

**DUNCLUG PRIMARY SCHOOL**  
**FIRST AID AND MEDICINE POLICY**

**First Aid**

**Assessment of Need**

The level of first aid provision (staff training, first aid kits and internal procedures) has been determined by risk assessment and shall be reviewed annually by the School Principal, or following a related incident, or feedback from interested parties, or significant changes to the School's premises / activities.

**First Aiders**

All staff members have had some degree of first aid training but our main first aiders are Mrs S Gilmore, Mrs P Boyd and Mrs A Gregg. Relevant staff members receive annual Heartstart, Epilepsy and Anaphylaxis training when appropriate (this may be when, for example, a pupil with an allergy moves to a new teacher).

Staff members who hold First Aid Training (within the last 3 years):

- Mrs P Boyd (Heartstart and Epilepsy)
- Mrs C Hood (Anaphylaxis)
- Mrs J Henderson (Anaphylaxis)
- Mrs S Gilmore (Anaphylaxis, First Aid and Epilepsy)
- Mrs D Hunter (Anaphylaxis and Epilepsy)
- Miss D McCluskey (Epilepsy)
- Miss N McNair (Epilepsy)
- Miss S Cameron (Heartstart)
- Mrs A Gregg (First Aid)

**Designated Sick Area**

The space designated for care of pupils during School hours is at the School Office. This area contains a first aid kit and nearby facilities. If privacy is needed the pupil will be taken into the staff room.

## **First Aid Kits**

First aid kits are located in the following areas of the School:

- Kitchen (FULL KIT)
- School PE Store (PLAYGROUND, TRIP & PE USE)
- All classrooms (PLASTERS, ANTISEPTIC WIPES ETC)
- School Office (off site first aid kits and kit items for replenishment use)

All first aid kits are clearly identifiable and available to all staff.

First aid kits are replenished regularly. Supplies are kept in the School Office. The School Principal is responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished.

Each full first aid kit contains the following in sealed packages:

- Waterproof plasters.
- Blue plasters (for kitchen staff).
- Eye pad with bandage.
- Triangular bandages.
- Safety pins.
- Sterile dressings (assorted sizes).
- Moist wipes. (medicated, alcohol free)
- Disposable gloves.

## **Medical Attention Procedure**

Should a pupil suffer an accident or require urgent medical attention, the following procedure must be followed:

- Check for any immediate danger to the pupil.
- Assess the pupil's condition.
- If you are not a trained first aider, request help from the nearest trained staff member.
- If necessary, call 999 - ask for an ambulance and answer all questions calmly (see contacting emergency services notice by all telephones).
- Administer first aid as appropriate until help arrives.

- Arrange for a member of staff to contact the pupil's parents/carer and make them aware of the situation.
- If parents/carer cannot be contacted, leave a message asking them to contact the school urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.
- The School Principal or another staff member must accompany the pupil to hospital and stay with them until their parent/carer arrives. The pupil's home message book or information card is to be taken with them to provide details of their emergency contact numbers, medical conditions, allergies and family doctor.
- Complete a Medical Incident Form.

### **Infectious Diseases**

The following arrangements are in place in order to minimise the risk to staff and pupils of infectious diseases:

- The School Principal is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/carers as necessary.
- Infectious diseases posters are displayed in the school office and staff room.
- If a pupil feels unwell, is sick, has diarrhoea, has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated in a waiting area and arrangements made for collection by their parent/carer.

Emergency contact numbers will be used if the parent/carer cannot be contacted.

- The pupil and parent's right to confidentiality shall be respected.
- The pupil shall be treated in a sympathetic, caring and understanding manner.
- Parents/carers shall be kept informed of any infectious diseases occurring at the school.
- We expect, and inform, parents/carers to notify us if their child is suffering from any infectious disease that may put others at risk.
- We expect, and inform, parents/carers to call or email the school office in the morning if their child is unwell and will not be attending school.
- We expect, and inform, parents/carers to state the reasons for absence to the school office upon returning following illness.

