

# Rowdown First Aid Policy

## Rowdown aims:

1. *To be an inclusive school*
2. *To provide first aid and medical care for pupils and staff*
3. *To have in place qualified first aid personnel.*
4. *To have in place first aid equipment.*

## Identification & Awareness

- Parents must inform the school office of their child's medical condition. If a child has prolonged medical needs, a meeting with the SENCO must be set up to deal with those needs and a care plan written.
- All school personnel must report any concerns they have on the medical welfare of any pupil to the SENCO.

## Training

- At least four personnel to undertake paediatric first aid training.
- For all nominated personnel to undertake training in first aid, administration of medicines and awareness of medical problems in pupils.
- First Aid training for other staff to take place regularly to ensure certificates are up to date.
- A record of trained personnel to be kept centrally.

## Administration of Medicines

- Administration of medicine is on a voluntary basis.
- Procedures are to be in place for the administration of medicines for pupils.
- Before the school administers any medication, the parent must complete the necessary paperwork.
- Records are to be kept of the administration of medicines.
- If a child is receiving less than 7 days' worth of medication, the medicine is to be kept in the office. Those requiring refrigeration will be stored in the medical fridge. All medication administered must be recorded in Medicines Administered Book.
- If a child is receiving prolonged medication, this must be stored, administered and recorded in the office and a relevant Health Care Plan completed.
- All staff are to be given updates on children with serious medical conditions and will be told that this information is confidential.
- Medicine should always be provided in the original container as dispensed by the pharmacist and should include the prescriber's instructions for administration and dosage.
- Medicine that has not been prescribed will not be administered.
- If a child refuses to take their medicine, staff should not force them to do so. Parents are to be informed of the refusal. It is the parents' responsibility to ensure that medicine/inhalers are in date.

- An additional consent form is required for medication at school camp.

### **Emergencies**

- Procedures for dealing with accidents are in place.
- Should an ambulance be needed, all staff must follow guidelines  
AP1

### **Accidents at Lunchtime**

- A member of the lunchtime staff is on medical duty daily.
- Accidents are to be recorded in the accident book and a slip given to each child, detailing incident and treatment, to take home.
- In the event of a head injury, parents should be contacted via Weduc. More serious head injuries require an immediate phone call home.

### **General Procedures**

- In the event of a head injury, parents should be contacted via Weduc. More serious head injuries require an immediate phone call home.
- Serious injuries are brought to the attention of a Paediatric First Aider: Annette Stone, Natalie Judd, Karen Shea or Jacky Lowles in liaison with a member of SLT or the SENCo and appropriate action taken.
- If the child requires further attention from hospital or minor injuries, the relevant LA forms must be completed by a Paediatric First Aider.
- If a child becomes unwell during lessons, their progress is monitored and action taken. Should a child have sickness and/or diarrhoea, 48 hours must elapse before they return to school.
- If a child has diarrhoea and needs a change of clothes, parents are to be asked to attend to their child's needs.
- Protective gloves are to be worn at all times when dealing with incidents.
- Bodily fluids are to be cleaned with appropriate treatments and disposed of immediately.
- Asthma pumps must be taken during school trip and sporting events (including sports day).

### **Contagious illnesses**

- Parents will be informed via Weduc of any outbreaks of contagious illnesses, which could be detrimental to pregnant mothers, e.g. chicken pox.
- If a child attends school and it is suspected that he/she has a contagious illness, further medical advice should be sought and guidelines followed. The LA should be contacted where possible.

### **Risk Assessments**

- Risk assessments must be carried out before every visit.
- Appropriate first aid kits must be taken. Travel First Aid kits are to be kept in the office.
- TAs and teachers are responsible for ensuring the office staff are aware if items in the box need replenishing.

**Intimate Care**

- In the event of an injury/soreness in the genital area, two or more First Aiders must be present whilst the child is allowed to examine themselves privately. If the child reports swelling, or bruising, parents are to be contacted to perform further examination.

**Staff Illness/Injury**

- First Aiders are to give immediate help to staff with common injuries and illnesses.
- Next-of-kin contact numbers are located in the main office. Other adults on site (Contractors/Parents) should be treated appropriately by First Aiders.

**Monitoring:**

The First Aid Policy will be monitored by the Headteacher and governing body and updated, if necessary, every two years.



## Contacting Emergency Services

Dial 999 and ask for an ambulance.

Your will need the following information:

1. The school's telephone number: 01689 843367
2. Your location:

Rowdown Primary School  
Calley Down Crescent,  
New Addington,  
Croydon, Surrey,  
CR0 0EG
3. Give the exact location in the school
4. Give your name
5. Give the name of the child and a brief description of the child's symptoms
6. Inform the operator of the best entrance for the ambulance.