

# **The Meadows Montessori School**

## **First Aid Policy**

### **STATEMENT**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding. This care should extend to emergency first aid provision, the administration of medicines, Asthma and Head lice.

### **OPERATING POLICY**

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid and medicines.
2. Clearly defines the responsibilities and the staff.
3. Enables staff to see where their responsibilities end.
4. Ensures the safe use and storage of medicines in school.
5. Ensures the safe administration of medicines in school.
6. Ensures good first aid cover is available in the school and on visits.

### **GUIDELINES**

New staff to the school are given a copy of this policy when they are appointed. This policy is regularly reviewed and updated. This policy as safety as its priority. Safety for the children and adults receiving first aid or medicines and safety for the adults who administer first aid or medicines.

### **CONCLUSION**

The administration and organisation of first aid and medicines provision is taken very seriously at The Meadows Montessori School. There are annual procedures that check on the safety and systems that are in place in this policy.

Signed:

Head Teacher

Date:

## FIRST AID POLICY GUIDELINES

### TRAINING

All staff will have appropriate first aid training.

### FIRST AID KITS

First aid kits are stored in the classroom cupboard. There is also a first aid kit in the garden.

### CUTS

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Minor cuts do not need to be recorded in the accident file.

Minor cuts should be recorded in the accident file and parents informed.

ANYONE TREATING AN OPEN CUT SHOULD USE GLOVES.

### BUMPED HEADS

Any bump on the head, no matter how minor is treated as serious. All bumped heads should be treated with an icepack. Parents and guardians will be informed by a letter at the end of the day or a phone call if it is felt necessary. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident file.

### ACCIDENT FILE

The accident file is located in the classroom by the first aid box. Each year there is a new file. Old files are stored in the school office. There are reviewed once a term to be taken into consideration for any health and safety issues.

### CALLING THE EMERGENCY SERVICES

As per our Medical Emergency Policy.

### MEDICINES IN SCHOOL

#### What can be administered?

In school we will administer, as advised by parents/guardians, medicines such as antibiotics, anti-histamine. All medicines must be clearly labelled with the child's name and class. To enable us to administer these medicines a form must be filled in by the parent giving clear instructions.

Antibiotics - We can administer antibiotics during the school day if required. We can only administer ONE dose a day.

Anti-histamine - We can administer this medicine as stated or when required.

Creams - We can administer creams for skin conditions, such as eczema. However staff must not apply cream onto a child's body, unless agreed with the parents. With agreement, application of these creams must be made under the observation of another adult.

#### PARENTAL PERMISSION

Medicines will not be administered unless we have written permission of parents. Medicine forms are available from the school office.

In the event of a child coming into school with medicines without a permission slip, we will attempt to gain consent for administration over the phone. If we are unable to contact parents in this way then the medicine will not be administered.

#### MEDICINE STORAGE

No medicines should be kept in the classroom or in the child's possession (except inhalers and epi pens). All medicines are kept in fridge or in the medicine box in the filing cabinet.

#### ADMINISTRATION OF MEDICINES FILE

When medicine is administered, staff must complete the dated entry of this on the applicable form. Before administering the medicine staff are to read the dates section to ensure that the medicine has not already been administered. The staff member must sign this form and have a witness signature to confirm correct dosage and time.

#### STAFF NOTIFICATION

At the beginning of each academic year, any medical problems are shared with staff and a list of these children and their conditions is kept in the class register. New photographs and signs are made of children with severe medical problems such as asthma or epilepsy. These signs and notices are to be displayed in the register and also in the nursery cooking (particularly if it is an allergic medical condition to food stuff).

#### INHALERS

Children have their inhalers with them at all times. In Key Stage 1 the inhalers will be kept in a box with the register. In Key Stage 2 children are expected to take their inhalers with them whenever they do rigorous activity. At other times they can be stored in a box with the register.

PLEASE NOTE: OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS. In event of an attack, when no inhaler is available then the emergency services will be contacted as per our medical emergency policy.

#### HEAD LICE

Staff do not touch children and examine them for head lice. If we suspect a child has head lice we will inform the parent and ask them to come and examine their child. When we are informed of a case of head lice in school, we send a standard letter to the class where the case has been identified.

#### VOMITING AND DIARRHOEA

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 24 hours after the last symptom has elapsed.

#### REMOVAL OF CHILDREN IF FEARED CONTAGIOUS TO OTHER PUPILS - AND TAKEN ILL DURING THE SCHOOL DAY.

If a child falls ill during the school day and it is felt that their illness could be contagious to other pupils, then, firstly a phone call will be made to their parent / emergency contact. They will then be taken over to Willow Park Day Nursery (building next door) escorted by a member of staff, where they can sit in the office until their parent / carer arrives. A Meadows member of staff will stay with the child until they are collected. The office at the nursery is next door to a toilet and hand washing facilities.