

GREENFIELDS SCHOOL POLICY
FIRST AID, MEDICINE AND MEDICAL NEEDS
(Revised September 2016)

RESPONSIBILITY

Trust Management, with the Appointed Person for First Aid, has general responsibility for all the school's policies which are implemented by the Executive Head as stated in Guidance on first aid for schools and Supporting pupils with medical needs. (DfE)

FIRST AIDERS

Staff can usually give simple first aid and administer medicine where there is written parental permission. The school will always ensure that there is at least one qualified first aider on site during school hours.

Many of the teachers and staff are trained in First Aid and are put through regular refresher courses every 3 years.

The Appointed Person administers first aid, orders first aid supplies and equipment. She calls emergency services if required.

Paediatric First Aid

Under the Early Years Foundation Stage requirements at least one person on the premises and at least one person on outings must have a paediatric first aid certificate. In Greenfields we have 6 paediatric first aiders in the Junior, Infant and Nursery School and 2 in the Senior School.

In the Junior, Infant and Nursery School they are:

Dominic Douglas, Miri McQuade, Glynis Turton, Cristiana de Silva, Sam Windle and Doreen Wilson.

In the Senior School they are: Franca Miltenburg and Marina Savina.

There are a further 5 first aid trained staff in the Senior School and these include the Appointed Person for First Aid, the Qualifications Secretary, Head of Boarding and Deputy and the Head of Sport,

The overall Appointed Person is the Student Consultant, Franca Miltenburg.

Certificates for Emergency First Aid for Appointed Persons are held by personnel in:

Boarding: Danny and Anouk Fumagalli

Sports: Rupert Murphy

Science: Jeff Smith

Other senior staff with certificates are:

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Heather Stokes, David Hutt, Beryl Garside and LJ Daly.

EQUIPMENT AND SUPPLIES

First Aid equipment is kept in the First Aid room and in the Junior, Infant and Nursery Schooloffice. The Sports Department have their own first aid equipment in case of injuries during a lesson.

The First Aid stations are situated in the First Aid room, the Boarding office and the Junior, Infant and Nursery School office. Staff can take a box out on playground duty. Spare boxes must be taken on school trips, sports matches and outings. Staff are responsible for requesting new stock when it runs low.

MEDICINES

Staff are prepared to administer certain medicines provided the parent gives details and signs a permission form – see medical needs section. These forms are kept in the First Aid room and Junior, Infant and Nursery Schooloffice.

FIRST AID

First Aid is administered to students with minor injuries, those who are ill, accidents (major injuries) and medical emergencies which are all recorded in the appropriate log books. It is administered as instantly as possible. Lotions, sprays and creams will only be given with parental consent.

MINOR INJURIES

When a child is injured the staff member on duty is to adjudicate the severity of the injury and if minor should be able to deal with the matter, such as grazed knees, sand in the eyes, thorn in the finger etc.

Hands must be washed before and after dealing with any cuts and grazes. Use disposable gloves if the wound is bleeding.

Use water only to clean cuts or grazes. No lotions or creams should be used. If necessary, cover the cut with a plaster or other dressing.

ILL HEALTH

If children are unwell, have lice or nits (lice eggs), any transferable illness or anything contagious, such as conjunctivitis, measles, mumps, chickenpox, scarlet fever, impetigo etc. they are sent to the Junior, Infant and Nursery School Office or the First Aid Room and the parent will be called to collect the child immediately.

When children contract infectious illnesses they should stay at home until they are no longer contagious. Children who have diarrhoea and/or vomiting must remain at

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home for at least 48 hours afterwards with no re- occurrence of the sickness before returning to school.

Parents are asked to inform the nursery if their child or children are found to have an infectious illness.

As a general rule it is recommended that children who are unwell are kept at home until they have recovered.

In the case of a boarder, arrangements are made through the Appointed Person and/or Qualifications personnel for the care of the boarder during the day with a full hand over to Boarding personnel after school.

Recording:

All the information on the student is written in the minor injury book or the ill-health book, depending on the type of incident.

Minor Injury: The date, time, place; student's name; details of injury and what first aid was given; what happened to the student afterwards (back to class, home); name and signature of the person dealing with the incident are all entered in the log.

