



LORETO PREPARATORY SCHOOL
Dunham Road, Altrincham, Cheshire WA14 4GZ
Telephone: 0161 928 8310

POLICY FOR FIRST AID AND ACCIDENT PROCEDURES

ANNEX: PROCEDURE FOR ADMINISTERING MEDICINES IN SCHOOL

Mission Statement

At Loreto Preparatory School
We are eager and inspired to do our best,
Meeting the challenges and opportunities of a changing world
With love in our hearts.

We are called to be joyful and prayerful,
Living the Gospel and the Catholic faith
And celebrating the values of Mary Ward
With our parents and the whole Loreto family.

Women in time to come will do much.
Mary Ward

This policy has been written with regard to and in the spirit of our school aims, in particular to enable children:

'To feel secure and valued within a safe and well-maintained environment.'

'To be physically and mentally fit.'

'To be caring and appreciate and be sensitive to differences in others.'

This policy applies to the whole school, including the Early Years Foundation Stage, and before and after school provision and activities.

Aim

Loreto Preparatory School fully recognizes its responsibility to provide a safe and secure environment and to promote and safeguard the health and safety of each member of the school community, including the Early Years Foundation Stage, and at the same time being equally mindful of all visitors to the school.

We endeavour to provide the very best possible care for all our pupils including the children in the Early Years Foundation Stage. However, despite the best care and preventative measures, accidents can happen. In this case, we will provide the timely and competent administration of first aid.

This policy addresses DfE ISSR Part 3 of the current regulations.

First Aid

We have facilities for administering First Aid in our school
All our staff are First Aid trained and most hold Paediatric First Aid certificates.
Details of current qualifications is attached as Appendix 1

There is at least one qualified First Aider who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill during every school day.

First Aid Provision

First Aid boxes are located in the:

- Bursar's office
- Open Area in the upper Junior Work Area
- Infant Work Area (near the outside door)
- Lower Junior Work Area (outside Prep 4 classroom)

The boxes contain the items suggested by the Approved Code of Practice of the Health and Safety Executive, i.e.:

- Guidance card
- Individual wrapped sterile adhesive dressings
- Triangular bandage
- Safety pins
- Sterile non-medicated dressings
- Scissors
- Disposable bags and gloves

In addition each classroom and the assembly hall are supplied with wet-wipes for cleaning up minor injuries.

The named First Aider for each day in the school is displayed next to the First Aid box.
The named First Aider is responsible for maintaining the First Aid boxes.

Classroom helpers and teaching staff who are on duty at playtime and lunchtime have charge of first aid equipment at those times. More serious injuries should be reported to the Headteacher, the Deputy Headteacher or the Secretary.

Telephone extensions are located in the Secretary's office, the Headteacher's office, the Bursar's Office, the Reprographics Room, the Infant Work Area (between Preps 1 and 2) and the Lower Junior Work Area (outside Prep 4 classroom).

Emergency Procedures

Accidents

Accidents should, in the first instance, be reported to the Headteacher or the Deputy Headteacher but, if neither is available, to the Secretary or the designated teacher in charge. The person receiving the report will take immediate action with regard to treatment.

If emergency hospital treatment is considered necessary they will call an ambulance. If it is considered advisable for the person to attend the casualty department at the hospital, the designated person will, in the case of a child, telephone the parents and, if they are not immediately available, will arrange to take the child to the local hospital. The child's health form should be taken with them to the hospital. These are available in the Secretary's office. Contact with the parents should be made as soon as possible.

Forms (kept in the Secretary's office) recording the accident and signed by the person witnessing the accident or having responsibility at the time of the accident should be completed as soon as possible after the event.

All accidents involving staff, pupils and visitors must be recorded in this way but staff accidents should also be recorded in the Accident Book kept in the Secretary's office.

Any spillage of body fluids must be reported to the caretaker as soon as possible. Staff may use the powder provided to cover the spillage if necessary but should not attempt to clear it.

Pupils with Special Educational Needs or Disabilities

Appropriate support is given to children with special educational needs or disabilities. The staff are made aware of these children through the SEND register.

Recording

We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

All children who have a head injury, including minor bumps will receive a letter to take home on the day of the incident, informing parents and giving advice.

We will always contact you if your child suffers anything more than a trivial injury, or if she becomes unwell, or if we have any worries or concerns about her health.

The school acknowledges its responsibility to have reference to RIDDOR (*RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.*) and will contact the Health and Safety Executive for advice if required. (telephone 0845 300 99 23)

Updated November 2016

Reviewed February 2017

Next review Spring 2019



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Registered Charity No. 250607

Appendix to Policy for First Aid and Accident Procedures

First Aid trained staff holding Paediatric First Aid certificates – all renewed in Autumn term 2015

Mr Paul Wagner

Mrs Amanda Storey

Mrs Anna Beecroft

Mrs Elaine Walpeter

Mrs Emma Packman

Mrs Fiona Madden

Mrs Geraldine Brooke

Mrs Helen Norwood

Mrs Helen Thompson

Mrs Helen Vernon

Mrs Jan Brett

Mrs Jilly Jones

Mrs Joanne Farmer

Mrs Katharine Fish

Mrs Rachael Wall

Mrs Sarah Jaber

Mrs Teresa Welsh

Mrs Tess Foy

Mrs Yvonne Graham

ANNEX



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'To feel secure and valued within a safe and well-maintained environment.'
'To be physically and mentally fit.'

