



BEECH GROVE PRIMARY SCHOOL

First Aid and Medicines Policy

Aim

At Beech Grove Primary School we always aim to keep our staff and children safe and free from harm. However, unexpected injuries and illnesses do occur at times, and we are aware of the importance of setting clear procedures which all staff follow.

Accidental Injuries

All accidental injuries must be recorded in the Accident Records Book by the adult to whom it is reported, or who witnessed the event. Serious accidents are reported by the SBM to HSE in accordance with RIDDOR.

Whilst minor injuries can be dealt with by teachers, TAs, and Lunchtime Supervisors, advice and assistance should always be sought from a First-Aider if there are any concerns, **and always in the case of injuries to the head.**

A child who appears seriously injured (suspected fracture, serious bleeding etc.) should not be moved. A First-Aider must be called immediately and will go to the child.

Head Injuries

Parent will be informed by letter if a child suffers an injury to the head. Wherever possible they will also be informed by telephone. At this time they may be advised to collect the child and take them home or to seek further medical advice.

Illness

If a child in Y1 – Y6 complains of pain or illness and appears distressed or unwell they will be seen by a First Aider who will decide whether parents should be contacted and asked to collect them.

In the case of Foundation Stage children, this decision will be taken by one of the Nursery Nurses who are all trained in Paediatric First Aid.

First-Aiders

All Teaching Assistants are qualified First-Aiders in school. All staff are aware of who they are.

Resources

All First Aid equipment is stored in the medical room, located on the KS2 corridor. Disposable gloves are stored with the First Aid equipment, and should always be used to avoid cross-contamination and direct contact with blood or other bodily fluids.

First Aid travel boxes are also stored in the medical room and contain basic equipment to be taken on school trips.

Administration of Medicines

Parents wishing to have medication administered to their child during the school day must complete a permission form which is available in the main office. The medication must be prescribed by the GP and will be kept in a secure cabinet.

A record is kept of all drugs administered at school. This is stored in or near to the cabinet.

Children with Special Medical Conditions

Children with specific medical conditions and treatment are photographed and their details displayed in the staffroom. The kitchen staff is made aware of any child with food allergies.

Several members of staff have been trained and are willing to administer medication from an Epi pen in the case of anaphylaxis.

Asthma Inhalers

Children needing to use inhalers must have ready access to them and in most cases (age appropriate) inhalers will be kept by the child in a pocket or bag. We strongly encourage parents to send a spare inhaler to be stored in school. There are also a number of emergency inhalers held in school, administered by our SENDco Mrs A Morgan.

Emergencies

In the case of a serious illness or accident, an ambulance will be called and every attempt will be made to contact the child's parent or carer. If this is not possible a member of school staff will accompany the child to hospital.

Adopted by Governors June 2021

To be reviewed June 2022