Ill health: The date, time; student's name, class; details of illness and what first aid was given; what happened to the student afterwards (went home, back to class); name and signature of the person dealing with the incident are all entered in the log.

ACCIDENTS/ EMERGENCIES

If the injury has rendered the student unconscious and/or the student is in danger one should use common sense and call an ambulance as in some instances a matter of minutes can be crucial.

Any seriously injured student has to come to the First Aid room immediately after the accident has happened. If this isn't possible, due to the severity of the accident, someone else should alert the Appointed Person with specific data of the injury, whilst the injured student continues to be supervised by the teacher.

If the Appointed Person happens not to be on site, responsibility to attend to the student falls on other Qualifications Staff.

The Appointed Person will decide to move/not move the student to the First Aid room. The parent is immediately contacted if it has been decided that the student needs further medical attention by a hospital/doctor.

If the parent can come to school within reasonable time, the Appointed Person gives all necessary details to the parent and a full report of the incident is written up afterwards and sent to them.

If a student is seriously injured and/or needs hospital treatment, the parent/emergency contact will be called. If the school is unable to contact either of

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the above, the Appointed Person or a staff member will accompany the student to the hospital and remain with the student until the parent arrives. If the student is taken to hospital by ambulance, likewise a staff member will accompany him and stay until the parent/emergency contact arrives.

If the student is a boarder, information and coordination is with the Head of Boarding. Written permission for the boarder to receive medical treatment is also taken to the hospital.

Parents/boarders must be informed immediately of a head injury.

A head injury letter has to be sent home that same day. If the student doesn't return to school after 3 days the parents are contacted as to why and all communications have to be written down with date & time. If the student does not return to school after 1 week, a report must be sent to the Health and Safety Officer in Greenfields.

Recording:

The staff administering first aid are responsible for recording all accidents in the accident book in the First Aid Office. Copies must be given to the parents.

Any work-related or serious injury to a child or adult must be referred to the school's Health and Safety person for investigation and risk assessment.

MEDICAL NEEDS

Parents or guardians have prime responsibility for their child's health and should provide the school with information about their child's medical needs upon registration. Should a child have a specific medical need, for example asthma, diabetes, a Personal Health Care Plan is drawn up between the parents and the school. Staff will be informed of any plan on a "need to know" basis only.

Parents are responsible for making sure that their child is well enough to attend school.

There is no legal obligation which requires staff members to administer medication but staff members may give out any medicine to a pupil with signed consent of a parent/guardian on a medication form. For pupils with long-term needs (such as asthma) the medication form only needs to be filled in at the beginning of each academic year.

Any prescribed/non-prescribed medicine should be labelled with the child's name and date and given to the child's teacher for the Junior, Infant and Nursery School, who will place it in a locked cupboard in the school office, or to the Appointed Person for the Senior School, with the signed medication form. All such medicines are kept in locked cupboards together with the signed forms. The medicines should be brought in and collected each day by a parent or other adult.

Travel sickness and outings; the student should be given the appropriate medication before leaving home, and when a written parental consent is received he/she may be given a further dose before leaving for the return journey. The assigned staff

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member is to administer and keep the medicine safe. If it is necessary to administer an “over the counter” medicine whilst on an outing, a special parental consent form is available from the Appointed Person or Head of Junior, Infant and Nursery School which will provide an “if needed authority”. A written record is kept and logged afterwards.

Any homeopathic remedies, vitamins, period pain remedies, creams, lotions, sprays and the like should be given before and after school hours. They cannot be administered in school.

Permission for boarders who require any medication during the day is obtained from the Head of Boarding.

Spare asthma inhalers and epipens must not be locked away as they may be needed urgently. Older students may have inhalers on them but must sign an attest form with the Appointed Person.

Any staff administering medicine must check the information on the medical forms with regard to name, instructions, dose and expiry date.

Recording:

The staff member, administering the medicine, must fill in the Medicine log. In the EYFS area, the log is shown to the parent and signed the same day.

Written by the Appointed Person for First Aid

Approved by Trust Management

January 2011

Updated January 2015 and reviewed by Trust Management in September 2016