



Broomwood Hall School Limited

EYFS

## FIRST AID & MEDICINES POLICY

Broomwood Pre-Prep

### Contents

Intended Audience

Background

Accidents

First Aid Boxes

Serious accidents or incidents

Qualified First Aiders

Sick Children at School

Medication Policy

Prescribed medication

Non-prescribed medication

Storage of Medicines

### Document Control

Owners: Matrons, Heads

Last Revision: September 2024

Review Date: September 2026

Version Number: 3.1

## Intended Audience

- Broomwood Staff working in the Early Years Foundation Stage setting.
- Parents of children in the Early Years foundation stage.
- This is to be read alongside our other policy 'First Aid, Medicines and Medical Management Policy'

## 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 are numerous first aid boxes positioned around the school that should be accessible at all times with appropriate content for use with children. It is the responsibility of the Matron to ensure that the first-aid boxes are up to date and kept stocked up. All staff are required to acquaint themselves with the whereabouts of the first-aid boxes and to top up the box as and when items are used. 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 especially medicines such as Paracetamol will be kept in the first aid box.

### Reporting accidents

All injuries, no matter how minor, are reported to the Form Teacher, an online Accident Form is completed and saved on iSAMs and also emailed to their parents.

The Form Teacher or person dealing with the injury will make the decision if Matron should be contacted and, where appropriate, report to the Head or Deputy. A phone call

will be made to the parents for all head, facial and major injuries or concerns as soon as possible after the accident has happened.

### Serious Accidents or Incidents

#### Serious Accidents and Illness

If a person is taken ill or has a serious accident in the classroom, or anywhere else across the Broomwood sites, the Matron or another First-Aider will make a decision on the seriousness of the event and the appropriate course of action.

If they are not immediately available, a member of staff will remain with the injured/ill person at all times and ask another member of staff to locate a First Aider or, if necessary, call for an ambulance.

If an ambulance needs to be called, 999 should be rung immediately and the parents and Head informed. The condition of the injured/ill person, any treatment given to them and their location should be clearly stated to the ambulance staff. Any instructions given by the ambulance service must be followed. A member of staff will be sent to wait outside the school gates to direct the ambulance staff upon their arrival.

Reasonable actions should be taken to make sure the injured/ill person is kept comfortable as well as to limit any possible spread of infection.

Pupils who are ill and who need to lie down whilst waiting for parents must be supervised at all times.

#### Hospital

A member of staff (usually the Matron or a First Aider) must accompany any pupil taken to hospital and await the arrival of their parent/guardian.

In accident situations, the staff member accompanying a pupil to hospital should take a copy of the accident report and, if feasible, a copy of their medical questionnaire which details any allergies or previous medical history.

For a child with a chronic medical condition, the staff member should take a copy of their treatment plan.

#### Notifiable diseases

Any notifiable disease to a pupil or member of staff will be reported to the local health protection unit (HPU) where appropriate.

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.

The qualified first aiders are as follows:

The Vicarage: Kait Kirby  
50 Nightingale Lane: Alex Ireson  
Sport: Kelsey Crebo  
Matron: 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. We display posters of the paediatric first aiders with their name and photo at both sites.

### 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 high 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 had 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.

Consent for the administration of medicine must be obtained from a parent or guardian signing an "Authorisation to Administer Prescription Medication" form. These can be found on My School Portal and we also keep hard copies in the front office. These are then filed in the child's medical documents online. Medicines at the Pre-Prep are kept in a locked cabinet at the front desk. They must be provided in the original container dispensed by a pharmacist and must include:

- Child's name
- Dosage
- Specific storage instructions
- Storage requirements
- Expiry date

Medicines are only administered to EYFS children by First Aiders or Matron and must be witnessed, and counter signed by a member of staff in the EYFS Medicine Book. Details of medicines given are always written in the child's Prep Diary.

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.

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 Authorisation Form . 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.

### [Offsite Activities and Excursions](#)

The designated Leader of the party should ensure that they have updated details of children's medical conditions, and any medication they may require. They are also responsible for collecting a first aid kit and reporting any accidents that may occur offsite and documenting them. Please refer to our separate policy: "[Cross Site Activities and Excursions Medical Policy](#)".

### [Disposal of Medicines](#)

Staff should not dispose of medicines. Unused and expired medication is returned to the parents for disposal.

### [Bodily Fluid Spillage](#)

If any spillage of bodily fluids occurs, the area is restricted, and a member of the Facilities team is called.

### [Cardiopulmonary Resuscitation \(CPR\)](#)

All staff have had CPR training. An Emergency Automatic Defibrillator (AED) is kept at the Front Desk at Broomwood Girls, The Vicarage, 50NL, & Broomwood Boys. Matron will order new batteries and defibrillator pads before they expire.

When performing CPR on a child, a face shield should be used where possible.

### [Additional Policies, Procedures and Legal Framework](#)

This policy is in accordance with the School's Health and Safety and Data Retention Policies. Further guidance can be found in the Health and Safety Regulations (1981), DfE Guidance on First Aid and the Equality Act (2010).