aiders: September 2013–September 2014

School Nurse: 01865 425111

Name	Provider	Course	Expiry date	Position	Area in school
Helen Bennett	St John Ambulance	Emergency first aid at work	22.4.15	Teacher	Lower
Janet Young	St John Ambulance	Emergency first aid at work	22.2.15	Teacher	Upper
Pushpa Lockwood	St John Ambulance	Emergency first aid at work	19.1.15	Teaching Assistant	Lower
Rebecca Johnson	St John Ambulance	Emergency first aid at work	22.2.15	Teaching Assistant	Upper
Shahinaz El-Aghoury	St John Ambulance	Emergency life support – child and infant	2.5.14	Nursery Nurse	Lower
Anne Beddoe	St John Ambulance	Emergency first aid at work	12.1.14	Teaching Assistant	Lower
	School Nurse	Epi-pen training	8/11/2013		
Katy Cockram	St John Ambulance	Schools first aid	30.3.14	Teaching Assistant	Lower
Bruce Wilson	St John Ambulance	Schools first aid	30.3.14	Cover supervisor	Whole school
Sarah Douglas	Cherwell	Emergency first aid at work	7.12.15	Teacher	Lower
	School Nurse	Epi-pen training	8/11/2013		
Helen Pearson	St John Ambulance	Emergency life support – child and infant	2.5.14	Teacher	Upper
Joan Guiste	Cherwell	Emergency first aid at work	7.12.15	Teaching Assistant	Lower
Kelly Daniel	St John Ambulance	Emergency first aid at work	26.3.15	Admin Assistant	Office
	School Nurse	Epi-pen training	8/11/2013		
Bryony Thomas	St John Ambulance	Emergency first aid at work	22.2.15	Admin Assistant	Office
	School Nurse	Epi-pen training	8/11/2013		
Amanda Champion	St John Ambulance	Emergency first aid at work	26.3.15	Teaching Assistant	Upper
Amy Pearce	Cherwell	Emergency first aid at work	21.9.15	Deputy Head	Office
Becky Morgan	Cherwell	Emergency first aid at work	21.9.15	Teacher	Upper
Donna Grimes	Cherwell	Emergency first aid at work	21.9.15	Teaching Assistant	Foundation
	School Nurse	Epi-pen training	8/11/2013		
Dean Cox	Cherwell	Emergency first aid at work	21.9.15	Caretaker	Whole School
Rachel Vlachonikolis	Cherwell	Emergency first aid at work	7.12.15	Teacher	Lower
Sarah Vickers	Cherwell	Emergency first aid at work	7.12.15	Lunchtime supervisor and cleaner	Whole school
Maggie Nicolson	Cherwell	Emergency first aid at work	7.12.15	Teaching Assistant	Upper

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. School telephone number

01865 761560

2. Give location

**New Marston Primary School,
Copse Lane,
Headington,
Oxford**

3. State the postcode

**Front entrance - OX3 0AY
Back entrance – OX3 0NQ**

4. Give your name

5. Give the name of the casualty and a brief description of their symptoms

6. Inform the Ambulance Control of the best entrance.

Incident on the field – back entrance via Marsh Lane

Incident in the school building – front entrance via Copse Lane

Please make sure a member of staff is there to meet the ambulance at the specified entrance