



## TWO RIVERS FEDERATION FIRST AID MEDICAL NEEDS POLICY

Applies to all Teaching, non-teaching, support staff and Volunteers.

**Agreed by the Governors on March 2024**

**Review date: March 2028**

### **Rationale**

The object of First Aid at the school is to administer the appropriate type and amount of intervention required to stabilise a child's medical condition; and then to decide whether further expert assistance is needed.

Recording procedures are the final phase of managing a First Aid situation.

This policy sets out the school's first aid procedures which aim to achieve this as a whole-school approach.

### **Procedures**

Emergency first aid procedures are displayed prominently throughout the school and also appear in the Emergency Procedures folders found in every classroom. These folders feature procedures for the most likely first aid emergencies: asthma attack, allergic reaction, emergency resuscitation and choking.

### **First Aid Kits**

First aid kits are located in every classroom as well as the hall, canteen and staff toilet area. Their contents are monitored by appointed staff. The kits contain the usual first aid items as well as emergency resuscitation kits. Special yellow body fluid disposal bags are also available and stored in classrooms. Clear-up kits are available in the Hall and Staff Toilet areas. Staff know the procedures for disposing of body fluids and the resuscitation kits themselves contain concise instructions for administering resuscitation without putting themselves at risk.

An emergency inhaler is stored in the first aid cupboard in the staff toilet. An emergency epi-pen and inhaler is stored in the staff room in a named plastic container on top of the unit. Permission needs to be given by the child's parent/carer or emergency services before being administered.

First Aid kits and a mobile phone are always carried by staff when children are taken off-site.

### **First Aiders**

All staff who work with children under the age of five are trained in paediatric first aid. The majority of the remaining staff are also trained in paediatric first aid (at least two thirds of overall staffing). Training is updated every 3 years on a rolling cycle.

### **Accidents**

Accidents are recorded in the accident record books, copies sent home with children. Accidents that cause injury are reported on OSHENs. All Staff accidents must be reported and recorded in accident books and also reported on OSHENs.

### **Medicines**

If children need to take medicines during school time, their parents must complete an 'Administration of Medicines in School' form. Only medication which is **prescribed by a GP to be administered 4 times a day** can be administered by school staff. Medicines are stored securely in the office or staff room, or when necessary, in the fridge.

Administration is always supervised by an adult it is then recorded: by whom, to whom, the time and the amount. First Aid medical supplies and Accident Report Book are stored in the first aid cupboard in the staff toilet, which is a restricted area.

### **Medical Needs**

The school has a written database of each child's medical needs (where required) - their condition plus any further information relevant to their medical needs which may be of help to staff, including occasional teachers who may not be automatically aware of the precise medical situations in a class. This will be located within each classroom Emergency Procedures folder.