

Messing Primary School

Founded 1914



First Aid Policy

Person responsible: Head teacher

Ratified by the governing body: Spring 2020

Date for review: Summer 2023

A handwritten signature in black ink, appearing to read "Anne Marie Renshaw".

Reverend Anne Marie Renshaw
Chair of Governors

Introduction

It is Messing Primary's duty to provide first aid and care to the children and to any visitors to the school premises during the school day. This policy addresses medical issues involving children at the school, but it may also be applied to any member of staff or visitor to the school premises.

Aims

- To preserve life.
- To limit worsening of the condition.
- To promote recovery.
- To provide first aid as necessary from trained adults.
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs.

First aiders

The qualified first aiders normally give first aid or administer medicine. However, any member of staff can do this voluntarily if there is an emergency and where qualified staff members are not available. All staff are covered by the school's insurance policy and are expected to use their best endeavours in an emergency to secure the welfare of pupils.

Staff with first aid qualifications:

Emergency First Aid at Work F. Imrie

MDA playground 1st aid S.Andrews

Paediatric First Aid U. Gooday (Office manager)

A.Dowsett (LSA/Midday)

S. Robertson (LSA/Midday/Smiley club manager)

H.Lewis (EYFS teacher)

All first aid training is updated every 3 years according to guidelines.

Pupils also receive first aid training sessions.

Equipment & Supplies

First aid equipment and supplies are kept in the medical room. Emergency medication such as Epipens and Asthma inhalers should be individually labelled and kept in labelled box in an easily accessible place in the classroom/office with all staff aware. All staff should make themselves aware of the location of these class medical boxes. Teachers must ensure that these emergency medications are taken whenever the class is off school premises.

Each classroom has a first aid kit for minor injuries. Mobile first aid kits are supplied for all activities outside of the school. Any treatment given adheres to National and Essex guidelines.

Accidents and Injuries

If a child needs first aid, send them to the School Office accompanied by another sensible child if needed. If an accident happens during playtime the child will either be treated outside in the playground or be brought into school and a staff member alerted. ALL incidents will be recorded in the First Aid Books. It is school policy to telephone parents if a child bumps their head so that parents can make an informed choice. Any child given first aid will be given a note to take home outlining injury / treatment.

If an urgent incident / accident occurs in the classroom which needs assistance, send the red triangle for the class to the School Office to alert the Headteacher. If an accident occurs outside the green triangle needs to be sent to the office.

In the case of serious injury requiring attendance at the hospital, notify the Headteacher and summon an ambulance. The use of private cars is not advisable unless it is known that the member of staff has the correct insurance cover. In the case of serious injury, it will be necessary for an accident form to be completed which is available in the School Office.

If a member of staff is involved in an accident at school, seek help from another member of staff to cover the class and get first aid; send the red triangle for the class to the School Office to alert the Headteacher. Send the green triangle if outside. ALL incidents will be recorded in the 'Staff Accident Book' which is kept in the Medical Room. A list of qualified First-Aiders is on the Health and Safety notice board in the Staff Room.

Medicines

If a child is taking short term medication for a particular illness, this should be kept in the school office in a locked cabinet. Parents must leave written instructions about the dosage and give signed permission for the administration of medication. All medication must be clearly labelled with the child's name. Any staff members who gives medication to a child must sign and date the medicine chart to ensure accurate dosages are given and records are kept.

Office staff and the Headteacher may administer medicines. Clear records of times/dosage and person administering the medicine is kept. Under no circumstances will medicine be administered without a letter of instruction being received from the parents. No pupil should have any medicines, including herbal remedies or cough lozenges, in their possession.

Medical Information

School staff should be aware of medical information relating to pupils they are working with, a copy of which should be filed in the class register and pupil information file. There is a full copy of medical information in the school office and all staff have copies in their class pupil information folders. These are shared with any supply staff. All staff should familiarise themselves with pupils who have more serious health issues whereby a Care Plan has been agreed. These are highlighted on the notice boards in the Staff Room and in the School Office. These are reviewed termly and all medicines checked and returned to

parents/carers at the end of each term. It is the parental responsibility to ensure that these are in date.

Medical Care Plans

In conjunction with professional medical advice we may decide to administer certain medical procedures. These procedures will be carried out by staff who are willing to undertake that role in accordance with the care plan drawn up by the medical professional who also undertake to train the staff involved.

Sun Cream

Sun cream is not applied by staff. Sun cream can be brought into school and must be labelled with the name of the pupil and then they can apply the cream themselves. If a child has difficulty with this, permission will be sought from the parent so that a member of staff can assist with this.