

## **POLICY FOR FIRST AID AND ADMINISTRATION OF MEDICINES IN THE EARLY YEARS CENTRE, JUNIOR SCHOOL AND AFTER SCHOOL CARE**

### **1. Introduction**

- 1.1 The School recognises its duty of care to all employees and pupils and as such follows the First Aid at Work: Approved Code of Practice and Guidance. The School Nurse, Carolyn Dorrington and her assistant Gina Williams have overall responsibility for First Aid and the Administration of medicines and is the main point of reference for the school for all medical matters. There is a detailed Protocol for Administration and Control of Medicines available on the school database. This policy is an annexe to the former document.
- 1.2 The School will ensure that all staff are trained appropriately to fulfil the above Code of Practice and the Early Years Foundation Stage Standards.

### **2. First Aid Boxes are located in the following places:**

- 2.1 The Junior School staffroom, first aid cupboard and the school office.
- 2.2 After School Care, on the wall in the dining area.
- 2.3 The early years centre: kitchen, Sunflower and Daisy rooms.
- 2.4 First Aid kits are also taken on any outings. Staff qualified to drive the minibus will check that any vehicles are properly equipped with First Aid boxes before they are setting out.
- 2.5 The School Nurse is responsible for regularly checking that the contents of the First Aid Boxes are complete and replenished as necessary.

### **3. First Aid Training**

- 3.1 The Director of Activities, Byron Lewis, is responsible for ensuring that relevant staff have appropriate First Aid training. He holds the records of training and ensures that training is up to date. All staff are trained to Emergency Aid level.
- 3.2 The following staff have Paediatric First Aid training (EYFS Standard):

#### **Early Years Staff (Extensions 401, 402, 403, 404, 405)**

Lesley Farrell  
Sarah Brown  
Rebecca Simon  
Denise Sheelan

#### **Junior School (Extension 262)**

Lyn McGregor  
Anita Moore  
Chloe Palmer

#### **After School Care (Extension 265)**

Avril Harker  
Corinne Toller

- 3.3 In the case of the Early Years, any outings must be accompanied by at least one person who has a current paediatric first aid certificate.
- 3.4 In the Junior School; whilst it is desirable for staff to hold a First Aid qualification for any trips off site, it is not essential for trips which have a low risk and where there will be on-site provision (theatre, museum visit, etc). A trip with no on-site provision would require at least one member of staff to have some level of first aid training.

#### **4. Transport to Hospital**

- 4.1 If the School Nurse or First Aider considers it necessary, the injured person will be sent directly to hospital, normally by ambulance. Parents /guardians will be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents cannot be contacted.

#### **5. Accident Records**

- 5.1 The School follows the procedure for completion of accident records in accordance with Health and Safety guidance.
- 5.2 All visits to the Surgery are recorded by the School Nurse and can be accessed by the Director of Pastoral Care to monitor for patterns and correlate with pastoral records.

#### **6. Administration of Medicines**

- 6.1 Medicines are administered with reference to the School Protocol for the Administration and Control of medicines and in accordance with the CFS document 'Managing Medicines in Schools and Early Years Settings'
- 6.2 In the Junior School, prescribed medicines are administered at the request of a child's parent or guardian and with the consent of the School Nurse. The prescribed medication is kept in the Junior School office or child's classroom and is administered by a designated staff member, who will record administration (Annex 2). Prescribed medication is administered only on the completion of a Request Form by the parent/carers (see Annex 1).
- 6.3 Medications in the Early Years Centre are kept in a fridge in the staff room, with strictly controlled access. The exception is emergency medication (See 8.2). Early Years staff will administer prescribed medicine, but only on completion of the form at Annex 1. The medications administered are recorded on Annex 2.
- 6.4 Early Years and Junior School staff do not administer non-prescription medication and parents are requested not to ask them to do so. The School Nurse will administer non prescribed medication on parents' request. In all other cases, parents will be contacted prior to administration of medication except in the case of an emergency. This applies from Early Years to Year 6 All over the counter medications kept in school, are securely stored in the surgery department. The exceptions are anaphylaxis and asthma medication as well as diabetic insulin. These are kept in the pupil's classroom by the class teacher. The School Nurse updates medical information for the pupils when she receives new information and passes this information over to relevant staff.

#### **7. Asthma**

- 7.1 Asthma inhalers for children from Early Years to Year 2 are kept by the teachers in the classroom. If a child in Early Years needs to use his/her inhaler then the School Nurse must be called as soon as possible to check the child.
- 7.2 Children in Years 3 to 6 are responsible for keeping their own asthma medication with them. Although teachers may periodically check that the inhaler has an appropriate expiry date, parents bear the responsibility for ensuring that their child's inhaler is in school and in date.
- 7.3 Parents also are responsible for keeping the school informed of any changes to their child's asthma medication.
- 7.4 All children with inhalers must take them to events/ trips that are off site. The Junior School and Early Years Department carry an emergency inhaler pack. Full instructions are inside the pack.
- 7.5 Consents for the use of these by individual pupils diagnosed with asthma are kept by the School Nurse.

