

Heathfield Schools' Partnership

First Aid Policy

Rationale

As members of Heathfield Schools' Partnership we are committed to ensuring that all children who need first aid feel safe and are cared for in the best way.

Aims

- To ensure that all children who need to receive first aid are cared for safely in school
- To ensure that all members of staff clearly understand the arrangements and shared structure put in place to manage medical needs and first aid at our school

Procedures

- Children who have an accident such as a slip/trip/fall or become unwell are advised to go or when necessary be taken to the Medical Room to be seen by the Welfare Staff

The Medical Room, located in the centre of the school for easy access during curriculum and play times is staffed from 08:50 to 13:00. At all other times, a first aider is on duty in the school and contactable via the school offices or the 'Green Button' in an emergency.

Minor

Outside of medical room times minor injuries will be dealt with by members of staff in the class or the school offices. Details of the injury and treatment given will be emailed to the medical room using medical@heathfield-inf.richmond.sch.uk so the records can be up dated by the morning Welfare staff.

Head Injuries

All head injuries are taken seriously and dealt with by a trained first aider. A telephone call informing the parents of any head related incident is made and the injury recorded. The child will receive regular checks until they go home and a letter informing the child's parents is sent home with them. If a child becomes unwell following a head injury the parent will be called or called back and if necessary and ambulance called.

Major Injuries

Whilst the Welfare staff tend to the child the Office staff, who have emergency contact numbers, will contact parents or carers and inform them of the incident. Parents and carers will be informed immediately of any action taken and if necessary an ambulance called. An emergency sheet detailing information about the child, contact numbers and known medical conditions will be handed to the paramedics

and a known member of staff will always accompany the injured party to hospital unless a parent/carer is able to attend the school site before the ambulance leaves.

Staff will take into consideration, any known medical wishes for the child. After the child has received treatment at school or been taken to hospital, whichever is deemed necessary by the paramedic staff an accident report will be completed on the local authority's system and sent to the Health and Safety Department run by the Royal Borough of Kingston.

Precautions

- Staff are provided with disposable protective gloves and aprons to prevent any cross contamination.
- The caretaking team will be contacted if fluids need to be cleaned away. The toilets and floors are washed / disinfected daily and additionally as required.
- If a child presents with an infectious illness they will not return to class but wait with a staff member for their parent / carer to collect them and if necessary seek medical advice.
- If a child has to have medical support in intimate areas, it is administered with two adults present and, wherever possible, with parental consent for the protection of all concerned. *Please refer to the Intimate Care Policy (available on the school server).*

Known Medical Conditions

Supporting pupils at school with Medical Conditions

A record of all children with known medical needs is kept by the school offices and updated annually, or at the time of any changes or additions to the child's needs. Information about the children's medical needs, as required to be known by the teacher, is kept in the class 'Yellow Folder'.

Asthma

A record of pupils who suffer from asthma is kept and is accessible to all members of staff. Children who need regular medication have their asthma pumps kept in the welfare room, situated in the infant school and the junior office and can be accessed any time.

Where possible staff work with parents to support the children and enable them to administer their own asthma medication under supervision.

Other Known Conditions

If a child suffers from any other known condition records are kept in the office and where necessary, appropriate training is arranged for relevant staff members.

If there is a confirmed case of a notifiable condition in the school both parents of pupils and staff members identified as vulnerable owing to a pre-existing condition or a pregnant member of staff will be informed so that they can discuss with their own health provider whether they need to follow any precautionary measures.

Administering Medication in School

Medicines to be administered at school should be prescribed by a health professional and the medicines must have the dispensing label on them or their box. The 'HeathfieldSchoolsPartnership_AdministeringMedication_Nov2022' form, available from the school office, must be completed by the parent / carer detailing the name of the medication, the dosage to be given and when. Parents **must** hand the completed form and the medication to an adult staff member, it **must not** be given to the child or placed in their bag. No medication will be given to a child without written consent.

Medications past their expiry date will not be accepted by the school and will not be given to the child.

For ongoing health conditions it is the parent's responsibility to provide replacement medication as the expiry date for the medication in school approaches.

The school does have available non-prescribed medication such as paracetamol in suspension and antihistamine. It would only be used if a child is complaining of a headache, toothache, period pains or an allergic reaction.

This medication will only be given to children whose condition has come on during the school day and only with parental consent. In the first instance this consent will have to be verbal via the telephone with the agreement of the parent / carer that they provide us with an email address they can access at that point in time so they can complete the relevant sections and email back immediately to medical@heathfield-inf.richmond.sch.uk for the infant school and parents@heathfield-inf.richmond.sch.uk for the junior school. If the parent does not have access to an email account they will be asked to sign the consent form at the end of the school day when they collect their child. The one time consent form is attached, please see Appendix A.

Reviewed – autumn 2022

To be reviewed autumn 2025



Heathfield Schools' Partnership

ONE TIME PARENTAL / CARER CONSENT FORM

ADMINISTERING MEDICATION

Following a telephone call received today _____(date)

at _____(time of call)

from _____(member of staff's name)

I gave my verbal consent for my child _____(child's name)

to be given the following medication;

Name of Medication: _____

Dosage given: _____

Time medication was given: _____

Reason for administering medication:

I confirm that I gave my verbal consent and agreed to this medication being given to my child.

Parent / carer's name: _____

Parent / carer's signature: _____

Date: _____