

HURLEY PRIMARY SCHOOL

MEDICAL POLICY



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MEDICAL AND ACCIDENT PROCEDURES

ACCIDENTS/FIRST AID AND ADMINISTRATION OF MEDICATION

The School First Aider, (Appointed person) is: THE HEADTEACHER

In the absence of the Headteacher this responsibility will be delegated to the Assistant Head/a Senior Teacher.

There are also a number of trained first Aiders who can deal with injured children.

CASES OF INJURY/ACCIDENT

- A First Aider will deal with injuries which require some form of first aid.
- The appointed person will be sought to deal with injuries which may need to be referred for further medical attention.
- Parents are notified through a standard treatment letter. (Photocopies of these will need to be kept in an accident file).
- When medical attention is deemed necessary/the child needs careful observation or rest the parents of pupils will be contacted, if possible and asked to collect their child. If parents cannot be contacted immediately the school will take action whilst parents whereabouts are located and they have been informed.
- Should the injuries require emergency hospital treatment the above procedure for locating parents would be followed and an ambulance would be called.
- A child in need of frequent medication should remain at home until the course is completed. When it is essential for the child to take medicine, tablets, etc. during school hours, these should be left with the Head or the Secretary and not taken into the classroom. All medication should be clearly marked with the dosage and the child's name, and a form, giving permission for the staff to administer the medicine, must be completed.
- If a child suffers from Asthma and an inhaler is needed then an Asthma Card should be completed to be kept with the child's records. Children are normally allowed to keep their inhalers with them in class. If staff feel that a child is not using his inhaler sensibly then a note should be sent to parents via the Link Book, and parents will be asked to discuss the use/safe keeping of the inhaler with the Headteacher.
- If a child should suffer from any other long term medical condition, parents are asked to provide full details so that an action plan for adequate care can be drawn up.

FIRST AID BOXES

The school has clearly marked First Aid Boxes (white/green cover) and a supply of sterile dressings/other first aid supplies are kept in large green container in Staff Room. A first aid box should be taken on school visits/journeys. Disposable gloves are available and should be worn when dealing with blood/other body fluids. Methods of disposal of items used in dealing with blood/other body fluids are outlined in Health Directory - First Aid in Education.

NOTICES AND INFORMATION

Notices (white background, green cross) are posted in Staffroom/school office/kitchen and give location of First Aid equipment and names of appointed person/trained personnel.

FUTURE TRAINING

The school will endeavour to provide First Aid training for employees to ensure there is adequate provision/skill in dealing with accidental injuries. All new staff should be informed as part of their induction of First Aid arrangements.

If you have any queries or require further information please do not hesitate to contact us on **01827 872207** or email head2032@welearn365.com

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