



First Aid Policy

2024 - 2025

Chair of Governors	Signed	Date
Mr Darren Ankers	<i>DAnkers</i>	02/10/2024
Review Date		September 2025

Our Policy and procedures are based on Flintshire LA guidelines.

The health and safety of all children at Ysgol Bryn Garth 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 school has three full first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. They are:-

Sioux Waller (First Aid at Work)

Lisa Isgar (First Aid at Work)

Michael O'Grady (First Aid at Work)

All members of staff have received emergency first aid training and 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 and annually in emergency first aid.

First Aid equipment is kept in the first aid cupboard in the staff room. Cuts are cleaned using, where appropriate running water and/ or alcohol wipes and if needed, plasters are available. Gloves are worn by staff when dealing with blood and these are located next to the plasters and wipes. Ice packs are kept in the fridge in the infant kitchen 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. If ice packs are used then these are first wrapped in a clean tea towel to prevent contact with the skin. All medical waste is bagged in plastic bags and is disposed of in the staff room bin or outside bin.

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 and aprons (located in the First Aid Box) NEVER touch body fluids with your bare hands
- Use bucket and mop from Caretaker's room (inform Caretaker 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 and in bags used by the midday assistants. 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. The first aid equipment is regularly checked and managed by Mrs Jones.

All accidents are recorded on a minor accident form and these are stored in the First Aid cupboard. Any head bumps are recorded and parents are informed by telephone and '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 Local Authority 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 annually, as well as through information provided by parent or carer. All important medical information is provided for class teachers and kept in classrooms. Records about those children with particular medical conditions or allergies are kept on inside door of the first aid cupboard, next to the first aid materials.

All emergency phone numbers are kept in the contact file in the office. Medical information is located in a locked cabinet in the office. All relevant information regarding medical conditions are passed on to the relevant teacher within the register, also the first aiders are aware of these. All class teachers hold lists of children with allergies. Each new child that starts within the school supply information regarding health issues, they are passed on to all relevant members of staff. Food allergies are listed in each relevant child's register so that the teacher is aware. The school cook is notified of all children with food allergies.

Ysgol Bryn Garth 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' condition
- Special requirements i.e. dietary needs, pre-activity precautions
- 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, and we request that parents come to school to administer medicines wherever possible. However this may not always be appropriate. In such cases a request must be made for medicine to be administered to the young person at school/ on residential using the appropriate form. **(Appendix 1)**. This must contain clear instructions regarding dosage. These are kept in the first aid cupboard in the staffroom. 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 prescribers 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. **A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

Medicines brought into school are clearly labelled and kept in a the staffroom fridge or the first aid cupboard in the staffroom. 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 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 and the child has access to them at all times. Inhalers must be taken to each PE 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. Also see Asthma Policy.

Ysgol Bryn Garth

Administration of Medicine Consent Form

In the event that you are unable to come into school to administer medication yourself, as a last resort you can request the school to give medication at the discretion of the headteacher.

Dear Headteacher

I request that(full name of pupil) be given the following medicine (s) while at school. I confirm it is not possible to amend the timings to allow the medicine to be given out of school hours.

Name of medicine:

Duration of course:

Dose prescribed:

Date prescribed:

Time (s) to be given:

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be delivered to the school and collected by me or the under-mentioned responsible adult. **UNDER NO CIRCUMSTANCES MUST CHILDREN BRING MEDICINES INTO SCHOOL.**

We accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately.

Signed (Parent/Guardian)

Contact telephone no.

Address:

Date:

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
2. The agreement will be reviewed on a termly basis
3. The governors and Headteacher reserve the right to withdraw this service.

Agreement of a staff member

I agree to administer the above.

Name Date.....