

Bolsover Infants and Nursery School

First Aid Policy



This Policy has been written in accordance with the wishes of staff, children and Governors of Bolsover Infants and Nursery School.

Date Agreed.....

Signed.....

First Aid / Medication Policy

At Bolsover Infants and Nursery we value children and aim to support them in being healthy, happy, successful and safe. However, sometimes it is only natural that children are unwell or have accidents. As a result we may, at times need to administer medication and or First Aid and believe that this should be carried out following the law, as well as medical advice. We are aware as a school that we are not fully trained health professionals and would always refer to School Health, Health Visitors and or other health professionals when/ where the need arises.

Administering First Aid

We always have at least one First Aider on site, as well as one member of staff that is Pediatric First Aid Trained.

AIMS

Following Government guidelines the following points should be noted:

Prescribed Medication

- Prescribed medication will only be administered by staff if the parent has filled out and signed a Medication form (see attached). The form will be kept with the medication and will be filled out each time a child receives his/her medication.

We would ask that parents try to avoid staff having to give medication by:

1. Giving children their medication before school, after school and before bed.
2. Coming up to school at lunch time and administering it themselves.

Where this cannot be avoided parents are responsible for delivery and collection of the medicine from the school office. The headteacher and or delegated staff are responsible for its administration and will ensure it is kept in a safe and secure place in school.

On-going medication will be the responsibility of a named person and it will be their responsibility to ensure it is administered. Health Plans will be written for these children in conjunction with school health. The class teacher will over see this daily medication, however a number of staff will undertake the training for administration and a cover supervisor will be named.

Non-prescribed medication

- Non-prescribed medication will not be administered by staff.

However, under certain circumstances, such as when pupils are away on residential trips, it may be appropriate for the Head to seek written permission from the parents to administer a mild analgesic, such as paracetamol to relieve pain, should this be necessary.

- No non-prescribed creams or lotions will not be administered by staff e.g. Arnica cream, Witchhazel.

Sun lotion will be the responsibility of parents and will be applied before and after school. If a child brings their own sun cream to school they will be supported in its application, but only on their face and arms. EYFS staff may keep a stock of sun cream for sunny days, but will only support its application if parents have given permission.

- All Epipens/ventilators etc. must be kept in a safe place, in the classroom, out of the reach of children. They should be accompanied by a letter from the parents stating exactly when and how they are to be administered (see attached form). Staff will undertake regular training in order to administer any medication which may need medical support (e.g. epipen, ventilators or diabetes equipment).

- The school Nurse/ other professionals (hospital etc) will be advised/informed /referred to regarding any on-going medication being administered.
- All administration of medication on school property will be accompanied by a Parental consent form which will be kept with medication and then filed in the school office.

First Aid

No personnel will administer First aid unless they have been fully trained by a certified Trainer.

- The school will ensure that there is a trained Pediatric First Aider on site at all times, along with any number of First Aiders.
- First Aid incidents in class will be rung through to the school office, where a full list of available trained personnel will be kept.
- A designated First aid station will be available at all outside plays, including lunchtime.
- Incidents and accidents in class will not be treated by the class teacher, unless they are fully trained.

- No staff will change children in a closed space, without another adult present, (unless this is a regular activity and written into their care plan).
- Most small incidents will be dealt with by a first aider, following their training; the incident will then be recorded in the First Aid book and passed onto the class teacher to report to parents.
- Any bumped heads will be reported to the teacher and parents and will be accompanied by a bumped head letter.
- Any serious marking to a child's face or head will trigger a phone call home for parents to decide whether to call in / seek medical advice / visit the doctor / hospital or monitor the situation.
- If a child needs to visit a hospital parents will be contacted first / during the decision making process. Parents will be encouraged to take children themselves, unless an ambulance is needed. If parents are unavailable, a senior member of personnel and or First Aider will accompany the child to hospital, until such time as a parent is available. Car seats and seat belts will be used. All senior personnel will have appropriate insurance and will be accompanied by a first aider.

First Aid Treatment

- Individually wrapped sterile adhesive dressings are safe to use provided that they are not used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used, first aiders should establish whether the person requiring treatment has such an allergy. If the person has such an allergy, an alternative dressing ie. A hypo-allergic plaster or dressing should be used.

All cuts and bruises should be cleaned with water. [The use of antiseptics is not necessary for the treatment of wounds].

- Bumped heads, knees etc will be treated with a cold compress, however more severe bangs will be given an ice pack which are kept in all freezer compartments in school.
- First aid equipment will be the responsibility of the office staff and all classrooms will have a fully stocked first aid kit which is checked monthly. All communal First aid kits will be the responsibility of the first aider using them to ask for a re-stock. All First aid stock will be kept in a locked office cupboard.

School Health / Medical advice

The school will always work closely with school health, when dealing with Medications or when seeking advice or signposting parents on health matters. We will always recommend following Doctors advice and would always suggest that parents seek medical advice where possible.

In cases where medical advice has been sought or has been given and is ambiguous then the 'Guidance on Infection Control in Schools and other Childcare Settings' published by the Health Protection Agency will be used.