



Ballinderry Primary & Nursery Unit



First Aid Policy

BALLINDERRY PRIMARY & NURSERY UNIT

First Aid Policy

The health and safety of all children at Ballinderry Primary School and Nursery Unit is of the highest importance to all staff. This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions.

The teacher in overall charge of first Aid is Mrs Ritchie. The school has one fully qualified first aider who is responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. He is **Mr G. Mehaffy**.

The emergency aiders are:

- Mrs M. Ritchie
- Mrs R. Glover
- Mrs S. West

All members of staff will administer to small cuts and bruises that are the normal occurrence in a school day.

First aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re-qualify as a first aider.

First Aid equipment is kept in the first aid cupboard in the SENCO room, the store in Room 9 and basic supplies in every classroom, including the Nursery Unit. Cuts are cleaned using, where appropriate running water and gauze pads and if needed, plasters are available. Gloves are worn by staff when dealing with blood and these are located next to the plasters and gauze pads in the store in Room 9.

Ice packs are kept in the fridge in Year 1/2 resource area and can be used to reduce the swelling for bumps and suspected strains and sprains- a cold compress will be used for head injuries. All head injuries will be reported immediately to parents and a letter sent home.

Dealing with Bodily Fluids – Blood etc

Aims:

- To administer first aid, cleaning, etc, for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area.
- Always use disposable gloves (located in the First Aid Box) NEVER touch body fluids with your bare hands.
- Clean the spillage area
- Use bucket and mop from Building Supervisor's store (inform Building Supervisor if used by leaving a note).
- Double bag all materials used and dispose of in outside dustbin.

- Blood loss – if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

Off-Site Visits

It is the responsibility of the teacher in charge to take a first aid box with them on the visit. Small first aid packs are available in all classrooms. All teachers taking children out of school for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children. There are 3 mobile First Aid kits. Two are located in the Room 9 store and one in Mrs Ritchie's classroom.

The first aid equipment is regularly checked and managed by Mrs Ritchie.

All accidents are recorded in a minor accident book which is kept in the school office. Any head bumps are recorded and parents are informed by a phone call and then the 'head bump' letter. In the event of serious injury or concerns, first aiders must complete an accident/ incident report form, sending a copy to the EA and directing the child/ adult to see a doctor or visit an accident and emergency department to seek further advice.

Medical information about a child is gathered through the data collection sheets, which are issued regularly, as well as through information provided by parent or carer. All important medical information is provided for class teachers and kept in Class File. Records about those children with particular medical conditions or allergies are kept on the notice board in the staff room, relevant teacher's room and assembly hall/dining area.

All emergency phone numbers are kept in contact files in the office or Nursery Unit Office.

Medical information is located in a file which is passed on to the relevant teacher. All relevant information regarding medical conditions are passed on to the class teacher within the register, also the first aiders are aware of these. Each new child that starts within the school supplies information regarding health issues that are passed on to all relevant members of staff.

Food allergies are listed so that the teacher is aware. The kitchen staff are notified of all children with food allergies and a meeting is held with parents, principal and Mrs Ritchie to discuss needed provision. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.

Ballinderry Primary School and Nursery Unit will not discriminate against pupils with medical needs.

In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals. They will include the following:

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency

- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play

Administration of Medicines

Ideally it is preferable that parents, or their nominee, administer medicines to their children. This could be effected by the young person going home during a suitable break or the parent visiting the school. However, this may not be appropriate. In such cases a request must be made for medicine to be administered to the young person at school using the appropriate form. **(See the Administration of Medicine Policy – Forms AM1 or AM2).** This must contain clear instructions regarding dosage. These are kept in the relevant class file.

Each request for medicine to be administered to a young person in school will be considered on its merits.

Medicines

Medicines that have been prescribed by a doctor, dentist or nurse prescriber should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. **We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions.** Ideally if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, parents could be encouraged to ask their prescriber about this.

In some instances we will administer medicines that have been bought over the counter such as Piriton and Calpol. However, staff will **never** give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents. (Form AM2)

Medicines brought into school are kept in the relevant class, first aid cupboard in the SENCO room, staff room fridge or in the Nursery Unit Office cupboard. They are stored strictly in accordance with the product instructions and in the original container in which dispensed. Staff ensure that the supplied container is clearly labeled with the name of the young person, name and dosage of the medicine and the frequency of administration.

All Medicines, including controlled drugs, will be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines they should be taken to a local pharmacy for safe disposal.

Educational Visits

Prior to any residential visit taking place medical forms will be completed by the parents/carer of all pupils. This will allow the school to consider what reasonable adjustments may need to be made to enable young people with medical needs to participate fully and safely on visits. Arrangements for taking any necessary medicines will need to be taken into consideration. Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of pupils in their care.

Copies of medical forms will be taken on the visit and relevant information also stored in school. If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school will seek parental views and medical advice from

the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant.

Prior to the residential medication should be handed to the first aider by parents/ carers. Following the visit, the first aider will hand back any medication to the child's parent (Medication should not be handed back to the child).

Asthma

Parents of asthmatic children are asked to complete an **AM1** form and to ensure that their child is equipped with a labelled inhaler. We also request that school is provided with spare inhaler. Inhalers are stored in the classrooms. Inhalers may be taken, if required, to the P.E. lesson by the child requiring this medication.

We encourage children with asthma to participate in all aspects of the curriculum including PE. The school does all that it can to ensure that the environment is favourable to pupils with asthma.

Peanut Allergy

Due to the number of children in the school who suffer from peanut allergies, which could cause an anaphylactic reaction (or shock), we have made Ballinderry Primary School a Nut Free Zone. We require everyone's support in this matter and a note was sent home to parents to ensure that the children don't bring **peanuts or foods containing nuts** into the school. See attached letter – Appendix 1

September 2020

Appendix 1



We have children in the school who suffer from a severe nut allergy, which can cause an anaphylactic reaction (or shock). This medical condition could in an extreme situation, be life threatening.

We require everyone's support in ensuring that your child(ren) do not bring any **peanuts or foods containing nuts** into school.

Your co-operation in this matter is very much appreciated.