



Beormund Primary School

First Aid & Medicines In School Policy



Policy and procedure:	First Aid & Medicines in School June 2021
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1.Statement of Intent

Beormund Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981. We are committed to providing emergency first aid provision in order to respond to accidents and incidents affecting staff, pupils, parents/ carers and visitors to our school.

2.First Aiders

The members of staff who are trained to provide First Aid are displayed at the front of school, in the staff room and on the back of the door in each of the classroom cupboards.

Most staff will be trained in Basic First Aid. Some will gain Emergency First Aid, others will be trained to Paediatric First Aid standard.

3.Location of First Aid Boxes

First aid boxes are located in the following areas:

- Admin Office
- Home School Liaison Office
- Art and DT Room
- Empathy Classroom
- Honesty Classroom
- Integrity Classroom
- Resilience Classroom
- Perseverance Classroom
- Playroom.

The Admin Officer is responsible for the replenishment of the first aid boxes located in the Admin office, Home School Liaison Office, in the Art and DT Room and Playroom. The trained first aider in each classroom will be responsible for the replenishment of first aid boxes located in their classrooms. First aid supplies can be located in Admin Office.

4. Contents of First Aid Boxes

As a minimum all first aid boxes should contain:

- 20 sterile adhesive dressings
- 2 sterile eye pads
- 6 sterile triangular bandages
- 6 sterile dressings medium
- 2 sterile dressings large
- 3 sterile dressings extra large

- 6 pairs of plastic gloves
- 5 face masks

5. Responding to accidents/incidents

The nearest first aid trained adult will respond to cuts, grazes, bumps and sprains. All open cuts should be covered once they have been treated with a cleansing wipe. Any first aid trained member of staff can treat severe cuts, these can be overseen by The Admin Officer or the Home School Liaison officer if necessary.

All head injuries should be treated as serious. All bumped heads should be treated with an ice pack irrespective of whether a bump becomes visible. Once the child has received an ice pack it is important that we ask the child if they feel any of the following:

- Headache
- Dizziness
- Sickness
- Blurred vision

If the child feels any of the above, contact with the parent/carer should be made as soon as possible and advise them to collect their child and seek further medical advice. This is the responsibility of the class based First Aider who applies the ice pack. They must first gain a clear chronology of events before calling home.

All adults in the child's class team should be made aware of a particular child has suffered a bump to the head and they should ensure that they keep an eye on the child and check in with them regularly throughout the school day.

If the child cites that they feel ok, the parent/carer must still be told of the head injury that day by completing a letter and sending a text.

6. Reporting of accidents

All accidents should be recorded on Behaviour Watch under the Accident Slip as soon as practicable.

Please see below print screen:

The screenshot shows the Behaviour Watch software interface. At the top, there is a navigation bar with various tabs like 'Miss R Higgins', 'Contact Log', 'Thinking Time', 'Incident', 'Settings', 'News', 'Self-reporting/Concerns', 'Accident/Student Staff Slip', 'Weekly Enrolment Monitoring', 'Attendance/Behaviour Target', 'SNCP', 'LOR', 'Page On a Page', and 'Printable Map'. The main content area is titled 'Accident Slip' and contains a form with the following fields:

- Staff:** Dropdown menu with 'Priscilla Poy' selected.
- Description:** Text input field.
- Subject:** Dropdown menu with 'Please select a subject'.
- Status:** Dropdown menu with 'Observation'.
- Location:** Dropdown menu with 'Art Room'.
- Date:** Date picker showing '23 Jun 2023'.
- Period:** Dropdown menu with 'Before School'.
- Time:** Time picker showing '8:00'.
- CC:** Text input field with a link 'Click Here to Add New Details'.

Below the form is a section titled 'Accident or Near Miss' with a checkbox 'Near miss'. Underneath is a 'Body Map' section with a grid and human figures for marking injury areas. The text says 'Please indicate the area of injury and provide any specific notes below'. The body map includes a 'FRONT' view of a head and torso, a 'BACK' view of a head and torso, and a full-body silhouette.

For small accidents such as falls, cuts, grazes the children should be sent home with a first aid sticker and a follow up text to be sent home informing the parent/carer that their child has received first aid.

Parents and or carers should be notified that their child has suffered a bump to the head as soon as the child has received first aid, the adult treating the child should be the person who calls home. The child should be sent home with 'I bumped my head' sticker as well as a sending the child home with a 'School Accident Form' (appendix 1).

In the event of a member of staff or visitor require first aid, it should be reported to the Admin Officer. Both the member of staff/visitor will sit the Admin Officer and complete a Behaviour Watch entry.

For more serious accidents where a child/adult needs further medical attention, the below forms need to be completed, these will then be sent to Southwark Schools Health and Safety Team.

- HS1 Form – This is for adults (appendix 2)
- HS3 Form – This is for pupils only (appendix 3)

The above forms are located in the Admin office, The Admin Officer will be responsible for sending these to the Southwark Health and Safety Team once they have been completed.

7. When to call home

- Bump to head and the child has said that they have a headache, dizziness sickness and blurred vision, a call home should be made immediately.
- Incident when a mark has been caused by an adult.
- Marks caused during a physical intervention.
- Incident when a child has been harmed by another.
- Any First Aid incident when the child has displayed particular distress.

8. Enrichment Trips

First Aid bags are located in the Admin Office. The Admin Officer is responsible for making sure that these are fully stocked and replenished after each trip.

When taking any child of class offsite, a trained first aider will carry a First Aid kit.

Any first aid administered on a trip will be recorded on Behaviour Watch as soon as practicable and communicated home.

A school phone should be taken on each trip in the event of an emergency. All children's parents and carers numbers are stored on these phones. The trip leader and/or the First Aider will determine when and why the parent or carer should be called.

In the case of a residential trip, the residential first aider/s will administer first aid. Reports will be completed in accordance with the procedure at the residential centre, as well as documenting the accident on Behaviour Watch.

9. Storage of Medication

From time to time we will have children attend our school who will be required to take medication during the school day.

All medication is stored in the admin office. All medication is clearly labelled in individual boxes. Each box will contain the medication, completed medical form (signed by parent/carer), for some it will contain an Individual Care Plan. The box itself will have a photo of the child on the front with their name, class, year group and medical need. On top of the box it will state the name of the medication, dosage and the time in which it is to be administered.

Copies of Individual Care Plans are shared with the class team and displayed at the back of the staff cupboard door, copies are also stored in a file next to the medication.

10. Administering Medication

Parents and carers are responsible for notifying the school of any medical needs that their child may have. They must inform the school of any changes to their child's medical needs.

Before we can administer medication to a child, the parent or carer need to complete the 'Medical Information Form for Pupils'. Medication needs to be provided in the original packaging in which it was prescribed clearly detailing the child's name, name of medication, dosage and when it is to be administered, (for some this will only be when necessary i.e asthma inhalers and antihistamine for allergies).

In some instances, a letter maybe directly received from CAMHS or a family GP outlining medication, dosages and frequency. Communication with other professionals will be documented on 'Contact Log' on Behaviour Watch, and can only be authorised by the Headteacher.

Medication will be administered in line with the guidance set out on the Medical Information Form for Pupils and what is stated on the packaging of the medication.

Once medication has been administered this will be logged on the school medicine record sheet which is located on the inside of the cupboard door where the medication is stored.

In the event that a child has an Individual Care Plan, emergency medication will be administered in accordance with guidance set out within this plan. Individual Care Plans are written by the school nursing team. Not all medical needs require an Individual Health Care Plan.

11. Short Term Prescriptions

In the event that a child is required to take medication for a short period of time, such as antibiotics or painkillers, these can only be administered if a parent and or carer completes the 'Medical Information Form for Pupils'. Parents /carers can obtain a copy of this form from the front of school on the first day of requesting the medicine to be administered at school. The Admin Officer will inform the named child's class team regarding the administration of medicine at school. Medication must be prescribed by a Doctor and obtained from a pharmacy, clearly labelled with the child's name, name of medication, dosage and when it is to be administered. In the event that the medication needs to be kept refrigerated, it can be stored in the fridge in the Headteacher's office only.

12. Other Illnesses

In the event that a child becomes unwell during the school day, (e.g is complaining of having a cold, belly ache etc), children should not be sent to the front of school as there is very little that can be done. Please monitor throughout the school day and determine whether the child could be well enough to remain in school. Log this under Emotional Monitoring and communicate with the parent/carer at the end of the day.

13. Consent

Parents and carers will be asked to complete and sign a medical consent form for when their child enrolls at our school, this will be part of the admissions pack. This will include consent to administer first aid, details of any allergies or medical conditions, medication they are currently taking (even if not required to do so during the school day) and emergency contact details.

14. Monitoring

The Admin Officer will complete a half termly audit of medication to ensure there is sufficient, in date medication stored in the box.

The Safeguarding team (DDSLs) will note any children receiving first aid that week, they will determine if there is a pattern over time. Any trends reoccurring incidents, bruises or treatments, will be further discussed at the next Safeguarding & SEND meeting.

