

First Aid and Medicines Policy

1 Rationale

- 1.1 We believe it is essential to have in place adequate first aid provision and medical care for all pupils and school personnel.
- 1.2 Some medical conditions cannot be adequately controlled without treatment during school hours. In many cases, without this treatment, a child's education may be adversely affected. We would wish to assist pupils, within reason, to obtain this treatment.

2 Aims

- 2.1 To provide adequate first aid provision and medical care for pupils and school personnel.
- 2.2 To have in place qualified first aid personnel
- 2.3 To have in place adequate first aid equipment
- 2.4 To have in place excellent lines of communication with the emergency services and other external agencies

3 Strategy

3.1 Identification & Awareness

Parents must inform the school of their child's medical history that may be a cause for concern. Staff must report any concerns they have on the medical welfare of any pupil to the Executive Head or Head of School.

3.2 Training

Regular First Aid Courses are organised by the school and all members of staff, teaching and non-teaching, are actively encouraged to undertake the training to achieve a recognised First Aid Qualification. A number of Foundation stage staff will have paediatric first aid training.

All staff will be made aware of medical problems of pupils. Pupils with severe allergies or conditions will be displayed in the staffroom to ensure all staff are aware of who they are and what needs to be done in the event of an emergency.

3.3 House Keeping

All medicines must be securely stored and labelled in the designated medical area within the Nursery.

3.4 Records

Records are to be kept for all accidents for pupils and staff and any medication that has been provided to the children.

3.5 Reporting

Parents are to be informed of all accidents especially head injuries via letters or phone calls.

3.6 Administration of medicines

Administration of medicines is at the discretion of the Executive Head Teacher and only with the agreement of staff concerned.

Staff may only help with the administration of medicines which can be taken orally. A written request to administer medicines must be obtained from the parent but this will not automatically be agreed to. Each case will be considered in isolation.

Only medicines prescribed by a Doctor can be administered. Medicines from any other source will not be given.

A record of all drugs administered at school will be kept on file. Medicines will be stored in a safe place when not in use including Asthma Inhalers in order to prevent misuse.

At first instance parents are responsible for checking their child's medication expiry date. The school Welfare officer should ensure that medicines held on behalf of a child are 'in date'. If medicines become 'out of date' parents will be notified and the medicines returned to them.

The school management and staff will act in accordance with the Health and Safety guidelines issued by the LA. This approach will also ensure that Headteachers, Governors and staff remain within the protection of the LA's insurance policies.

4 First Aid Procedure

- 4.1 Administration of First Aid within the school should, wherever possible be carried out by one of our first aiders.

Name Member of Staff	Work Base Position Held
Beverley jones	Admin/ Welfare officer
Sara Guerrero	Nursery teacher
Ifhat Mahmood	2 year provision
Jack Bartlett	3 year provision

4.2 First Aid Equipment

First Aid Boxes are housed in the office, and each nursery room. Staff are requested to report any depletion in stock to **Beverley Jones**, who is responsible for replenishing the boxes and for conducting a check of contents.

A first aid kit must be taken on all school trips by the nominated first aider for the group. Each trip will at a minimum contain one first aid trained practitioner.

4.3 Protection Aids

Disposable gloves must be worn when dealing with all injuries which involve the loss of blood. Sterile wipes and mouth guards should be used for any mouth to mouth situations. The appropriate disposal of cleaning and treatment resources is to be ensured at all times.

4.4 Specialised Equipment

Additional training and guidance will be needed for staff on the use of EPIPENS & breathing apparatus when relevant and on request by parents. This is undertaken voluntarily by staff and organised by the Executive Headteacher, Head of School or School SENCO when the need presents.

We believe the above strategy is effective in the provision of medical and first aid care within the school.

5. Evaluation:

This policy will be reviewed at any time at the request of the governors, or at least once a year.

Signed: 

Dated: 4th May 2018

Chair of Acacia Governing Body

Date of review: May 2019