



First Aid: including Management of Medical Conditions

Rationale:

This policy is to ensure utmost safety for all adults and children of Weare Academy First School regarding the administration of medicines and First Aid and 'Safety at Play.'

Aim:

The aim of this policy is to confirm agreed procedure and understanding for all adults currently employed at Weare Academy First School and to provide guidance for new staff in order to achieve consistent good practice.

We also aim, through this policy, to demonstrate our commitment towards children and their families in giving our pupils the medical attention and First Aid required to allow them to continue, undisturbed, in their learning or to prepare them for more professional assistance should this be required.

Staff Qualifications and Training:

First Aid training is timetabled so that valid training overlaps. This ensures that there is always the appropriate number of people qualified at any one time. A list of qualified First Aiders is visible in the First Aid room and in the School Office. First Aid training is valid for 3yrs. All staff are trained in the use of Epipens and Asthma inhalers. This training is repeated every 2 years. The school budgets for training for medical items.

School Strategies to ensure safety on site:

- Children play in specifically demarcated areas of the playground/school field and are supervised on an agreed acceptable ratio
- Children do not return to classrooms once playtime has begun.
- Children do not carry out errands around the school individually.
- Access by adults to the school is restricted within Safeguarding guidelines during the school day.
- Vehicle deliveries do not come on to school grounds during the school day, except in exceptional circumstances, when they are directed by the school office staff.

Procedural location of information and action:

- Registers are taken according to County guidance.
- Absences are explained to our satisfaction or chased up every morning before 9.30am
- Letters from parents regarding absence are filed, as are holiday request forms.
- Contact numbers for all families are kept securely in the school office, whereabouts known to all staff.
- Children who may appear to be ill are only sent home at the discretion of the Headteacher/ Senior Leader on site.
- A generic letter, giving permission for local activities (within walking distance of school) is signed by all parents at the beginning of their child's education.
- Specific trips of further distance away, are always served by a letter to parents with their signature of permission.
- If a child requires hospitalisation, parent/carer will be informed if possible and the child will be accompanied by a member of staff.
- An Accident book is kept in office and the relevant forms must be completed by the person who administered the First Aid.
- If a child has a significant bump or accident a phone call will be made to home. Bumped head stickers are issued always issued.
- Information about where pupils' medication is kept is in the front of the relevant class register.

Risk Assessments:

- Medical risk assessments for specific conditions such as asthma and diabetes are administered through the EEC health and safety suite.
- Risk assessments (Flamefast) are completed for all trips out of school.

Location and procedural administration of medication:

- A list of children with allergies is kept in the first aid room and provided to all staff.
- A list of children with medical conditions is kept in the first aid room and provided to all staff.
- The First Aid cupboard in the First Aid room is ordered and tidy, with a named box/bag for each child, requiring special equipment.
- Inhalers are named and kept in the relevant pupils own classrooms, in a safe place (a box), where they are accessible to users.
- Other medication is kept in the First Aid room, in boxes named for each relevant pupil.
- Teaching and support staff do administer medicine. A permission letter must be signed by the parent before medicine will be administered.
- Parents are encouraged to ask doctors for medicines which can be administered outside of school hours. If a child needs medication during the school day it is preferable for parents to administer it. Parents should come to the school office,

- sign in and wait for their child to be fetched. Medicine is administered in the school office or staff room.
- We seek to work with parents and other professionals to assist pupils with long term or complex medical needs. A member of the SEN team meet with parents of pupils with specific medical needs to develop a specific health care plan.
 - The Head's office / staff room / medical room can be used for occasions when staff might be ill or upset and need privacy.

Physical Education:

- PE is carried out within safety guidelines. Use of mats and other equipment has been explained to all staff. PE equipment is inspected regularly, according to government guidelines, by the PE equipment inspector.

Linked documents:

- Health and Safety Policy
- Safeguarding Policy
- Letters to parents regarding medicine.
- Timetables / rotas for playground duties.
- Staffing structure.
- List of current First Aiders

Signed by Chair of Governors:

Signed by Headteacher Denise Mawdsley

Date:

Date of Review: 2019