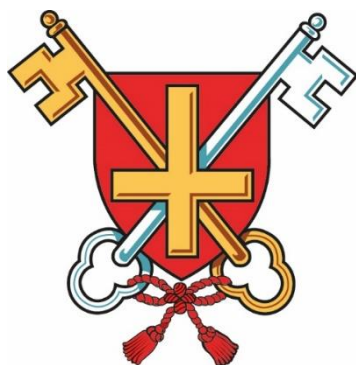




St. Peter's London Docks C of E Primary School

"Finally, all of you, be like-minded, be sympathetic, love one another,
be compassionate and humble"

1 Peter 3:8

First Aid Medicine Policy

The Governors of St Peters London Docks Primary School recognise that there is a requirement for children to take prescribed medication whilst at School. In some cases, children may be required to take medication on a long term basis and this has been borne in mind in preparing this policy.

ACCIDENT REPORTING PROCEDURE:

What is an Accident?

An accident is an unplanned, uncontrolled event which may or may not result in a personal injury.

Reporting Procedures:

All accidents should be reported to the School Office and a senior member of staff whether they result in injury or not. The Office staff then will follow the procedures as outlined in the London Borough of Tower Hamlets Health and Safety Manual

Copies of the Accident Reports are kept filed in the Headteacher's Office. Accidents are reported to governors in the Headteacher's Termly Report.

Minor Injuries:

Children should be sent to the Medical Room accompanied by another child for minor first aid to be administered. This will be overseen by an adult. This will be recorded in the Accident Book. During playtimes, a playground first aid kit is also kept outside in both KS1 AND KS2 playgrounds for quick access to first aid for minor injuries.

Head Injuries:

Any child suspected of injuring their head will need to be looked at by a trained First-Aider and a head injury letter sent home with them. Whenever possible the parent will be contacted by phone. A head injury sticker will also be given to the child to wear on their person.

Major Injuries:

A First-Aider will be summoned immediately and a senior member of staff and/or the Headteacher will be informed. The first-aider will ascertain, in their judgement whether an ambulance needs to be called immediately. In cases where the child's life is not in danger, they are not unconscious and it is not a back injury, the parent will be contacted wherever possible, so that they can either take the child to hospital themselves or accompany the child.

Staff should not attempt to move the patient or administer any first aid other than in a life or death situation.

Transport to Hospital:

If an ambulance is required, the emergency '999' service will be used. Wherever possible, no casualty should be allowed to travel to hospital unless the parent/carer is notified first. It may be appropriate to transport a student to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. These will be cases of a less severe nature than those requiring transport by ambulance. No casualty should be allowed to travel to hospital unaccompanied.

As soon as possible after the incident every case of injury or accident will be fully and accurately reported on the appropriate form available from the School Office and, where possible, detailed statements will be obtained from witnesses.

Completed forms should be returned to the School Office to be passed to the Headteacher who will check that the appropriate investigation has been carried out. An accident form must be completed for an accident to employees, students, members of the public.

Known near accidents must also be reported in the same way.

ILLNESSES

Any child suspected of having an infectious disease, skin condition, virus or serious illness, needs to be looked at by a trained First-Aider. Staff must follow the procedures above for minor and major occurrences. The parent, where possible will be contacted. If the school is in any doubt, the school nursing team or 111 will be contacted for advice.

The Schools policy is that parents MUST keep children at home when they are acutely unwell, and/or have a complaint that is deemed as infectious to others.

Parents are informed in the School Prospectus and admission handbooks and reminded in school newsletters of the need to inform the school about illnesses.

COVID

See Covid Risk Assessment.

MEDICINES:

The school policy is that prescribed medicines will be administered only in cases where the child would otherwise have a prolonged absence. We do encourage parents to administer medicines at home if possible.

Parents or guardians have prime responsibility for their child's health and should provide the school with information about their child's particular medical condition, and treatment or special care needed at school. In the case of prolonged treatment of medical conditions, this information should be detailed and contain full description of condition and also possible causes/side effects etc. They should, jointly with the Headteacher, reach an agreement on the schools role in helping the child's medical needs. If medicines are required to be administered during the day, parents are

expected to complete either of the attached forms (whichever is relevant), giving the school permission to do so.

In those circumstances that medicines have to be administered, we have nominated members of staff who will administer the medicine and log the administration. These will be filed along with the accident records.

Medicines are to be kept in the fridge which is located in the old medical room. All prescribed medicines in school should also have a care plan in school. Care plans should be administered by either a GP or school nurse. The SENCO can make referrals to the school nurse to establish new care plans or update existing ones.

ASTHMA PUMPS

Parents and children are advised in the 'Parents' Handbook' and in Newletters that it is advisable for the child to have one pump on their person, one kept in school and one kept at home. Parents are asked to put the child's name on the asthma pump.

A register of children with asthma is kept up to date and the school ensures that asthma cards are filled in by parents, G.P.s or the school nurse.

When a child has an attack they should be treated according to their individual health care plan or asthma card as previously agreed. An ambulance should be called if:

- the symptoms do not improve sufficiently in 5-10 minutes
- the child is too breathless to speak
- the child is becoming exhausted
- the child looks blue

It is important to agree with parents of children with asthma how to recognise when their child's asthma gets worse and what action will be taken. An Asthma School Card (available from Asthma UK) is a useful way to store written information about the child's asthma and should include details about asthma medicines, triggers, individual symptoms and emergency contact numbers for the parent and the child's doctor. Please see the attached example of an emergency asthma/wheeze plan.

