



# Mosaic

## JEWISH PRIMARY SCHOOL

### First Aid And Medicines Policy

(Including Administration of Medicines)

Written:	July 2013	Reviewed:	January 2025
Approved:	March 2013	Review Due:	January 2027

The health and safety of all children at Mosaic Jewish Primary School (MJPS) 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 will have two fully qualified paediatric 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:-

- Loreal Naude
- Sitasha Chaudry

All other staff, including mealtime supervisors will be emergency aiders.

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 and annually in emergency first aid.

First Aid equipment is kept in all classrooms in a cupboard near the sink, Staff room, School Office, Medical Room and in the storage cupboard outside. The one in the School Office will be used for visits off-site.

Cuts are cleaned using, where appropriate running water and/ or non-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 staff room 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 paper towel to prevent contact with the skin. In the event that a child needs to lie down, the bed is used in the medical room.

### **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 apron (located in the First Aid Box) NEVER touch body fluids with your bare hands
- Clean the spillage area with diluted bleach in ration of 1:10 (containers for which can be located in the Caretaker's room)
- Use bucket and mop with red mark 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.

The First aid packs for off-site visits are available from the school office. 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 Sam Freeman.

All accidents are recorded in the minor accident book which is stored in the front office. 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 and ensure it is sent to the Health and Safety Executive as stated in the HSE "Incident reporting in schools" information sheet (attached to this policy) 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 emergency phone numbers are kept in the contact file in the office and on the school management information system.

Medical information is located in the school office.

The parents and carers for each new child that starts within the school will supply information regarding health issues. All relevant information regarding medical conditions, including food allergies will be passed on to the relevant teacher, all first aiders will be aware of these.

Records about those children with particular medical conditions or allergies are also kept on notice boards in the school office, kitchen area and staff room. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.

Mosaic Jewish Primary School 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 affected 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. (Appendix 1). This must contain clear instructions regarding dosage. These are kept in the blue folder 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 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. A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Medicines brought into school are kept in the kitchen fridge which is located beyond the locked door at the top of the synagogue main stairs. 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 labelled 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 a 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

A list of children in school with asthma is kept on the notice board in the school office and is updated regularly. 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.

**ACCEPTED & APPROVED BY THE FULL GOVERNING BODY**

**Chair of Governors:** .....

**Head Teacher:** .....

**Date:** .....

**Review Date:** .....

**Appendix 1**

**Mosaic Jewish Primary School 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 head teacher.

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.**

I/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.....