



## FIRST AID POLICY

Formally adopted by the Governing Body of Sheringham Community Primary & Nursery School	
On	1 <sup>st</sup> September 2019
Chair of Governors	<i>Steward</i>
Head Teacher	<i>Rearter</i>
Last updated	1 <sup>st</sup> September 2019
Review	1 <sup>st</sup> September 2021

***Be all that you can be...***



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## Management of Head Injuries

- If a child has a bump on their head that is above the eyes, to the nape of the neck, the child's parents/ guardians must be informed or a message must be left.
- The child's teacher or teaching assistant needs to be informed.
- The incident needs to be recorded in the medical folder and a copy needs to be sent home to parents/ guardians.
- The injury must be documented accurately in the red folder.
- A head injury information slip needs to be sent home if the child has received a serious knock to the head.
- Children with particular medical conditions that receive a bump to the head, which could cause further problems, need to have their photograph displayed in the medical room and a member of staff needs to speak to the parents/ guardians.

## Transport to hospital or home

- In the event of an emergency an ambulance and child's parents/ guardians will be called.
- A member of staff should always accompany a child to hospital and should stay until the parents arrive.

## Emergency First aiders

See appendix

A list of emergency first aiders will be displayed in the medical room and in corridors throughout the school.

- First aid bags need to accompany the children on school trips.
- Minor injuries in class time can be dealt with in the classroom using the class medical box.
- Teaching Assistants are responsible for keeping the class medical box stocked.
- An injury needing a note to be sent home will be dealt with in the medical room.
- School staff will receive sufficient and suitable First aid training as recommended by Norfolk County Council.
- If a member of staff is injured at school they must complete the either the minor / major accident report forms held in the medical room and report the incident to Mr Perrem the Health and Safety Officer.

## **If a child has an injury to their genitalia**

- For children aged 3-5 years two members of staff will check the child, in accordance with the school intimate care policy, document any injury and send a medical note home. If there are any concerns the parents will be phoned and informed or advised to take their child for further medical advice.
- Children aged 6 upwards will be asked to self-check. If a child is still complaining and showing signs of having moderate pain, after half an hour, we will phone parents/ guardians to ask permission to check the child. Failing this we will ask the parents/ guardians to attend school to check the child themselves.
- With a serious injury we would inform parents and seek professional medical assistance.

## **Procedures for managing prescription medication in school**

- Medications should be provided in the original container as dispensed by the pharmacist and include instructions for administration.
- School will only accept medications that are to be given more than 3 times daily.
- Two members of staff are required to-
  - Check the child's name
  - Check the expiry date on the medication
  - Check the dosage on the label
  - Give the medicine and record the date and time given
- The school must keep written records of medications given including inhalers and jext pens.
- Inhalers are labelled and kept in the class medical box. They will accompany children during school activities such as Physical Education and school trips.
- Emergency inhalers are kept in the school office for children whose parents have given consent to use these in an emergency.
- Two Jext pens are kept on the school premises, one in the classroom in a labelled box and the other in the school office.
- Both jext pens need to accompany the child when leaving the school premises.
- Parents will be informed if a child has used their inhaler or jext pen.
- Care plans will be consulted when a child needs to receive a jext pen. Guidelines for jext pen admission will be followed. If a child needs to go to hospital the care plan and used jext pen need to be taken with the child.
- Staff will be trained to administer a jext pen.
- A defibrillator is kept in the school office in case of emergencies.

## **Children with medical needs**

- Teachers and relevant staff need to be informed of a child's condition.
- A care plan needs to be organised for staff to follow.
- Staff need to know what action to take in an emergency.
- Appropriate training and guidance needs to be given to allow staff to carry out their duties.
- Children who have care plans will have their names displayed, in the cupboard, in the medical room. This will ensure that staff are aware of children who require additional medical support.

## **Disposal of medicines**

- Parents are responsible for disposing of expired medications.
- Medicines should be returned home at the end of the summer term.

## **Hygiene and infection**

- Staff will follow basic hygiene and infection control procedures.
- Staff will use disposable gloves when dealing with blood and other bodily fluids.
- Staff need to adhere to policies in accordance to Norfolk County Council guidelines.

## Appendix

**First Aid At Work  
Certificate holders  
(all exp. March 2021):**

Tina Allen

Lisa Heir

Simon Mansell

Suzanne McCaig

I Stocker

H West

**Paediatric First Aid Certificate  
holders  
(all exp. March 2021):**

Mrs E Harrison

**Emergency First Aid At Work  
Certificate holders  
(all exp. June / July 2020):**

Gail Barker

Alison Copeman

Alison Todd

Julie Pumphrey

Steven Pegg

Marion Pegg

Elly Knowles

Marianne Coleman

John Perrem

Kerry Borrett

Sarah Bignold

Denese Benn

Simone Stoppani

Gemma Keogh

Emma Blake