## **Pupil Health Care Plans**

Dunclug School recognises that some pupils may have medical conditions that require support so that they can attend school regularly and take part in school activities.

Health/Medical Care Plans will be developed for all pupils with medical conditions requiring support during school time.

- Plans are developed with input from the school nurse.
- Plans are reviewed as necessary by the Principal or class teacher with input from the parent/carer.
- Parents/carers are expected to inform the school of any change in their child's condition or medication requirements.
- Parents/carers are expected to supply the school with any life-saving prescription medication their child may require.
- Relevant staff are briefed on the pupil's medical requirements and administration of any medication.

## **Medication**

Competent staff members shall only administer prescription or non-prescription medication to pupils where there is a health reason to do so and we have received written consent from the parent/carer (e.g. penicillin, ear/eye drops, cough mixture, allergy creams & pills and travel sickness pills - **No Aspirin shall be administered**). Staff members will not administer a greater dose than the official recommended dosage unless with doctor's prescribed permission.

Competent staff members shall only administer life-saving prescription medication to pupils in accordance with their health care plan and with written consent from their parent/carer (e.g. for anaphylaxis, asthma, diabetes, epilepsy).

Medicine consent forms for parental completion are located in the School Office.

Records shall be kept by the School Office of all medication administered to pupils.

All medication shall be stored in accordance with product instructions, in their original container and in a safe and secure location, out of reach of pupils. If stated, the medication may need to be stored in the fridge located in the School Staff Room.

### **Anaphylaxis**

Relevant staff members have been trained in anaphylaxis awareness and the use of epipens and inhalers by a specialist.

The following procedure regarding anaphylaxis is briefed to all staff members and regularly reviewed during staff meetings:

- Educate susceptible pupils so that during playtimes they know what not to eat or touch.
- The pupil may be unwell if they exhibit the following symptoms:
  - Strange scratching at neck.
  - Strange unformed sentences.
  - Wheezing / gasping for breath.
  - Tongue may be "tingling".
  - This indicates their airway may be affected and requires action.
- Send for additional help and call an ambulance, stating anaphylaxis.
- Hold the pupil on your lap.
- Administer adrenaline.
- Call their parent/carer.
- Administer a 2<sup>nd</sup> dose if needed after 5 minutes.

### **Diabetes**

The individual care plan will be followed, keeping parent/s informed at all times. All medical items i.e insulin, blood sugar level monitor, sweets/snacks kept in a single bag located in the school office or classroom during school hours, dependent on the child's/adults individual care plan. If the child is offsite this bag **MUST ALWAYS BE WITH THE CHILD, UNDER A MEMBER OF STAFF'S SUPERVISION.**

All contact details and care plan instructions in bag and posted in the staffroom and school office in case of emergency. i.e. hypo situation.

## **Epilepsy**

Posters are displayed around the school for all to see and read. Relevant staff members have had training on signs of a potential fit and procedures. See Epilepsy Policy.

## **Accidents**

### **Accident Reporting - Internal**

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported without delay.

A Pupil Accident Book and a Staff Accident Book is located in the school office and must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.

The Accident Book shall be reviewed annually by the School Principal to identify any trends.

Completed Accident Books must be kept for a minimum of 3 years.

### **Accidents - Pupils**

In addition, the following arrangements are in place should a pupil suffer an accident:

- For school pupils, parents/carers are informed through the dismissal process, by telephone, email or orally (as applicable).
- For Breakfast Club pupils, the staff member on duty must inform the class teacher about the accident when handover occurs so that the parent/carer can be informed at the end of the day.
- Staff members will always wear gloves when dealing with the spillage of bodily fluids.
- The School Office also keeps a mask for CPR Purposes.
- The School also has authorised access to Dunclug College's Defibrillator.

Implemented June 2017