



Company Registered Number: 8517255

St John's Primary School

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Headteacher: Miss Nicola Hughes

First Aid and Administering Medication Procedures September 2019

Please refer to the Supporting Pupils at School with Medical Conditions guidance from the DfE for further details to support this document.

Guidelines

New staff are given a copy of this document as part of their induction process. They will be given details of trained first aiders in school and shown where first aid supplies are stored and how accidents are reported.

First Aid in School

At St John's Primary School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times (during the school day and extended school day).

When children take part in off-site visits, a first-aider will accompany the group. During activities outside of the school day (Breakfast and After School Clubs), there is a designated first-aider onsite at all times.

Training

All staff are offered first-aid training and the school keeps a register of who is first-aid trained and when training needs renewing. The SBM is responsible for monitoring this.

First Aid Facilities

Each classroom has a first-aid kit, as do the communal areas and office.

Accident and Injury Reporting (see also Accident Investigation and Reporting of Accidents)

All accidents which require first-aid should be recorded in the Accident Record books located in the first aid kits. The duplicate part of the form needs to be given to the child to go home in their bag or to the class teacher, to be handed to the appropriate parent or carer at the end of the day. If a child is attending an after school club, the form needs to be given to the club leader to hand to parents and carers when they collect.



If a child bumps their head during the day but does not need further medical attention, we will inform their teacher and also their parents, by email. Additionally we will provide information of what to look out for with head injuries.

If an accident results in the injured child requiring further medical attention, this should be recorded on the relevant form (kept in the school office) and stored in the appropriate folder in the school office.

Where a child has sustained an injury that requires further attention, parents/carers should be informed by a phone call or should be advised at handover at the end of the school day. Please note the time and who was spoken to on the copy of the accident record form relating to the injury in the book in the office, along with the initials of the person who made the call or spoke to the parent.

Calling the Emergency Services

In the case of major accidents where first-aid at school will not suffice, the emergency services should be called, as well as parents/carers.

Administering and Storage of Medication

If children require medication to be administered at school, it will only be permissible with explicit permission and instructions from parents and carers, who will be required to complete the relevant form (kept in the school office), which will record the time and dose needed to be administered during the day.

Any medication which requires refrigeration should be handed in to the school office upon arrival and will be stored in the staffroom fridge. Other medication will be stored in a locked cabinet.

Non prescribed medication such as anti-histamines and paracetamol can only be administered during the school day if agreed with office staff and if the relevant forms have been completed by a parent or carer.

Epinephrine auto injectors (also known as epipens) will be stored in a labelled box on clearly marked hooks in the school office. Individual medical plans for the administering of Epinephrine auto injectors will be stored in the school office, as well as in the Breakfast and After School Club information folder, if appropriate. Asthma inhalers will be stored in classrooms, clearly marked with the child's name. Any doses, (including how many puffs of an asthma inhaler) administered should be recorded on the relevant form by the attending adult.

A child should never be left alone to administer medicine.

If children are taken offsite, any relevant medication should be taken with them. It will be the responsibility of class teachers and/or trip leaders to ensure this happens.

Breakfast and After School Club will use Epinephrine auto injectors stored in the office as needed.

It is the responsibility of parents and carers to ensure that medication is in date and returned after holidays.

