



FIRST AID, ACCIDENTS AND ADMINISTRATION OF MEDICINES POLICY

STATEMENT

Our school is conscious of its obligation under the Health and Safety (First Aid) Regulations 1981 and guidance from the Department for Education, the Education Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and qualified first aid personnel to assist members of staff, pupils and visitors. As a result, this policy has been drawn up to give details of the first aid arrangements which have been made at our school. Additional information can be found in our 'Supporting pupils at school with medical conditions and the administration of medicine policy'.

PRINCIPLES AND PRACTICE OF FIRST AID

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities and materials available. It is the approved method of treating a casualty until placed, if necessary, in the care of a parent/carer, doctor or hospital. First aid is given to reassure casualties, to promote recovery and prevent the condition worsening.

FIRST AID ARRANGEMENTS

All support staff in classrooms have basic first aid as part of their job description. We have 11 Paediatric First Aiders.

Trained and qualified First Aiders are those members of staff who have attended a course of training on first aid (i.e. First Aid at Work, Emergency First Aid, Emergency First Aid at Work adapted for children, Paediatric First Aid or a Refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.

A Paediatric First Aid certificate is valid for three years and has to be updated by means of a refresher course.

The duties of the trained and qualified first aider are:

- To assess the situation where there is an injured or ill person.
- To give immediate and appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention.
- To arrange, without delay, for the casualty to be transported either to a doctor, hospital or home, according to the seriousness of the condition. The first aiders responsibility ends when the casualty is handed to the care of parent/carer or an

appropriate person. The first aider should not hand over until they have reported to whoever takes charge and have ascertained whether they can be of any further assistance.

- Ensuring that there is an adequate supply of materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date.
- Completing the accident records online and paper records, for all minor injuries, head injuries and near misses.
- Ensuring the medical requirements of pupils with an individual Health Care Plan (IHCP) are carried out correctly, as per our supporting children with Medical Needs Policy.

Administering First Aid

- First Aid is administered in school by qualified first aiders
- First aiders should be consulted if any member of staff is concerned regarding treatment of injuries or advice is needed.
- Any member of staff can administer first aid to minor grazes.
- All members of staff should wear medisafe or equivalent gloves before treating any open wounds or cleaning up bodily fluids.
- Clean running water only can be used to clean the graze. Water should not be applied to a graze using cotton wool. Where required plasters will be applied after checking that the child has no allergies to this form of dressing.
- A cold compress or ice pack should be applied to any bang/bump.
- When a child receives an injury to the head, they will be observed by a first aider, if the child is happy to continue the school day they will be returned to their class and a member of the administration team will notify their Class Teacher so they can observe the child in class. Parents/Carers will be notified of the head injury via a text message. Parents will be given the opportunity to collect their child after a head injury if they are concerned. If the child is unable to continue the day, arrangements will be made for them to be collected. All head injuries will receive a letter completed by the first aider that carried out the treatment.
- All first aid administered to pupils is recorded and records are kept on file.
- If an injury needs treatment this will be recorded and the appropriate injury form completed and sent home with the child. Where it is considered that injuries received may need monitoring, parents/emergency contacts will be contacted and informed. This does not necessarily mean that the child will need to be sent home
- If a child is unwell in the classroom they should be sent down to the medical room and a first aider informed. The adult who brings the child to the medical room should stay with the child until the first aider appears.
- If it is felt necessary that a child should be sent home the qualified first aider dealing with the situation will inform the parent/emergency contacts. Children will only be released to an agreed emergency contact. Any child leaving the school premises during school time must have their name, details and leaving time entered into the appropriate attendance file kept in the reception area. The Head Teacher (Deputy Head Teacher in his absence) will also be informed.
- Adults dealing with body fluids around school should wear protective gloves and should obtain advice on cleaning from the Premises Manager.

ACCIDENTS

- All pupil accidents must be recorded and records kept on file.
- In the event of an accident requiring treatment the child's parents/emergency contacts will be contacted as quickly as possible after the accident has taken place. If necessary, an ambulance will be called, otherwise parents will be requested to seek further medical advice/treatment.
- In the event of being unable to contact the parents/emergency contacts a qualified first aider plus another adult will take the child to the Accident and Emergency department of the Luton and Dunstable Hospital. Pupil details and emergency numbers will be taken with the child plus a mobile phone to make contact with the school/parents as necessary. Attempts will be made to contact parents/emergency contacts and the child will remain accompanied until the parents/emergency contact is able to take over.
- The same principles listed above will also apply to any adult sustaining injury on the school's premises.
- Serious accidents and accidents involving members of staff must be recorded on Assessnet.
- Employee's rights are affected if an accident is not reported within 24 hours.

ADMINISTRATION OF MEDICINES

- An indemnity form must be signed by the parent or carer for to enable school staff to administer any medication.
- The school reserve the right to refuse to administer OTC medication. However, the school is prepared to administer OTC medication, but for no longer than two weeks.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. (The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pump, rather than in its original container)
- The school will only administer medication once per day. All other administration doses must be staggered so they are administered either before or after school.
- Long term medication e.g. asthma inhalers will be administered by the child under the supervision of a member of staff, after an indemnity form has been signed by the parent or carer and the class teacher notified.
- All medication excluding inhalers will be kept in the first aid cabinet or fridge, in the medical room, labelled with the name and class of the child and the dosage needed. Blue inhalers will be kept in the child's classroom in order to be accessible at all times.
- Staff will be trained to deal with specific medical needs as they arise e.g. epipen training, diabetic symptoms. Training will be updated as required.
- Nutrition, epipens, etc will be stored in the medical room.
- A record will be kept of the date and time any medication is administered.
- Children must not transport medicines to and from school. Parent/Carer must deliver to and collect medicine from, the school Reception Office.
- A list of children with medical conditions is distributed to each class teacher. All adults working in classrooms should be made aware of the list. Supply teachers should also be made aware of children with medical conditions. This list is updated as necessary and should be marked "confidential".
- Please see our 'Supporting Pupils at School with Medical Conditions' for more information.

