



Medical Policy

This policy is written with due regard to the advice and regulations agreed by Cambridgeshire County Council, the HSE and the DfE.

Aims of Policy

- To provide adequate first aid care to staff and pupils
- To ensure staff understand roles and responsibilities
- To ensure correct first aid resources are readily accessible
- To ensure roles are understood fully, in the case of an emergency

First Aid Training

The Headteacher is responsible for ensuring that there is enough First Aid provision in school. To this end, there are 3 fully-trained First Aiders:

Linda Wager
Lyn Coolbear
Sylvane Anderson-Brown

All other members of staff are trained as 'Appointed Persons' – an up-to-date list of training is maintained.

Any member of staff who has not completed this training, eg. newly recruited, is not allowed to treat anyone. Arrangements will be made for them to complete training at the nearest opportunity.

Medical Room / Medical Equipment

The medical room is located within the administrative block and is clearly labelled. The room contains the necessary medical requisites to offer basic first aid care to our pupils and staff.

Displayed in the medical room are details of emergency accident procedures, local doctors and hospital telephone numbers, and advice relating to a number of illnesses.

Basic First Aid equipment is located in the medical room, along with spare supplies. The stock of first aid equipment consists of:

- Individually wrapped sterile adhesive dressings
- Sterile eye pads with attachment
- Triangular bandages (sterile and material)
- Safety pins
- A selection of sterile unmedicated dressings
- Gloves
- Antiseptic wipes

Soap and water is also available in the medical room. Ice packs are stored in the staff room fridge with ice pack covers kept in the medical room.

Gloves are also kept in classrooms, along with basic first aid supplies.

No medicines are kept in the medical room, including aspirins, paracetamol, calpol or creams.

Hygiene

All staff must ensure they wear disposable gloves when carrying out First Aid treatment. This is to provide a protective barrier to both parties.

All used medical supplies must be disposed of in the lined bin in the Medical Room. This is to ensure safety for all members of the school community.

Any sharps must be disposed of in the Sharps disposal box.

Spillages

Protective gloves must be worn when dealing with spillages. All body fluid spillages (vomit, diarrhoea and blood) must be cleaned immediately.

Absorbent granules should be dispersed over spillage and left to absorb for a few minutes, then swept up into newspaper. A designated dustpan and brush is available for body spillages. This is kept in the caretaker's cupboard. Following this, wash the affected area with warm water and detergent and dry. Once spillages have been put into newspaper, it must be placed in a sealed black plastic bag and put in the external skip.

Treatment of Pupils

Break-times: Pupils are treated as quickly as possible. They are currently treated by the teaching assistant on door duty, at the hall doors.

Lunch-times: Pupils are treated as quickly as possible. Each day, a midday supervisor undertakes this specific task, and are based at the hall doors. They are easily identified by a red tabard.

Lessons: Within lessons, most first aid can be dealt with by the teaching assistant in the room. When a teaching assistant is not present, and first aid treatment is necessary, the pupil will be treated by the class teacher, or another nearby teaching assistant. In the case of an emergency, help can be summoned by sending a Bat card to the office. This will alert the need for a First Aider to attend.

Trips

Whenever a class is leaving the premises, or going to the field for a games lesson, a basic first aid kit should be taken with them, along with the class inhaler box. Travelling First Aid kits are kept in classrooms and take the form of a bum bag. The contents in a 'Travelling First Aid' kit are:

- 6 individually wrapped sterile adhesive dressings
- 1 medium sized sterile unmedicated dressing
- 1 triangular bandage (sterile and material)
- 6 safety pins
- 6 antiseptic wipes
- 1 vent aid
- 1 roll micropore
- 1 single use ice pack
- 6 Gloves

It is the responsibility of the class teacher to ensure that the contents of the bum bag are kept up to date, and used resources are replenished, with supplies from the medical room.

In addition to the 'Travelling First Aid' kit, the following items should accompany any class on a school trip:

- Sick bucket
- Spillage granules
- Plastic bags / newspaper
- Dustpan and brush

Record Keeping

A record is kept electronically for all First Aid treatment given and it is the responsibility of the person administering First Aid to ensure this is completed – using Medical Tracker. This applies to staff and pupils.

The following information is logged on the record:

- Date, time and place of incident
- Name of injured / ill person
- Details of injury / illness and treatment given
- What happened to the person immediately after treatment eg. went back to class, resumed normal duties, sent home
- Name of First Aider / appointed person dealing with incident

The electronic record is used by the school to identify accident trends, and possible areas for improvement, to assist future first-aid needs assessment, and for insurance and investigative purposes.

In addition to this record, all children who visit First Aid during the day, have a sticker to wear denoting either a First Aid visit or a head bump. This is to assist all staff in being vigilant towards further symptoms. Parents are emailed each day to notify them of First Aid incidents. Telephone / face-to-face contact with parents to explain significant injuries will also take place, and be recorded in Medical Tracker.

For some accidents / incidents, it is essential to notify the LA. This is done online, through the completion of the IR96 form. The following reasons would mean the completion of this form would be necessary:

- Injury to an employee during an activity associated with work, or a self-employed person working on the premises
- Accidents resulting in death or major injury, including as a result of violence
- Accidents which prevent the injured person from doing their normal work for more than 3 days
- Accidents / incidents which result in hospitalisation / treatment by a paramedic, doctor, or A+E dept.

This applies to all employees and pupils.

Completion of an IR96 is done online with the Local Authority – this is done with the assistance of the Headteacher or Deputy Headteacher. Copies of complete IR96 forms are kept in the school office.

Emergency Procedures

In the case of an emergency, the First Aider and Headteacher must be informed immediately. Without delay, an ambulance will be called by the First Aider / Appointed Person.

The School Administrator will telephone parents / next of kin to inform them of this course of action and arrange for them to come to school immediately (if appropriate), or to meet at the hospital. The School Administrator will also provide the First Aider with the pupil details held by school on Pupil Asset.

If parents do not come to school before a child is to be taken to the hospital, then a member of staff will accompany the child in the ambulance.

Another member of staff may follow in a car, to ensure they are able to return to school. This will usually be a Senior Member of staff.

Before admitting children to the school, parents must complete an admission form which permits school staff to act on parent's behalf in cases of emergency.

Medicines

School staff will not normally administer medicine. If children are following a course of medication, parents are asked to make arrangements whereby the medicine can be administered outside of school hours. If this is not possible, parents are asked to come into school to give the dose required. If this is not possible, then a request for staff to administer medicines may be made to the Headteacher.

Any special request for the administration of medicines to children must be discussed with the Headteacher and will only be given following this agreement, and completion of consent forms. For a child who requires regular medication, a health care plan will be drawn up with the school nurse and parents, and school. This will be signed by all parties. Training will be provided to staff, as appropriate.

Any medication kept in school will be kept securely in the school office. Records will be kept for all medication taken. If medicines are to be refrigerated, they are stored in a locked cupboard inside a suitable cool bag.

Individual pupil records contain details of medical conditions. In addition, the school has a list of children with medical conditions, including asthma sufferers. Inhalers for these children are kept in classrooms.

Asthma

The school recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school positively welcomes all pupils with asthma and takes the following steps to help them:

- Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parents, doctor or asthma nurse and class teacher agree they are mature enough. The reliever inhalers of other children are kept in the classroom, in a central box.
- All school staff let children take their inhalers when they say they need to, and record this on the child's inhaler record form (kept with their inhaler).
- Inhaler boxes are taken to the hall doors for break and lunchtime, and then returned to the classroom each day.
- Parents must inform the school if their child has asthma – this should be done on the medical form at the start of each school year. An asthma care plan must then be completed by parents – this is kept with this child's inhaler.
- The admin team will maintain a list of all children with asthma in the school.
- The First Aiders will check inhalers are in school, and in date, each month, using Medical Tracker. They will remind parents where renewals are needed. This will include reminders about spare inhalers.
- Taking part in PE is an important part of school life, and for children with asthma, they will be encouraged to participate fully. Inhalers should be brought out to PE lessons, in the classroom box. Children who are responsible for their own inhaler should put this in the box for the lesson so that it is readily accessible to them.
- All inhalers are taken on local visits and school trips, including residential trips.
- If a member of staff notices a child increasingly using their reliever inhaler, they will inform parents.