## **8. Anaphylaxis/diabetes/epilepsy**

- 8.1 Staff are trained as appropriate about the health conditions of pupils (eg. anaphylaxis, diabetes, epilepsy) and the administration of medicines. This training is delivered by the School Nurse.
- 8.2 Anaphylaxis medication is kept in the Junior School classroom and in the Early Years Centre in the classroom in a high cupboard. It is stored in boxes for individual children, clearly named and with a photograph of the child. The School Nurse conducts regular training sessions to bring staff up to date.

## **9. Care of a sick child during the school day**

- 9.1 If a child becomes unwell during the school day, the School Nurse is called to assess the child.
- 9.2 If it is unlikely that the child can stay at school, the parent/carer will be contacted and asked to pick up their child.
- 9.3 The Nurse works 8.00 am – 5.00 pm Monday to Thursday; and 9.00 am – 4.00 pm Friday.

## **10. Informing Parents**

- 10.1 If a child has an accident at school which has been dealt with by a member of staff then a photocopy of the accident form will be put in the child's book bag. Early Years accident forms are put in the child's drawer.
- 10.2 For a significant injury, eg. suspected fracture, the Nurse will fill out a Health and Safety Incident and Accident Form and pass it on to the Bursar. In the case of a minor injury, a blue form (see Annex 3) detailing the incident will be placed in the child's book bag. Additionally, if the School Nurse has administered non-prescribed medication, a completed blue form (Annex 3) will be sent home. In the Early Years Department, the Form (Annex 2) is completed by the Nurse.
- 12.2 Parents are informed the same day or as soon as is reasonably practicable.

## **11. Junior School Day Book**

- 11.1 Any child requiring medical attention from a Teaching Assistant or teacher will be logged in the day book (Annex 4).
- 11.2 These notes are collected by the nurse at the end of each week and the entries are added to the pupils record on isms under Surgery Manager.

**Carolyn Dorrington**  
**School Nurse**

Updated February 2019

## ADMINISTRATION OF MEDICATION TO PUPILS: PARENTAL REQUEST FORM

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address of Child: \_\_\_\_\_

GP's Details: \_\_\_\_\_

Name of medicine	Reason for medication	Dose(s) and times to be administered	Times of doses given at home

\* **For prescription medicine:** I hereby request that the school administers this medication as prescribed by our own GP. I understand that the medication must be provided in a pharmacy-labelled container with my child's name, date of birth and full prescription details on.

\* **For over the counter medication:** I hereby request that the school administers this medication that we have provided. I understand that the medication must be provided in the original packaging.

(\* please delete as appropriate)

Signed: \_\_\_\_\_ (Parent/Guardian)

Print name: \_\_\_\_\_

Date \_\_\_\_\_

**MEDICINE ADMINISTERED**

BEFORE ADMINISTERING MEDICATION PLEASE CHECK THAT THE MEDICAL CONSENT FORM HAS BEEN SIGNED BY THE PARENT

<b>DATE</b>	<b>CHILD'S NAME</b>	<b>MEDICINE</b>	<b>TIME</b>	<b>ADMINISTERED BY</b>	<b>PARENTS SIGNATURE</b>

**SURGERY REPORT TO PARENTS**

**To the Pupil: please pass this report to your parents without delay**

Child's Name: .....

Symptoms/Incident:

.....  
.....  
.....  
.....

He/she was seen by: .....

Assessment made/treatment given:

.....  
.....  
.....  
.....

Recommended further treatment/medical advice:

.....  
.....  
.....  
.....

If further information is required, please telephone the nurse on duty.

Date: ..... Signed: .....

**St Christopher School, Letchworth Garden City, Herts SG6 3JZ Tel: 01462 650850**



**JUNIOR SCHOOL**

**DAY BOOK**

**Pages 1 – 50**

**From:**

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**To:**

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**PLEASE DO NOT REMOVE PAGES OR USE TIPEX TO  
CORRECT ENTRIES**

**JUNIOR SCHOOL DAY BOOK**  
**DO NOT REMOVE PAGES**

Date .....	Name .....	Time .....	Staff member .....
Complaint .....			
.....			
Treatment .....			

<u>Prescribed Medication</u>			
Name of medication.....			
Dose.....	Time .....	Dose .....	Time .....

Date .....	Name .....	Time .....	Staff member .....
Complaint .....			
.....			
Treatment .....			

<u>Prescribed Medication</u>			
Name of medication.....			
Dose.....	Time .....	Dose .....	Time .....

Date .....	Name .....	Time .....	Staff member .....
Complaint .....			
.....			
Treatment .....			

<u>Prescribed Medication</u>			
Name of medication.....			
Dose.....	Time .....	Dose .....	Time .....

Date .....	Name .....	Time .....	Staff member .....
Complaint .....			
.....			
Treatment .....			

<u>Prescribed Medication</u>			
Name of medication.....			
Dose.....	Time .....	Dose .....	Time .....