



First aid and administration of medicine (EYFS & PRE-PREP SCHOOL) policy

Policy reviewed and amended: 20.8.19

Next review date: 30.8.20

Governor Lead: Mrs M. Ismail

Policy holder: Louisa Rowland

Status and Review Cycle: Annual

Sevenoaks Preparatory School is committed to children in our care receiving quality first aid provision. First aid must be available at all times while children are on school premises and present on school visits. In the EYFS at least one person on site and on visits holds a paediatric first aid certificate.

First Aid Procedure

First Aid equipment is kept in the Pre-Prep School Office, with additional first aid kits available at the back door (for break times) and in Kindergarten. If any item is becoming low, please contact the school Nurse who will see that it is replenished.

Following an incident or accident:

- Assess the situation.
- Ensure that the area is safe and that you, the casualty and/or others around you are not in danger. Take action to protect them but do not put yourself at risk.
- Attend to the child's needs and offer comfort, change the child's clothes if necessary etc. Should you require assistance, inform a School First Aider and/or School Nurse.
- The School First Aider and/or School Nurse will take the appropriate action and give first aid treatment as necessary. A decision will then be made as to whether the child may now stay at school, should go home with their main carer, or requires further medical assistance at hospital.
- Should medical assistance be required parents must be informed immediately. Emergency contact numbers for parents are available on PASS/3sys, in the Pre-Prep School office or main school office. These are confirmed at the beginning of each year and if parents change telephone number we ensure any changes are recorded.
- Should an ambulance be required, inform the relevant school office so that the gate can be opened for ambulance access and a member of staff can wait at the school entrance to direct the ambulance to the casualty.
- Any incident or accident and any treatment given should be recorded via a Bump Note, Head Injuries Form or in the Accident Book (see Recording Accidents below).
- Once the incident has been dealt with and the casualty looked after, clear the area up, dispose of any waste and restock the first aid kit.

Recording accidents

BUMP NOTE

Any minor cuts, grazes or bumps requiring minor first aid must be reported to the parent or guardian via a Bump Note and record in the school office. Ensure that the Bump Note is passed on to the child's form teacher and placed in the child's book bag to go home.

The bump note folder should be taken out by staff on break/ lunch duty along with the first aid kit.

HEAD INJURY NOTE

If a child experiences any injury to the head please ensure that an additional Head Injury Letter is filled in and sent home to the child's parents, to advise of symptoms to look out for following a more serious injury to the head.

(See Appendix)

THE ACCIDENT BOOK is kept in the Pre-Prep office where any accident that you may consider more serious should be noted, e.g. severe cuts or bumps or any casualty that requires immediate hospital treatment. A separate accident book is also kept for staff accidents.

Medication

If it should be necessary to administer pain relief to a pupil this should only be carried out by a permanent, suitable member of the Sevenoaks Prep. School Staff. Under no circumstance must medication be administered by any other person, who is unrelated to the pupil, on the school premises.

Individual pupil's adrenalin pen or asthma inhalers in school should be named with instructions for use. They should always be accessible in a box clearly labelled with the child's name, either in the classroom or go with the child if they are on a school trip/out at games/visiting the Prep School. It is for parents to ensure all medication is in date.

A school stock adrenalin pen is available for emergency use in the Pre-Prep School Office, in the locked medicine cupboard or in the medical cupboard in the Prep School.

Parents may give permission on a Medication Consent Form for non-prescription medicines such as Piriton or Paracetamol suspension to be given if deemed necessary by the School Nurse or a school First Aider. First Aiders should check in the Medication Consent Form file to ensure parental consent has been given before administering any medication. Any doses of school stock medicines given in school must be logged in the Medication Register file kept with Mrs Howe in the Pre-Prep School Office. Non-prescription medicines are kept in the locked medicine cupboard in the Pre-Prep School Office.

Should any medicines (e.g. Paracetamol suspension, Piriton, accutations from a prescribed asthma inhaler) be given to a child during the day, the administering of the medication must be witnessed by two members of staff and a form must be completed stating what medication was given, the dosage given, at what time and for what reason. The form must be sent home to the parents that day. Medication may be administered without a witness by the School Nurse.

In the EYFS, prescribed medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin should only be given to EYFS children if prescribed by a doctor (EYFS Statutory Requirements, 3.45).

Prescribed Medicines e.g. antibiotics may be given in school but must be clearly labelled with the child's name and be in the original packaging. A parental agreement to administer medicine form must be signed by the parents. Prescribed medicines should be stored in the medicine fridge in the Pre-Prep School Office.

FIRST AID TRAINED STAFF – Pre-Prep

Paediatric First Aiders

- Sarah Howe
- Amanda McKnight
- Merrhis Lemmon
- Louisa Rowland

First Aider at Work (3 day course)

Emergency First Aid at Work (INSET) Expires January 2019

- Bridget Calver
- Karen Clark
- Amanda Haselden
- Katherine Johnson
- Lindsey Morris
- Sally Perks
- Jane Riding
- Joanna Roubicek
- Marina Routledge
- Kate Gadd
- Sarah Woodgate
- Wendy Culley
- Cristina Bolton
- Elise Lapham
- Hannah Jenkins
- Lucy McGilchrist
- Sally Julian
- Katie McNicoll
- Helen Cook
- Sue Lait
- Sarah Hillman