

Ellwood Primary School 2016-2017

First Aid Procedure

Together with Ellwood Primary School Policies for Behaviour, Child Protection, Health and Safety, Equality, Anti-Bulling and Internet Safety it forms our Policy for Safeguarding.

Ellwood 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.

Children who become ill while they are in school can only be offered such attention as a caring parent would provide, supported by qualified first aiders.

If a child is too unwell to remain in school please report to Office, who will contact a parent/carer so the child can be sent home.

In an emergency, the usual medical services will be called by the office as parents/carers are asked to authorise us to take necessary decisions in such circumstances when we are unable to contact them.

Qualified First Aider:

Mrs Marilyn Charles Teaching Assistant based in Chestnut Class

All staff are given the opportunity to attend Basic First Aid in Education training - currently the majority of staff have attended this.

Adults working with Reception children will complete the Early Years First Aid (paediatric) training.

Basic First Aid kits are kept in each classroom, the hall and Accessible Toilet. Cupboards housing First Aid boxes are clearly marked. Class Teacher/TA to keep boxes stocked and let office know when further supplies are needed.

First Aid

All incidents that are seen by an adult are recorded in the Class First Aid Book. More major incidents may need to be reported to the Headteacher/Administrator so that a decision can be made as to whether official paperwork needs to be completed and returned to County. Parents/carers are informed of first aid administered to a child. If a child has incurred a head injury a formal letter is also sent home to the parent/carer with details of the injury, date and time.

Administering Medicine

If a child needs to have medicine administered the arrangement is the ultimate responsibility of the Head.

Medicines must be given into the office, clearly labelled with the child's name. The Administrator or the Head will normally agree to look after medicine and administer according to the written instructions supplied by parents / carers on a signed Authorisation Form. A record of the medicine taken is then made on the appropriate form in the office. All medicines are to be kept in a lockable cabinet. Aspirins are kept in cabinet in case of Heart attack in adults.

Inhalers

Any child needing to have access to an inhaler/volumatic for asthma one is kept in the classroom and a spare in the office first aid cupboard. KS2 children are expected to take responsibility for their inhalers. Inhalers must be taken into PE.

It is the parent/carers responsibility to ensure that medication kept in school is in date. Class Teacher/TA to monitor.

Children with severe medical conditions that require prompt treatment are identified in the Classroom, Staffroom and Office.

A record of Medical Conditions is kept securely in each classroom and a care plan for children with any long-term ailments, medical conditions or allergies.

School Pond

See separate Risk Assessment if taking children out to the Pond area in the school grounds.

Forest School

Class teacher to ensure Office has grid reference for Forest School.

Outside Visits

A list of children with medical conditions and any medication needed is taken, under the responsibility of the Class Teacher (see Health and Safety Outside Visits).

All areas have Red Triangles that clearly identify location and are to be used if urgent assistance is required.

MONITORING AND REVIEW

This policy was formulated following discussions and consultation with staff and governors.