



# Elmfield Rudolf Steiner School

## First Aid Policy

April 2018

<b>Policy Tracker – Responsibility for monitoring this policy:</b> <b>Lesley Taberer (Bursar)</b> (Reviewed annually or in response to changes in legislation)			
<b>Date</b>	<b>Reviewed and Updated By:</b>	<b>Role</b>	<b>Date Approved by the Governing Board</b>
March 18	Lesley Taberer	Bursar	
13/03/18	Health & Safety Committee		
17/05/18	Jenni Thorne – Trustee Health and Safety	Trustee – Council of Management	22/05/18

## Principles

- Medical treatment is NOT within the remit of **any** school staff, except where the child has ongoing needs and an agreement has been reached between the parents and the school. At all times the principle objective is First Aid, the intention of which is to save life, prevent further injury and hand over to medical personnel.
- **Accidents and near misses must be entered in the Accident Log** held in the reception office. The supervising teacher is responsible for this. A copy is sent home with the injured person. There is a second logbook in the early years department. These are reviewed at each Health and Safety Committee meeting.
- First Aid box to be kept in the office to current specifications and permanently prepared to take to accidents where the victim cannot move to the office. Small kits of plasters and minor supplies to be kept at locations round the school, and each kitchen and workshop. Reception staff are responsible for ensuring the kit is complete.
- At any given time there should be at least three full time members of staff with current First Aid at Work or Appointed Person certificates.
- Additionally there should be a substantial number (at least three) of teachers, assistants and other staff with current basic or paediatric first aid training.
- Risk assessments for class trips should cover first aid. At least one supervisor on a class trip should have some first aid knowledge to a level appropriate to the circumstances of the trip.
- Simple first aid kits are available in every section of the School, generally shared between up to three classrooms and in each kitchen and workshop. An accident form must be completed for any injury.
- Although some irrigation / washing may be appropriate, staff will *not* attempt to clean wounds.
- Where wounds / injury may need medical attention urgently parents will be advised and asked to collect the child.
- Disposable latex gloves must be used to clean up spillages of any bodily fluid and for any first aid involving open wounds
- In emergencies an ambulance must be called.
- Related documentation – DFE Health Protection in Schools and other Childcare Facilities – November 2017

## Procedure

1. Where there is a serious or potentially serious injury an ambulance should be called by the first aider or in emergency the member of staff or person present. This is imperative in the case of pupils likely to be suffering from severe allergic reactions, anaphylaxis, acute asthma, or any other acute life-threatening condition or injury.
2. The first aider should stay with the patient if at all possible until the patient and all relevant information has been handed to the ambulance personnel.
3. Parents should be informed at the first available opportunity.
4. In cases of pupils with medical awareness protocols such as anaphylaxis, follow individual protocol. If in any doubt, an ambulance should be called.
5. When a child is taken to hospital by ambulance, if the parent has not managed to arrive in time, a staff member will accompany the child to the hospital and meet the parent there. *Such staff member must take the pupil record card from the office and be alert for medical notes such as allergies etc.*
6. All head injuries should be assessed by a First Aider to ascertain if further examination is required by a medical professional. If they remain in school the pupil should continue to be under constant observation in class, and it is necessary to ensure teachers of subsequent lessons are notified of this. A note will be provided to parents, via the child if appropriate, to advise them of the injury and alert them of the need for vigilance. In addition, parents will be telephoned by reception and informed of the injury and the decision to take the child home rests with the parents.

## Parents / Guardians

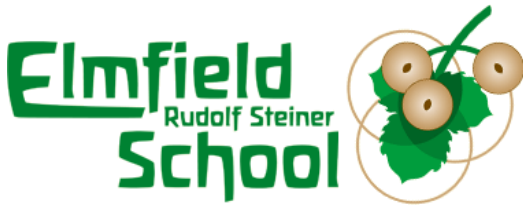
- Parents are asked to ensure that they have provided the school with sufficient contact numbers and are able to arrange for the child to be picked up in an emergency.
- Parents must make the School aware in writing of any medical problems a child may have, and keep the School updated.
- Parents are asked to ensure that where a child is at risk of anaphylaxis or other dangerous life-threatening conditions, that the School is informed in writing and a medical awareness form and / or protocol drawn up.

## Medication including EpiPens

1. Separate protocols apply for each person identified with serious or life-threatening allergies or at risk of anaphylaxis. These cover the carrying of the medication, symptoms and awareness arrangements.
2. The School will not provide medication or any other pain relief.
3. Pupils above Class 6 likely to need pain relief are permitted to carry one or two tablets sufficient for their need for that day only.
4. No medication will be administered to any child unless it is prescribed by a General Practitioner or it is over the counter medication and has the prior written permission of a parent/carer (see Consent to Administer Medicines form).
5. All medication must be in the original packaging and clearly labelled.
6. The school will not administer any homemade remedies.
7. No member of staff is allowed to administer any medication by the injection route other than where emergency medical protocols require it such as for anaphylaxis.
8. Medication to be locked away.
9. Parents to complete the Consent to Administer Medicines form with medicine, dosage, and times each day that medication is required to be administered.
10. When administering medication it must be documented and signed on an Administration of Medication form. These must be kept for two years and provided for parents to see if required.
11. Medicine to be sent home with child.
12. Medication other than those mentioned in 1) and 3) above to be kept in a locked cupboard.

## First Aid Supplies

1. The Sick Room cupboard will contain most first aid supplies including materials for cleansing. Supplies will be maintained by the office staff.
2. *All medication will be kept in the safe, with the exception of epipens, ventolin and medication subject to an individual protocol.*



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### Consent form to Administer Medicines

Form for parents to complete if they wish the school to administer medication. The school will not give your child medicine unless you complete and sign this form.

#### Details of pupil

Surname: ..... Forename:.....  
Date of Birth: ..... Class: .....  
Address: .....

Condition or illness: .....  
Medication Name /Type of Medication (as described on the container): .....

For how long will your child take this medication: .....  
Date dispensed: .....

#### Full Directions for use:

Dosage and method: .....  
Timing: .....  
Special Precautions: .....  
Side Effects: .....  
Self Administration: .....  
Procedure to take in an Emergency: .....

#### Contact Details:

Name: .....  
Telephone Number: .....  
Relationship to Pupil: .....  
Address: .....

I understand that I must deliver the medicine personally to (**agreed member of staff**).  
I confirm this medication has been prescribed by a General Practitioner.

Signature: ..... Date: .....  
Relationship to pupil: .....



## Administering of medication by school staff

Form for school staff to complete when they administer medication as per the Consent Form to Administer Medicines.

Name of Child ..... Class: .....

Name of medication (as shown on the container) .....

Dose (amount and times) ..... Spoon etc. provided .....

On handing over the medication to acknowledge its receipt

Signature of member of staff .....

Full Directions for use:

Date	Dose	Time	Initial

Any Comments .....

On returning the medication to acknowledge that the treatment has been given and the medication returned

Signature Parent/Guardian ..... Date .....

Signature of member of staff: .....Date .....