



## FIRST AID & MEDICINES POLICY

Broomwood Pre-Prep

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### Intended Audience

- Broomwood Staff working in the Early Years Foundation Stage setting.
- Parents of children in the Early Years foundation stage.

### Background

Most pupils will at some time have a medical condition that may affect their participation in school activities; often this will be short term. Other pupils however have medical conditions that, if not properly managed, could limit their access to what the school has to offer. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with agreed support from the school, can take part in most normal school activities. School staff may need to take extra care in supervising some activities in order to ensure that pupils are not put at risk.

Parents have the prime responsibility for their children's health and have a duty to provide schools with information about medical conditions. There is no legal duty which requires staff to administer medication; this is a voluntary role. Equally, however, there is no legal bar on staff administering medicine, and many staff are happy to do so. Staff need to be made aware of this; and also of the fact that in the event of legal action over an allegation of negligence it will invariably be the school rather than the staff member that will be held responsible.

Staff generally are expected to use their best endeavours at all times, especially in emergencies. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### Accidents

### First Aid Boxes

There is a first aid box accessible at all times with appropriate content for use with children. First aid boxes will only contain items permitted by the Health & Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages, and eye pads. No other medical items such, as Paracetamol will be kept in the first aid box.

An online document is kept of accidents or injuries and the first aid treatment provided. This information must be recorded on an online accident form and reported to the class teacher and, where appropriate, to the Head or Deputy. This should be done as soon as the accident is dealt with, while the details are still clearly remembered. When filling in the accident form, the name of the person responsible for reporting accidents is the member of staff who witnesses the incident. Accident forms will be saved onto the school database and emailed to parents.

Parents are always notified by telephone in the event of a head injury and should be contacted as soon as possible by phone for all serious accidents. Small day-to-day injuries are notified to parents at the end of the school day by the form teacher as well as the emailed accident form.

### Serious Accidents or Incidents

The Head will report any serious accidents that have arisen because of poor organisation or supervision arrangements, the equipment or the condition of the premises to the Health & Safety Executive.

The school is also required to notify inspectors of any serious accident, illness or injury to, or death of, any child whilst in our care, and of the reaction taken. Notification must be made as soon as is reasonably practicable, but within 14 days of the incident occurring. The school is also required to notify local child protection agencies of any serious accident or injury to, or the death of, any child whilst in our care. The school will act on any advice from these agencies.

### Qualified First Aiders

Each school site has a minimum of one qualified First-Aider, who shall be in overall charge of first aid provision and training in his/her building.

The qualified first aiders are as follows:

The Vicarage: Kait Kirby  
50 Nightingale Lane: Alex Ireson  
Sport: Kelsey Crebo  
Matrons: Yvonne Bentley and Clare Evans

All EYFS staff have received training in Paediatric First Aid. All other full-time academic staff undertake a one-day emergency first aid training qualification which is renewed every three years.

## Sick Children at School

If any child is brought to school in a condition in which he/she may require medication, the school may decide that a child is unfit to be left at the school. If the child is staying, the parent/carer must be asked if any kind of medication has already been given, at what time and in what dosage.

If a child has a temperature, has diarrhoea or vomiting they will be sent home immediately and not allowed to return to school until their temperature has returned to normal or that they have 48 hours since their last episode of diarrhoea or vomiting.

## Medication Policy

When dealing with medication of any kind, staff are required to follow strict guidelines.

Any medication brought into the school must be in the original container showing the child's name, dosage and name of the doctor. Medicines must be brought to the school office, not given to the child or to the teacher, and parents must complete a form authorising the medicine to be administered. Staff will not administer medication to EYFS children unless written consent is given.

Our staff take on the additional responsibility of administering medicine on a good will basis and will do their best to ensure medicine is given when a parent/carer has requested. However, there may be instances where events beyond our control mean this is not possible. If a parent/carer wants a guarantee that the medicine will be administered at an exact time then the parent/carer must come in and administer the medicine themselves.

Training will be provided for staff where the administration of medicine requires medical or technical knowledge.

## Prescribed medication

Prescribed medicine can only be given to the person named on the prescription label for the dosage stated. It must only be given by the school secretary, EYFS teachers or senior members of staff .

The parent/carer of any child requiring prescribed medication must allow a senior member of staff to have sight of the prescription label. The staff member must note the details of the administration on the Medication Request Slip. The parent/carer must sign and date the form to confirm the agreed dosage. The staff member responsible for administering the medication will confirm the dose and time given on this form with a second supporting signature. The medicine, dosage and time of taking will be reported back to the parents at the end of the day via the prep diary or email.

Staff members will follow the instructions on how to give medicine and will ask the child to take the medicine or offer it in a manner acceptable to the child at the time stated on the Medication Request Slip. If the child refuses to take the appropriate medication, then a note must be made on the form. A child will not be forced to take any medication.

Where medication is "essential" or may have side effects, discussion with the parent must take place to establish the appropriate response to the child refusing the medicine.

Wherever possible we will ask parents to request that GPs prescribe the least number of doses per day, e.g. 3 daily doses is preferable to 4 daily doses.

### **Non-prescribed medication**

If a child needs liquid paracetamol or similar during the school day, such medication may be given to the child if the parents have given prior permission. This consent is given on entry to the school and the information is stored on Isams. If the child does have permission, a parent may request for it to be given during the day. If the child is unwell, the parents can also be phoned to check if they would like us to give the medicine or whether they would prefer to pick them up from school. Any medicine given in such instances must be recorded and counter signed by another adult. The medicine, dosage and time of taking will be reported back to the parents at the end of the day via the prep diary or email.

For any non-prescribed cream for skin conditions e.g. Sudocrem, written permission must also be obtained from the parent/carer.

### **Storage of Medicines**

All medication for children must have the child's name clearly written on the container and be kept in a cabinet or drawer which is kept locked at all times, other than when medicines are being issued or received. The keys must be kept safe and out of reach of the children at all times.

Any antibiotics or other medication requiring refrigeration will be stored in an appropriate, refrigerated environment, in an area inaccessible to children.