This policy applies to the whole school, including the Early Years Foundation Stage, and before and after school provision and activities.

Loreto Preparatory School fully recognises its responsibilities to provide a safe and secure environment in which children will thrive.

The school aims to provide support, assistance and a sympathetic attitude towards those pupils with special medical needs and recognizes and accepts that many pupils will need to take medication in school at some time in their school lives, possibly to finish a course of antibiotics or merely to apply a lotion.

The purpose of this policy is to allow pupils to do this and to minimize the need to be absent.

To achieve this, home and school need to liaise closely to ensure that all procedures are acceptable and provide a sound basis for ensuring that children with medical needs receive proper care.

Medicine

Medication to be administered in school should be left either in the Secretary's Office or with the head teacher and **not** with the class teacher. It must be accompanied by a Medication Form which is available in the school office. The form must be completed and signed by the parent or guardian, giving the child's name and clear instructions for the administration of the medicine.

Ointments, creams and lotions, ear, nose and eye drops may not be administered by members of the school staff. If such medication is prescribed for a child and has to be administered during school hours, parents should discuss this with the Headteacher so that arrangements may be made in the best interests of the child.

EYFS

Where a child in the EYFS has an asthma inhaler, this is kept in the inhaler box in the classroom and taken outside where appropriate. All other medicines follow the whole school policy for storing medications. There is a specific EYFS medication book which is kept on the EYFS co-ordinator's desk.

Refrigeration

All medication requiring refrigeration will be kept in a cool container in the fridge. It is the parent's or child's responsibility to collect medication in the evening.

Contagious Diseases

Any child who has suffered from a contagious disease will not be permitted back to school whilst the disease is still contagious. The school will refer to the Health and Safety Executive guidelines.

The following should be noted in particular:

- **Cough sweets and lozenges are only acceptable in exceptional circumstances.**
- **Children may not be given medicines to administer themselves.**

NOTE

Staff may apply sun cream or children may administer the cream themselves under staff supervision. School hats may be worn on the playground at all times as a sun protection.

CHILDREN WITH SPECIAL MEDICAL CONDITIONS OR LONG TERM MEDICAL NEEDS

In order to support fully the needs of children with special medical needs or a long term illness, the school will liaise closely with home, the medical professionals and any other agency involved in supporting the child.

Each case will be treated individually, depending on the child's particular need. A full support plan will be written for the child with details such as

- ☒☒ special requirements
 - medication and any side-effects
 - what to do and whom to contact in an emergency
 - the role the school can play.

Care plans are displayed on the noticeboard in the staffroom together with a photograph, and given to the staff to keep in their planning files. Staff also have medical lists in their files which are taken on curriculum visits.

Allergies

Some children with allergies may be prescribed epipens or antihistamines or other allergy medication. These are kept in the staffroom in a clearly labelled box and staff are trained in their administration.

Asthma

Loreto Preparatory School recognises that asthma is a condition affecting many schoolchildren today and so asthma sufferers do not create a problem for the school. Care is taken to ensure that these children can participate fully in school life.

Children have immediate access to inhalers and all school personnel responsible for these children in the course of the day will be familiar with the condition and with the arrangements for a particular child. In the event of the child not responding to the use of the inhaler the child will be taken directly to the casualty department of the nearest hospital and the parents informed.

The school helps other children to understand asthma so that they can support their peers who suffer from this condition.

The school will at all times work in partnership with the parents and health professionals so that as far as possible children suffering from asthma will experience the minimum anxiety.

Arrangements for Asthmatics at Break Times

Inhalers should be in a container in the classroom, which is taken outside at break times under the supervision of staff.

Diabetes

Where a child has a diabetes diagnosis, training is given by the diabetes nurse to all staff with responsibility for the child. This is updated regularly.

The secretary and another member of staff are trained in testing blood sugar levels and supervising the administration of insulin. Medication, testing equipment and the sharps bin are kept securely in the secretary's office.

Epilepsy

Staff are trained in the management of epilepsy and how to deal with a seizure.

Staff Medication

Staff must seek medical advice if they are taking medication which may affect their ability to care for children. Staff medicines must be kept locked in individual staff lockers and administered only in the staffroom.

Pupils with Special Educational Needs or Disabilities

Appropriate support is given to children with special educational needs or disabilities. The staff are made aware of these children through the SEND register.

Policy reviewed September 2016, updated November 2016

Reviewed Spring 2017

Next review Spring 2019