A child should have a regular asthma review with their GP, school nurse or other relevant healthcare professional. Parents should arrange the review and make sure that a copy of their child's management plan is available to the school or setting. Children should have a reliever inhaler with them when they are in school or in a setting.

The SENCO can refer to the Children's Specialist Asthma Nurse if the school and parents have concerns about a child's specific care plan or illness. Email: Th.paedasthmanurse@nhs.net (email information correct as of March 2021).

FIRST AID BOXES:

All year groups are issued with a First Aid Box and additional boxes are located in the medical room and General Office. Details of First Aiders and training certificates are displayed in the staff room and medical room.

All staff are instructed to take with them their First Aid Box on trips out of school.

These boxes are checked regularly by the SENCO and a trained first aider and re-filled as necessary.

AUTO-INJECTORS

Expiry dates and issue number details of auto injectors are checked regularly by the SENCO and office staff. An auto-injector summary record is kept of all the auto injectors in school. This record is displayed in the Headteacher's office, the main office and the SENCO's office, see example of record sheet:

Weight/Age group	Brand	Dosage	Issue/Lot	Expires
Under 6 years	EpiPen Jr	150mcg		
Over 6 years	EpiPen Jr	300mcg		

The Headteacher keeps 2 auto-injectors in her office (under 6 years 150mcg dosage and over 6 years 300mcg dosage).

Staff participate in annual Auto injector training as delivered by GP Care Group.

Parental Responsibilities

Whilst the school will support pupils and parents in the management of pupil's illness where practical to do so, it is the responsibility of parents to ensure that the school is provided with up to date information; including any reviews.

In addition, parents must ensure that any medication provided has the required permission slip, and that the medication is in use, and for asthma pumps that they are replenished regularly.

Parents must provide medical appointment cards and letters where available and complete an appointment slip at the school office.

**ST PETERS LONDON DOCKS PRIMARY SCHOOL
WAPPING**



**REQUEST FOR PARENTS TO COMPLETE IF THEY WISH THE SCHOOL
TO ADMINISTER MEDICATION FOR SHORT TERM ILLNESSES**

Details of pupil

Surname :

Forename:

Class/Form.....

Condition/Illness :

Medication

Name/Type as detailed on container :

Date dispensed : How long required : Days

Dosage and method :

When required to be taken :

Any side effects :

Contact details

Name and relationship to child :

Contact telephone number :

I understand that I must deliver the medicine personally to the Headteacher or office staff and accept that this is a service which the school is not obliged to undertake.

Signed :..... Date :

**ST PETERS LONDON DOCKS PRIMARY SCHOOL
WAPPING**



**REQUEST FOR PARENTS TO COMPLETE IF THEY WISH THE SCHOOL
TO ADMINISTER MEDICATION FOR LONG -TERM MEDICAL
CONDITIONS/ILLNESSES.**

Details of pupil

Surname :
Forename:
Address :
.....
Class/Form.....
Condition/Illness :

**USE THE FOLLOWING SPACE TO PROVIDE FULL DETAILS OF MEDICAL
CONDITION, TREATMENT, AND ANY SIDE EFFECTS THAT SHOULD BE
KNOWN TO THE SCHOOL PRIOR TO AUTHORISATION OF CONSENT :**

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Medication

Name/Type as detailed on container:
Date dispensed: How long required:
Dosage and method:
When required to be taken:
Any side effects:

Contact details

Name and relationship to child :
Contact telephone number(s) :

***I understand that I must deliver the medicine personally to the Headteacher or office staff and
accept that this is a service which the school is not obliged to undertake.***

Signed :..... Date :

Emergency Asthma/Wheeze Action Plan



THINK

- Are they coughing, wheezing, finding it hard to breathe, have a tight chest, unable to walk or talk?
- Do they need their inhaler?
- Do you need to call for an ambulance?
- REMEMBER: stay with the child at all times.



Under 5

INTERVENE

- Keep calm and reassure child.
- Sit them up and slightly forward.
- Ask someone to get blue inhaler and spacer, administer inhaler and note the time (see medicine steps).
- Do you need to call for an ambulance?



Over 5

MEDICINE

- Shake blue inhaler and place in spacer, spray one puff and take 10 breaths.
- Repeat up to 10 times if needed.
- Do you need to call an ambulance?
- If symptoms are resolved contact the parents to get a GP review. If this is happening frequently then please refer to the Community Children Specialist asthma nurse TH.paedasthmanurse@nhs.net.



Teens

EMERGENCY

999

- If no improvement or you are worried or unsure, call 999 and request an ambulance.
- Note time of calling 999, school's postcode
- If ambulance takes longer than 15 minutes repeat medicine steps.

ANAPHYLAXIS

- Do they have an adrenaline pen?
- If there is no improvement, they could be having an anaphylactic reaction causing inflammation in the lungs.
- If in doubt, follow their allergy management plan and inject.
- Call an ambulance stating anaphylaxis 'ANA-FIL-AX-IS'.



Parent Consent:

Child Name

'I give the school permission to give my child their inhalers and/or adrenaline pen, or to use the school's emergency supply if my child's own supply is out of date or unavailable'.

Signature

Date of signature