



C of E Primary School

First Aid and the Administration of Medicines

Any child or adult requiring First Aid should be sent to Mrs Wakeford at Abinger; Mrs Wye or Mrs Sawyers at Westcott, who are trained First Aiders. Most members of the present staff have received First Aid Training if the named people are not on site. All accidents requiring doctor or hospital treatment, head injuries and injuries requiring significant First Aid are written on the Accident Forms. The accident should be recorded by the person who witnessed it and drawn to the attention of Mrs Weaver. Any head wounds should be reported to the parent of the child via a 'Bump Note' or by telephone. Where children need to see a doctor or go to hospital, parents will be contacted. Minor accidents should be written in the minor incident book. All broken bones and serious injury should be reported to the HSE by completing the relevant on-line form. (Refer to HSE re reporting requirements.)

The First Aid Kit is kept on the white shelf in the Office (Abinger) and in the Staff kitchen (Westcott). In the absence of Office Staff wounds should be washed with water, dried with a tissue and covered with a sterile dressing to stop the bleeding. Plastic gloves should be worn at all times when administering First Aid to an open wound.

If a sprain or a fracture is suspected, an ice pack should be placed on the area before calling the parent and seeking further professional advice. The ice packs are kept in the left hand side of the big white cupboard in the Office (Abinger) or in the First Aid room (Westcott).

First Aid training will be repeated regularly, so any new members of staff joining the school will be invited to attend.

Asthma and allergy sufferers should be identified in the Registers and on Class lists. Asthma sufferers should have emergency inhalers in the Office. These are kept underneath the reception shelf, beneath the First Aid box (Abinger) or in the classroom if the child is displaying symptoms. At Westcott, inhalers are kept by the teacher in the classroom. Advice on named children and dosage required is kept in a file. Please check this file before administering any treatment. Inhalers should also be taken on Educational Visits, to the swimming pool and to the Hall or on the field during P.E. lessons.

Epipens, required by any child who suffers allergic reactions, are kept in the Office. These may be needed for food or insect sting allergies. Where a child has not been stung before, therefore we are unaware of any allergy, careful observation of the child will be

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undertaken and medical guidance sought if any reaction takes place. Parents would be informed immediately.

Children who need medicine on a regular basis or allergy sufferers in need of epipens have a medical plan drawn up with the parents, school nurse and the school and a copy of this plan is kept in a sealed, named box with the child's medicine.

On request, other medicines will only be kept in the Office and administered by a member of the Office staff when it is impossible for parents or a nominated representative to do so.

For further details on medicines please refer to:

**Surrey Children and Young People Directorate
PUPIL'S HEALTH and the ADMINISTRATION of MEDICINES
Guidance for Schools**