INDIVIDUAL HEALTH CARE PLANS (IHCP)

The Governors of Parklea Primary School will ensure that all pupils with medical conditions, either physical or mental, will be properly supported to ensure that they can play a full and active role in school life, remain healthy and achieve their academic potential. Their medical needs will be assessed by our Inclusion Team and entered on the pupils' IHCP, the Inclusion Team will ensure the procedures are in place to support the pupil and parents.

FIRST AID BOXES

First Aid Boxes are located in the:

- The School Office (both sites)
- The Additional Learning Facility Hut (ALF) for use at break and lunch times. (Upper Site)
- Year 6 corridor for emergency use. (Upper Site)
- Year 4 corridor for emergency use only (Upper Site)
- Main entrance to the playground for use at break and lunch times (Lower Site)
- Foundation Corridor for emergency use only (Lower Site)

Portable boxes for the purposes of school trips are also found in the school office.

The Administration team will ensure that the first aid boxes are checked and restocked frequently.

SCHOOL VISITS

The first aid requirements and procedures for school trips will be identified when trips are being planned. First Aid Kits will be provided for all school trips. A member of staff who is first aid trained will attend each trip.

Risk assessments will be completed for all trips and children with Individual Health Care Plans (IHCP) must have these accessible at all times.

OUT OF HOURS USE OF SCHOOL PREMISES

All independent hirers of the premises should have procedures in place to carry out first aid. The school Office will remain open during these periods to allow them access to the telephone.

HEADLICE

Headlice is a common occurrence in the classroom. When it does occur a text is sent out to all parents within the year group notifying them of the occurrence. Should the problem continue with the same child, parents will be invited into the school by our

Family Worker to discuss the situation and advice will be sort from the school nurse.

CHILDREN USING INHALERS

All inhalers are kept in classes in a central place, in a named box so they are readily available for children to use. Should the child be unable to manage the situation themselves they should be brought to the medical room. Inhalers will be administered by the child under the supervision of a member of staff. Please also see our Asthma Policy.

Epi Pens

All Epi-Pens are kept in classes in a central place, in a named box so they are readily available for children to use. Staff are trained to administer Epi-Pens. Once the Epi-Pen has been administered the child must be brought to the medical room and 999 and parents called.

The school has chosen to hold emergency salbutamol inhalers and Epi-Pens for use by children who have been prescribed these and for whom parents have given consent for their use.

Automated External Defibrillator (AED)

Both sites of Parklea, now have an Automated External Defibrillator. The defibrillators can be found in the emergency equipment cabinet in the school hall.

All staff will be given visual training as well as sent a link to carry out online training of the use of the AED.

Defibrillators are safe to use for all those involved and will give a verbal warning instructing the rescuer to stand back when analysing heart rhythm and prior to delivering a controlled electric shock. The Mediana A-15 defibrillator is suitable for adult and paediatric use. Standard defibrillators are suitable for use on people over the age of 12 month.

First Aid Procedures

Every incident that is reported to the medical staff will be judged on its own merits, however, the following principle guidelines will be followed:

Generally feeling Unwell

- When children are feeling generally unwell they will be given some time in the medical room, have their temperature taken if required, given the opportunity to get fresh air if this is convenient, and then will then be returned to class to continue with their education.

- If a child has been sick or has diarrhoea in school or we feel they are unable to continue with the school day, we will arrange for them to be collected. If a child has been sick or had diarrhoea they must not return to school until 48 hours after their last symptom. Please ensure that the school office always has current contact numbers.
- Children will receive notification of their illness to produce to their parents. The illness will also be logged in our medical book so we are able to use the information in the future i.e. regular bouts of illness, timings of illness etc.

Minor Injuries

- Minor injuries are a regular occurrence within the school, these will be treated as appropriate by a first aider and children will be given a letter to take home to notify parents.
- If we feel the injury requires further observation/ investigation, we will arrange for the child to be collected.
- First Aiders are unable to carry out procedures such as removing splinters and removing objects from children's eyes. Parents will be contacted if the child is distressed and unable to continue with the school day.
- For all injuries from the neck up, a text will be sent home to confirm that monitoring maybe required when children go home.
- First Aiders are unable to carry out first aid on any injuries that children have acquired at home. Parents/Carers or Contacts will be contacted to come to the school to carry out treatment on pre-existing injuries.

PLEASE NOTE AS PER OUR HEALTH AND SAFETY POLICY ALL CHILDREN MUST BE ACCOMPANIED BY A MEMBER OF STAFF TO THE MEDICAL ROOM.

Important Telephone Numbers:

The School Nurse:

0333 405 0079

The Nearest Doctor:

Sundon Medical Centre

142 – 144 Sundon Park Road

Luton

Tel: 01582 571130

The Nearest Chemist:

Rowlands Pharmacy

152 Sundon Park Road

Luton

Tel: 01582 571148

The Nearest Hospital:

Luton and Dunstable Hospital

Lewsey Road

Luton

Tel: 01582 491166

The Governing Body reviews this policy as necessary or when recommended to do so by LBC

Agreed by Governors on: December 2025

Signed by Chair of Governors:

Next review date: *As required*