

# St Mary's Rickmansworth Church of England Primary School



## First Aid and Medical Needs Policy

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<b>ISSUE DATE:</b>	<b>July 2024</b>
<b>REVIEW DATE:</b>	<b>July 2027</b>

St Mary's Rickmansworth Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share the same commitment. All staff and volunteers are subject to an enhanced DBS check. Please refer to the school's Safeguarding Children policy.

## **Dealing with Injuries**

The vast majority of school-based injuries, such as grazes, require minimal treatment and can be dealt with by most members of staff acting in a sensitive and caring manner. However, staff are not expected to deal with first aid issues if they do not feel confident or competent to do so.

The school have trained Paediatric first aiders in the Foundation Stage and school. Some staff have had basic first aid training and the school nurse provides advice on suitable training for the school's annual refresher on when and how to use an epi-pen. Additional training is given if children, with diagnosed medical conditions are admitted and a care plan is formulated and agreed between medical professionals, parents/ carers and the school.

At present our named first aiders are:

Katie Bennett  
Rebecca Bartram  
Miranda Collett  
Helen Crilly  
Carol Lattimer  
Jo Lee  
Kim Lucock  
Moira McLeod  
Clare Merrell  
Moira McLeod  
Dawn Norman  
Tracy Palmer  
Wendy Partlett  
Chrissy Perry  
Hannah Rayburn  
Debbie Sharp  
Louis Torrano  
Debbie Wilson

A list of Named First Aiders is displayed in the School office, Reception, KS1 and KS2 classroom areas, and in the Annex.

## **Medical Protocols**

Those children with ongoing medical conditions which may require the administration of first aid or medicine during the school day have a medical protocol. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with First Aid and Medical Needs Policy

any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard. These are reviewed annually with advice sought from the school nurse and/or other relevant medical professionals, and include a photograph of the child. Protocols are located in the main office, and a copy is held in the child's admission folder and in the classroom. Parents are expected to provide medical equipment and appropriate disposal facilities; for example, to dispose of insulin needles.

## **Medicines**

We comply with the DFES guidance, **Managing Medicines in Schools and Early Years Settings (DES 2005.)** A copy is available in school. Parents are expected to complete a form (Med 1) and all prescribed medicines which have been formally agreed, are kept locked in the classroom first aid cabinets or in the medical fridge located in the School office area, when necessary. A record will be kept whenever medicines are administered. Parents are also expected to complete a form (Med 2) for all non-prescribed medicines e.g. throat sweets, nappy creams, Calpol, paracetamol etc. Children are NOT permitted to have medicines on them/in their school bags.

## **Location & Storage of First Aid Equipment**

First aid equipment is stored in the first aid cupboards, situated in the disabled toilet area and also in the Hub room. Stock is regularly checked and ordered by the lead first aider. First aid equipment for each class is kept in Green first aid boxes stored on top of the classroom medical cabinets, and First aid equipment for break times, afterschool clubs and school trips is stored in Portable green first aid bags, hung on the wall in the KS1, KS2, and the school office.

## **Minimal injuries**

All first aid administered is recorded in a log located in carbon copy first aid books located in every school communal area (School office, Reception, KS1, KS2, Annex building/ JD Club).

When logging the injury it is important to log what first aid was administered. The Lead First Aider monitors the records at least once a half term.

All accidents requiring first aid treatment are to be recorded with the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Location of accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

## **Head Injuries**

Ice packs are available from the freezer in the staffroom or in the dining room. A number of instant ice packs are available to take on trips. These are kept in the First Aid supplies cupboard. All head injuries, even minor bumps are recorded in the carbon copy first aid books. The child will be given a copy of the written first aid record to take home. Where staff have concerns about a head injury, parents/ carers will be called. Again all injuries will be logged in the carbon copy first aid books and when necessary parents will be informed.

## **Blood Injuries**

All staff are aware of the necessity of wearing gloves at all times when dealing with blood, and the need to thoroughly wash their hands once treatment has finished. Disposable vinyl gloves are available in the first aid cupboard, classrooms and portable first aid kits to take out on trips. Injuries which result in blood loss are always covered to avoid infection. There is a disposable yellow bin bag in the disabled toilet area to contain items which have been contaminated by blood, and any fluid spillages are covered with Sani dry and the affected area deeply cleaned to avoid the risk of infection.

## **Asthma and epi-pens**

All staff are aware of pupils that have asthma and staff should know where a child's inhaler is at all times. A child should be able to say when they need to take their inhaler. The child's inhaler must be kept in the classroom lockable first aid cabinets in a clearly labelled medical bag. Staff must ensure that a pupil has an inhaler with them whenever they leave the school i.e. on field trips.

Prevent Inhalers (brown) which are taken morning and evening do not need to come into school as they cannot be used during an asthma attack, we only require Reliever Inhalers (blue) to come into school.

The Lead First Aider is responsible for requesting new inhalers if due to run out/ expire and will check dates monthly to ensure medication is in date.

If staff suspect a child has gone into Anaphylaxis shock then a prescribed epi-pen only for that child must be administered immediately, and the ambulance service called.

In extreme life threatening circumstances, and only under the direction of the ambulance service, should staff use another child's epi-pen.

Epi-pens as with all life preserving medication **MUST** be taken on trips/outings and to swimming lessons.