The Safeguarding team will track any injuries due to the use of Team-Teach physical interventions and liaise with the Behaviour Support Manager to ascertain if there is a training needed (refresher). Regular and transparent communication is essential for any child with an allocated social worker. The body maps will be used to track any bumps & bruises and note the explanations.

Please note marks & bruises does not automatically conclude malpractice.

Beormund Primary School Accident Form



Dear _____

Date _____

_____ has injured his/her _____
when in school today.

How and when this happened:

Your child was seen by a trained First Aider and basic first aid was administered. The injury is not thought to be serious however if he/she should complain of any discomfort or pain please contact your GP.

Important: In the case of bumps to head please look out for signs of concussion: Signs of a concussion usually appear within a few minutes or hours of a head injury. But occasionally they may not be obvious for a few days. So it's important to look out for any problems in the day's following a head injury.

Symptoms to look out for:

- A headache that does not go away.
- Dizziness.
- Feeling or being sick.
- Memory loss
- Clumsiness or trouble with balance.
- Feeling stunned, dazed or confused.
- Changes in vision.

If you have any concerns please contact your GP or call 111 for further advice.

At Beormund Primary we are always very concerned when a pupil is injured during the school day. For serious injuries that require additional professional treatment or follow up the Head/Deputy/Lead First Aider will always carry out a full investigation and will report their findings to Southwark's School's Health and Safety Team. Where necessary appropriate action will be taken to prevent this from happening again.

The following action has been taken:

Please contact the school office if you would like any further information or are in any way concerned.

Signed by: _____

First Aider

<h2 style="margin: 0;">LONDON BOROUGH OF SOUTHWARK ACCIDENT/INCIDENT REPORT FORM</h2>
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Please ensure **all** sections are completed as soon as possible after the incident (shaded areas should be omitted for third parties and pupils) and that the form is passed to the relevant supervisor/manager. When this and the Accident Investigation form have been completed the supervisor/manager must forward this original to the Departmental Safety Adviser / nominated person **within 48 hours** of the incident. **For fatalities/ major injuries, the Departmental Safety Adviser should be contacted immediately.** Management to retain a copy of this form. **PLEASE PRINT**

Person Involved

Surname:	Forenames:
Home Address:	
Date of birth:	Home Phone No:
Status: Employee <input type="checkbox"/> Agency <input type="checkbox"/> Third Party <input type="checkbox"/>	
Sex Male <input type="checkbox"/> Female <input type="checkbox"/>	
Dept/School:	Work Base/Unit:
Occupation:	Line Manager's Name:

Date of Incident:	Time: _____ am/pm
Address and Exact Location of Incident:	
Date Reported:	by: _____ to whom: _____
How did the Incident Occur (state fully, use continuation sheet if necessary)	
What were you doing:	
Name and Address of any Witness	1
	2
Nature and extent of injuries (state left or right where appropriate)	
First-aid treatment given:	By whom:
Any subsequent action (e.g. taken to hospital):	
People informed:	

To be completed by Nominated Manager:

Name:	Signature:	
Job Title:	Tel:	Date:

To be completed by Safety Adviser/Nominated person:

Major Injury Yes <input type="checkbox"/> No <input type="checkbox"/>	Time lost: _____ days	Date HSE notified: RIDDOR No
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LONDON BOROUGH OF SOUTHWARK ACCIDENT/INCIDENT REPORT FORM

Please ensure **all** sections are completed as soon as possible after the incident (shaded areas should be omitted for third parties only) and that the form is passed to the relevant supervisor/manager. When this and the Accident Investigation form have been completed the supervisor/manager must forward this original to the Departmental Safety Adviser / nominated person **within 48 hours** of the incident. **For fatalities/ major injuries, the Departmental Safety Adviser should be contacted immediately.** Management to retain a copy of this form. **PLEASE PRINT**

Name of School:	
Address:	
Type of School:	
Contact telephone number:	
Date of Incident:	Time of Incident:
Exact Location of Incident:	
Details of Incident:	
To whom reported (within school):	
Date:	Time:
Details of any witnesses:	

Pupil Involved

Surname:	First Names:
Address:	
Date of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Nature of Injury and Part of Body affected (state left or right if appropriate)	
First-aid given?	Yes <input type="checkbox"/> No <input type="checkbox"/>
No. of hours tuition lost:	
Parents/guardian informed?	Yes <input type="checkbox"/> No <input type="checkbox"/> Time:
Was pupil taken to hospital?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Name of person completing form:	
Signature	
Job Title:	Date:

To be completed by the Key Manager:

Investigation report completed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed:	Date:
Name:	Tel:

Appendix 4:

Body Map

