



DAWPOOL

Dawpool C.E. (Aided) Primary School

First Aid & Medical Emergencies Policy



*'The Fruit of the Spirit is Love, Joy, Peace, Patience,
Kindness, Generosity, Faithfulness, Gentleness
and Self-Control'*

(Galatians 5: 22-23).

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First Aid and Illness

The School has one registered First Aider and six Paediatric First Aiders. The teaching staff and Midday Supervisors are trained in basic First Aid.

Children who feel unwell should be sent to the School Office.

Monitoring of unwell children will be responsibility of the Administrative Staff and the Head Teacher or a member of the Senior Leadership Team (SLT).

The decision to send unwell children home will be solely the responsibility of the Head Teacher or a member of the SLT.

Staff will be made aware of children with Individual Medical Care Plans. In the event of illness, these plans will be followed. A checklist for each class will be kept in the registers for supply and other teachers. Full details will be kept in the office and medical records.

A first-aid kit is always taken with a group to any off-site activity. All first-aid equipment and emergency defibrillator may be found in the Medical Room.

Accident Procedure

The injured person will be seen by an adult and referred to the First Aider, Mrs E. Kenney.

If the First Aider believes that hospital treatment is required, that person will, in consultation with the Head Teacher or member of the SLT:

- Arrange for the emergency services (999) to be summonsed if necessary
- Arrange for the parents to be informed
- Arrange for the child/adult to be transported to the Accident and Emergency Department at Arrowe Park Hospital by car taking another adult as the driver
- All accidents will be fully recorded in the Accident Book by the person who dealt initially with the incident
- Parents will be informed by the class teacher, or Head Teacher of significant accidents and the treatment given
- At playtimes, a member of teaching staff will deal with minor injuries
- At lunchtimes, the Midday Supervisors will deal with minor injuries



- Parents will be informed of any head injury by the child taking home a 'bumped head' letter and in most cases a telephone call

Administration of Medicines

If a child requires medication during the course of the school day, the parent/carer will be asked to complete a Request for School to Administer Medication Form. The medication must be prescribed by a medical professional and have the name of the child clearly marked on it. The medication will be administered by Mrs Kenney or Mrs Parr and will either be stored in the Head Teacher's cupboard, in the fridge in the Food Technology Room or, in the case of controlled drugs, in the locked safe in the school office.

In the case of Asthma, inhalers are kept in the classrooms by the teacher and are administered by that teacher. Two emergency inhalers are kept in the Head Teacher's cupboard.