## **ANAPHYLAXIS**

**Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment.** When such severe allergies are diagnosed, the children concerned are made aware from a very early age of what they can and cannot eat and drink and, in the majority of cases they go through the whole of their school lives without incident. The most common cause is food – in particular nuts, fish, and dairy products. Wasp and bee stings can also cause allergic reaction. In its most severe form the condition can be life-threatening, but it can be treated with medication. This may include antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

## **Breaks and lesson time**

When injuries cannot be dealt with in the classroom or on the playground, children should be sent to the office with a buddy where a member of the admin team will deal with the child and record their illness/injury.

## **Lunchtimes**

First aid requirements at lunchtime is dealt with by our Teaching Assistants who have had first aid training. However, any serious concerns are always referred to the Lead First Aider or member of the office team.

## **Visits and events off-site**

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the school business manager before the event is organised.

## **Emergency Procedures**

Each classroom has a phone to summon assistance in an emergency.

First aid kits are carried on all trips outside school, including swimming lessons. This is recorded on all risk assessments.

If an ambulance is required, another member of staff will dial 999 to allow a first aider to remain with the casualty. A copy of the casualty's medical details will be taken from school files, copied and handed to paramedics when they arrive, to accompany the casualty to hospital. Parents will be called. If the casualty is taken to hospital before parents/ carers can be with the casualty a member of staff will accompany the casualty to hospital. Once the casualty has been assessed by paramedics and either taken to hospital, taken home or deemed fit to stay, the relevant forms (RIDDOR or IDOR) will be completed, photocopy taken and the original will be sent to HCC Education H&S Team at County Hall.

## **Sending Children Home**

The Head/ Senior Leadership Team or Lead First Aider will be consulted before contacting parents. Children will not be allowed to walk home alone. If the Head / SLT / Lead First Aider feels that the child should attend hospital then either an ambulance will be called or the child's parents will be asked to collect the child, depending on the severity of the accident.

## **Foundation Stage**

Staff working in the Early Years Foundation Stage classrooms, are required to be trained in Paediatric First Aid which is renewed every 3 years.

Before admission, parents/carers complete forms relating to special health requirements, concerns and allergies. Children with known medical conditions will have a personal medical protocol which ensures the school is aware of the condition the child has and of any specific health care needs and medication required to be taken regularly.

## **First Aid Training**

The Head teacher/ SLT / Lead First Aider will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, and that they are adequately trained to meet their statutory duties.

Qualified professionals are employed to provide up to date training to staff, such as recommended First Aid trainers or the school nurse. All staff are encouraged to participate in the training. A record of staff training is held in the school office.

A defibrillator is located in the communal KS2 corridor.

This should only be used by a named Paediatric First Aider and under the direction of the ambulance service.

Staff will follow the on screen instructions and the pads will be checked and changed annually by a designated Paramedic.

## **Equality**

In accordance with the Equality Act 2010 we seek to;

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the act
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Our community cohesion policy is part of our commitment to the Equality Act. We offer as a school to read through and translate all correspondence with our community so that all members of our community can access information equally.



Chess Valley  
Primary  
Learning  
Trust

St Mary's  
Rickmansworth  
Church of  
England



Tel: 01923776529; Email: [admin@stmarys698.herts.sch.uk](mailto:admin@stmarys698.herts.sch.uk); Website: [www.stmarys698.herts.sch.uk](http://www.stmarys698.herts.sch.uk)  
Headteacher: Mrs N Maxwell, St Mary's Rickmansworth, C of E Primary School, Stockers Farm Road, Rickmansworth, Hertfordshire, WD3 1NY.

**MED1 FORM - PRESCRIBED**

**REQUEST FOR SCHOOL TO ADMINISTER MEDICINE**

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

**DETAILS OF PUPIL**

Surname: .....

Forename(s): .....

Address:.....

.....

M/F ..... Date of Birth:..... Class/Form:.....

Medical condition or illness.....

**MEDICATION (As described on the container)**

Name/Type of Medication.....

For how long will your child take this medication .....

Date dispensed: .....

Expiry date: .....

**DIRECTION OF USE:**

Dosage and Method: .....

Timing:.....

Special Precautions: .....

Side Effects: .....

Procedures to take in an Emergency: .....

I understand that I must deliver the medicine personally, in the original container as dispensed by the pharmacy, to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. Please be aware, if medication is past its expiration date, it will not be administered.

Signature(s): .....Date:.....

Relationship to pupil: .....



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Headteacher: Mrs N Maxwell, St Mary's Rickmansworth, C of E Primary School, Stockers Farm Road, Rickmansworth, Hertfordshire, WD3 1NY.

**MED2 FORM – NON PRESCRIBED**

**REQUEST FOR SCHOOL TO ADMINISTER MEDICINE**

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

**DETAILS OF PUPIL**

Surname: .....

Forename(s): .....

Address:.....

.....

M/F ..... Date of Birth:..... Class/Form:.....

Medical condition or illness.....

**MEDICATION (As described on the container)**

Name/Type of Medication.....

For how long will your child take this medication .....

Date dispensed: .....

Expiry date: .....

**DIRECTION OF USE:**

Dosage and Method: .....

Timing:.....

Special Precautions: .....

Side Effects: .....

Procedures to take in an Emergency: .....

I understand that I must deliver the medicine personally, in the original container as dispensed by the pharmacy, to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. Please be aware, if medication is past its expiration date, it will not be administered.

Signature(s): .....Date:.....

Relationship to pupil: .....