



Loreto Convent School

Gibraltar

FIRST AID & ACCIDENT PROCEDURES POLICY

This policy reflects the ethos of Loreto Convent School and has been compiled and reviewed with the involvement of children, staff and Governors.

Introduction

Loreto Convent School fully recognizes its responsibility to provide a safe and secure environment and to promote and safeguard the health and safety of each member of the school community, including the Early Years Foundation Stage, and at the same time being equally mindful of all visitors to the school.

We endeavour to provide the very best possible care for all our pupils including the children in the Early Years Foundation Stage. However, despite the best care and preventative measures, accidents can happen. In this case, we will provide the timely and competent administration of first aid.

First Aid

We have facilities for administering First Aid in our school.

We have First Aid trained members of staff and many hold Paediatric First Aid certificates.

There is at least one qualified First Aider who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill during every school day.

First Aid Provision

First Aid boxes are located in the:

- Main School office
- Kitchen
- Nursery ground floor – Kusuma Building
- 2nd floor Mary Ward building
- Playgrounds

The boxes contain the items suggested by the Approved Code of Practice of the Health and Safety Executive, i.e.:

- Guidance card
- Individual wrapped sterile adhesive dressings
- Antiseptic sprays & wipes
- Eye wash
- Triangular bandage
- Safety pins
- Sterile non-medicated dressings
- Scissors
- Disposable bags and gloves

In addition, each classroom is supplied with wet-wipes for cleaning up minor injuries.

The named First Aider, Vicky Fisher, is responsible for maintaining the First Aid boxes. Teaching staff and lunch supervisors who are on duty at playtime and lunchtime have charge of first aid equipment at those times. More serious injuries should be reported to the Headteacher or the Deputy Headteacher.

Telephone extensions are located in the Headteacher's office, the school Office, the staff rooms, lunch room corridor, Nursery 1 middle classroom and outside the top Foundation Stage 1 classroom.

Emergency Procedures

Accidents

Accidents should, in the first instance, be reported to the Headteacher or the Deputy Headteacher but, if neither is available, to the Secretary or the designated teacher in charge. The person receiving the report will take immediate action with regard to treatment.

If emergency hospital treatment is considered necessary they will call an ambulance. If it is considered advisable for the person to attend the casualty department at the hospital, the designated person will, in the case of a child, telephone the parents and, if they are not immediately available, will arrange to take the child to the local hospital. The child's application form should be taken with them to the hospital. These are available in the School office. Contact with the parents should be made as soon as possible.

Forms (kept in the playground first aid kits and the office) recording the accident and signed by the person witnessing the accident or having responsibility at the time of the accident should be completed as soon as possible after the event.

All accidents involving staff, pupils and visitors must be recorded in this way, but staff accidents should also be recorded in the Accident Book kept in the Secretary's office. Any spillage of body fluids must be reported to the caretaker as soon as possible.

Pupils with Special Educational Needs or Disabilities

Appropriate support is given to children with special educational needs or disabilities. The staff are made aware of these children through the SEND register.

Recording

We keep records of all accidents and injuries and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

All children who have a head injury, including minor bumps will receive a telephone call or letter to take home on the day of the incident, informing parents and giving advice.

We will always contact parents if their child suffers anything more than a trivial injury, or if they become unwell, or if we have any worries or concerns about their health.

PROCEDURE FOR ADMINISTERING MEDICINES IN SCHOOL

The school aims to provide support, assistance and a sympathetic attitude towards those pupils with special medical needs and recognizes and accepts that many pupils will need to take medication in school at some time in their school lives, possibly to finish a course of antibiotics or merely to apply a lotion.

The purpose of this policy is to allow pupils to do this and to minimize the need to be absent.

To achieve this, home and school need to liaise closely to ensure that all procedures are acceptable and provide a sound basis for ensuring that children with medical needs receive proper care.

Medicine

Medication to be administered in school should be left either in the School Office, the Headteacher or with the class teacher. It must be accompanied by a letter from the parent giving the child's name and clear instructions for the administration of the medicine.

EYFS

Where a child in the EYFS has an asthma inhaler, this is kept in the child's school bag or with the class teacher. There is a list of asthmatics in the school office, PE room, lunchroom, playground first aid box and with the class teachers.

Refrigeration

All medication requiring refrigeration will be kept in the nearest staffroom fridge. It is the parent's or child's responsibility to collect medication in the evening.

Contagious Diseases

Any child who has suffered from a contagious disease will not be permitted back to school whilst the disease is still contagious. The school will refer to the Health and Safety Executive guidelines, a copy of which is available for reference in the school office.

The following should be noted in particular:

- Cough sweets and lozenges are only acceptable in exceptional circumstances.
- Children may not be given medicines to administer themselves.

NOTE

Staff may apply sun cream or children may administer the cream themselves under staff supervision. School hats may be worn on the playground at all times as a sun protection.

CHILDREN WITH SPECIAL MEDICAL CONDITIONS OR LONG TERM MEDICAL NEEDS

In order to support fully the needs of children with special medical needs or a long-term illness, the school will liaise closely with home, the medical professionals and any other agency involved in supporting the child.

Each case will be treated individually, depending on the child's particular need. A full support plan will be written for the child with details such as

special requirements

- medication and any side-effects
- what to do and whom to contact in an emergency
- the role the school can play.

Care plans are displayed on the noticeboard in the staffroom and given to the staff to keep in their planning files. Staff also have medical lists in their files which are taken on curriculum visits.

Allergies

Some children with allergies may be prescribed 'Epipens' or antihistamines or other allergy medication. These are kept in the classroom, with a second pen in the office if advised in a clearly labelled box and staff are trained in their administration.

Asthma

Loreto Convent School recognises that asthma is a condition affecting many schoolchildren today and so asthma sufferers do not create a problem for the school. Care is taken to ensure that these children can participate fully in school life.

Children have immediate access to inhalers and all school personnel responsible for these children in the course of the day, will be familiar with the condition and with the arrangements for a particular child. In the event of the child not responding to the use of the inhaler the child will be taken directly to the casualty department of the nearest hospital and the parents informed.

The school helps other children to understand asthma so that they can support their peers who suffer from this condition.

The school will, at all times, work in partnership with the parents and health professionals so that as far as possible children suffering from asthma will experience the minimum anxiety.

Arrangements for Asthmatics during P.E.

Children must take their inhalers to all P.E. lessons. If a child does not have their inhaler in school, they are unable to participate in P.E. lessons.

Arrangements for Asthmatics at Break Times

Inhalers should be in the classroom or in the child's school bag, which is taken outside at break times under the supervision of staff. 8 First Aid Policy February 2017

Diabetes

Where a child has a diabetes diagnosis, training is given by the diabetes nurse to all staff with responsibility for the child. This is updated regularly.

Members of staff are trained in testing blood sugar levels and supervising the administration of insulin. Medication, testing equipment and the sharps bin are kept securely in the secretary's office.

Epilepsy

Staff are trained in the management of epilepsy and how to deal with a seizure.

Staff Medication

Staff must seek medical advice if they are taking medication which may affect their ability to care for children. Staff medicines must be kept locked in individual staff lockers and administered only in the staffroom.

Pupils with Special Educational Needs or Disabilities

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Seen by Governing Body: