

Please refer to the Supporting Pupils at School with Medical Conditions policy (April 2018) for further details to support this document.

## **Guidelines**

New staff are given a copy of this document as part of their induction process. They will be given details of trained first aiders in school and shown where first aid supplies are stored and how accidents are reported.

### **1. First Aid in School**

At Cholsey Primary School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times (during the school day and extended school day).

When children take part in off-site visits, a first-aider will accompany the group. During activities outside of the school day (Breakfast and After School Clubs), there is a designated first-aider onsite at all times.

## **Training**

All staff are offered first-aid training and the school keeps a register of who is first-aid trained and when training needs renewing. The SBM is responsible for monitoring this.

## **First Aid Facilities**

There is a designated medical room located in the school office, which has a lockable medical cabinet for the storing of medication (see Section 2).

Each classroom has a first-aid kit, which is either mounted onto the wall or is in a clearly labelled cupboard.

## **Accident and Injury Reporting**

All accidents which require first-aid should be recorded in the Accident Record book located in the medical room. The duplicate part of the form needs to be given to the child to go home in their bag (UKS2 or Year 4s walking home by themselves) or to the class teacher, to be handed to the appropriate parent or carer at the end of the day. (All other year groups). If a child is attending an after school club, the form needs to be given to the club leader to hand to parents and carers when they collect. ALL children will need to wear a 'first aid wristband', which are found in the medical room.

If an accident results in the injured child requiring further medical attention, this should be recorded on the relevant form (kept in the school office) and stored in the appropriate folder in the SBM's office.

Where a child has sustained an injury that requires further attention, parents/carers should be informed by a phone call or should be advised at handover at the end of the school day. Please note the time and who was spoken to on the copy of the accident record form relating to the injury in the book in the medical room, along with the initials of the person who made the call or spoke to the parent.

### **Calling the Emergency Services**

In the case of major accidents where first-aid at school will not suffice, the emergency services should be called, as well as parents/carers.

### **2. Administering and Storage of Medication**

If children require medication to be administered at school, it will only be permissible with explicit permission and instructions from parents and carers, who will be required to complete the relevant form (kept in the school office). This will record the time and dose needed to be administered during the day.

Any medication which requires refrigeration should be handed in to the school office upon arrival and will be stored in a locked fridge. Other medication will be stored in a locked cabinet in the medical room.

Non prescribed medication such as anti-histamines and paracetamol can only be administered during the school day if agreed with office staff and if the relevant forms have been completed by a parent or carer.

Epinephrine autoinjectors (also known as epipens) and asthma inhalers will be stored in a labelled box in a clearly marked cupboard in classrooms. Individual medical plans for the administering of Epinephrine autoinjectors will be stored in class information folders and the school office, as well as in the Breakfast and After School Club information folder, if appropriate. Where possible, a second Epinephrine autoinjector will be stored on top of the cabinet in the medical room. Any doses (including how many puffs of an asthma inhaler) administered should be recorded on the relevant form by the attending adult. **A child should never be left alone to administer medicine.**

If children are taken offsite, any relevant medication should be taken with them. It will be the responsibility of class teachers and/or trip leaders to ensure this happens.

Breakfast and After School Club will use Epinephrine autoinjectors stored in the medical room or classrooms as needed, depending which are quicker to access.

For emergency cases, where a child does not have a Epinephrine autoinjectors or asthma inhaler on site, the school holds spares of both which can be administered with permission from parents (see allergy/asthma policy).

It is the responsibility of parents and carers to ensure that medication is in date and returned after holidays.

### **3. Administering routine medication via needle and disposal of sharps.**

If any child needs routine medication administered by injection, it can only be administered with the express permission of the child's parents or carers and relevant paperwork being completed. The member of staff administering the medication must be trained and deemed competent by the relevant authority e.g Diabetic Team from John Radcliffe Hospital. A trainee can administer medication as long as they are supervised by a qualified member of staff.

Parents or carers must ensure the supply of in date medication and suitable equipment including sharps bins.

Parents or carers are responsible for the disposal and supply of sharps bins.

After use sharps must be disposed of immediately into sharps bins. When bins are full, they should be sealed as per instructions on the box and parent or carer will be asked to remove them.

With correct equipment and training the risk of injury to staff is minimal, however, should an injury occur, the South Oxfordshire County Council Needlestick Injury Procedure should be adhered to.

The injury should be logged via Smart Log.

## **Appendix for COVID-19**

During the period of time at school, when children and staff cannot mix with anyone outside of their designated group, adults will complete an online accident form and forward it to the school office to be sent to parents and carers.

All forms will be stored on the school system.

First Aid will be administered by adults based in the child's group only.