



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

LALEHAM LEA SCHOOL & NURSERY

FIRST AID POLICY

This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.

Person responsible for this policy:

Karen Barry
Head Teacher

Rationale

Laleham Lea has a clear Health & Safety Policy and actively seeks to minimise risk and create as safe an environment as possible for all who work here. The school acknowledges the importance of providing First Aid for employees, children and visitors within the school, as well as providing First Aid for off-site activities and visits.

Purpose

The schools arrangements for carrying out the policy include:-

- A duty of the Governing Body to approve, implement & review the policy.
- Reporting, recording & where appropriate investigating all accidents.
- Recording on all occasions when first aid is administered to employees, pupils & visitors.
- Providing equipment & materials to carry out First Aid treatment.
- Making arrangements to provide training to employees, maintaining a record of that training & reviewing it annually.
- Providing information for staff on the arrangements for First Aid.

Guidelines

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc. that children sustain until the child can if necessary, receive professional medical treatment. The following guidelines apply at Laleham Lea School:

- The school has at least 8 trained first aiders. They are qualified in "Paediatric First Aid". First Aid trained staff must receive updates to their first aid training as required.
- First aid & medical treatment is available in the School office.
- First Aid boxes are available in the kitchen and EYFS and in the art room. There is also one placed on each school minibus.
- First aid boxes for school outings and sports fixtures are stored in the school office. The lead staff member for any activity or visit away from the school will be provided with relevant medical information given by a child's parent/carer as part of the Risk Assessment for the visit/activity.
- The First Aid Lead and School Business Manager are responsible for ensuring that the First Aid kits are correctly stocked and items past their expiry date are safely discarded.
- The First Aid Lead is responsible for ensuring that auto-injectors, inhalers and any other medication left at the school by parents for children with allergies and medical conditions are in-date.
- First aid information is available in the School Office, if in any doubt consult with the First Aid Lead and the Head Teacher.
- Disposable gloves should always be used when dealing with blood and placed in the medical bin.
- Staff on duty have the responsibility of dealing with and recording minor accidents during break times and during sport.
- If a child receives an injury, which causes concern, parents will be informed and where appropriate given the option of coming to school to check the child themselves or leaving the child to recover and return to class.



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- A note must be made in the accident book (which is kept in the School Office) of all actions taken. Statements may be required from staff involved.
- In the case of head bump injuries parents are to be informed should the injury be considered serious. If the injury is not serious the children are given bump sticker, and a note to take home. All head injuries are written up in the accident book.
- Any child that does go home should be recorded as having done so and the class teacher informed.
- Accidents to staff must also be reported to the School Business Manager and a record made in the Staff Accident Book.
- If an ambulance is required the Head Teacher and First Aid Lead should be notified and parents contacted.

Medication

If a child requires prescribed medicines whilst at school, written permission must be given for the medication to be administered (see Appendix 1 below). The medication must be provided in container with a pharmacy label stating the child's name and the required dose. A pro forma must be completed stating the time the medication was given and the dose signed by the person giving the medication. The parent/carer is informed at the end of each day that the medicine has been administered as per the written request/permission. For special conditions the same applies for generic medication. All medicines are kept in the School Office, usually in a designated cupboard, unless the label requires them to be kept in a fridge. Parents are informed on collection of their children at the end of the school day to ensure that they do administer an additional dose not realising that one has already been given. It is the responsibility of the class teacher to ensure children have access to inhalers/medicines on any off-site visits. During PE lessons they must ensure inhalers accompany the child to the venue.

Allergies

Information about children who have an allergy or specific medical condition is published in the staff room and kitchen. All staff are informed of the individuals involved, Class teachers are issued with a list informing of any medical issues concerning children. All paediatric first aid trained staff have had auto-injector (EpiPen) training.

Conclusion

First Aid and minimisation of risk are everyone's responsibility. This policy will promote consistency and ensure clear guidelines and record keeping.

Links to Other Policies

For further information please see the Health and Safety Policy and Educational Visits Policy

Policy Reviewed June 2021

Next review date: June 2023



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FRONT OF FORM

Request Form for School to Administer Medication – Appendix 1

The school will not give your child medicine unless you complete and sign this form and the Head Teacher has agreed that the school staff can administer the medication.

DETAILS OF PUPIL

Surname _____ Forenames _____

Address _____

Date of Birth _____

Class _____

Condition or illness _____

MEDICATION

Name/type of Medication _____

(as described on the container)

For how long will your child take this medication _____

Date dispensed _____

Full Directions for Use

Dosage and Method _____

Timing _____

Special Precautions:

Side Effects _____ Self Administration _____

Procedures to take in an emergency _____

CONTACT DETAILS

Name _____ Daytime Telephone _____

Relationship to Pupil _____



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Address _____

I understand that I must deliver the medicine personally to the School Secretary and accept that this is a service which the school is not obliged to undertake.

Signature (Parent / Carer) _____ Date _____

Data Protection Statement

For the purposes of the GDPR Regulations May 2018 (the 'Regulations'), Laleham Lea School is the data controller in relation to all personal information you provide on this form. Laleham Lea School is committed to protecting your privacy and processing such personal information in a manner which meets the requirements of the Regulations. For more information about Laleham Lea's privacy policy please refer to <http://www.lalehamlea.co.uk/sites/default/files/policies/Data-Protection-Policy.pdf>

BACK OF FORM

DETAILS OF PUPIL

Surname _____ Forenames _____

MEDICATION ADMINISTRATION

Name of medication administered _____

Time medication administered (1) _____

(2) _____

(3) _____

Medication administered by (1) _____

(2) _____

(3) _____

Self-medication supervised by (1) _____

Laleham Lea Primary School, 29 Peaks Hill, Purley, Surrey, CR8 3JJ



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(2) _____

(3) _____

Medicine or used medicine bottle returned to parent on _____