



MEDICAL – FIRST AID AND MEDICATION (PRE-PREP SCHOOL) POLICY

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Status and Review Cycle: Annual



MEDICAL

First Aid and Medication Policy (Pre-Prep School)

Sevenoaks Preparatory School is committed to children in our care receiving quality first aid provision. First aid must be available at all times while children are on school premises and present on school visits. In the EYFS at least one person on site and on visits must hold a paediatric first aid certificate.

First Aid Procedure

First Aid equipment is kept in the Pre-Prep School Office, with additional first aid kits available at the back door (for break times) and in Kindergarten. If any item is becoming low, please contact Nurse Vincent who will see that it is replenished.

Following an incident or accident:

- Assess the situation.
- Ensure that the area is safe and that you, the casualty and/or others around you are not in danger. Take action to protect them but do not put yourself at risk.
- Attend to the child's needs and offer comfort, change the child's clothes if necessary etc. Should you require assistance, inform a School First Aider and/or Nurse Vincent. Use the Pre-Prep School Red 'Help' Card system if another adult is not nearby. (See Appendix for list of Pre-Prep School First Aiders.)
- The School First Aider and/or Nurse Vincent will take the appropriate action and give first aid treatment as necessary. A decision will then be made as to whether the child may now stay at school, should go home with their main carer, or requires further medical assistance at hospital.
- Should medical assistance be required parents must be informed immediately. Emergency contact numbers for parents are available on PASS or in the Pre-Prep School office or main school office. These are confirmed at the beginning of each year and if parents change telephone numbers. Please ensure any changes are recorded.
- Should an ambulance be required, inform the main school office so that the barrier can be released for ambulance access and a member of staff can wait at the school entrance to direct the ambulance to the casualty.
- Any incident or accident and any treatment given should be recorded via a Bump Note, Head Injuries Form or in the Accident Book (see Recording Accidents below).
- Once the incident has been dealt with and the casualty looked after, clear the area up, dispose of any used wipes or dressings in the First Aid bin (from where it can be transferred to the Clinical Waste Bin in the Medical Room), restock the first aid kit and care for others who may have been upset or distressed by the incident.

Recording accidents

- **BUMP NOTE**

Any minor cuts, grazes or bumps requiring minor first aid must be reported to the parent or guardian via a Bump Note. The member of staff dealing with the incident should ensure that a record is kept in the Bump Note folder that a Bump Note has been issued, fill out the Bump Note and ensure that the Bump Note is passed on to the child's form teacher and placed in the child's book bag to go home that evening. The Bump Note folder should be taken out by the staff on break duty at each break time, along with the break time first aid kit.

(See Appendix)

- **HEAD INJURY NOTE**

If a child experiences any injury to the head please ensure that an additional Head Injury Letter is filled in and sent home to the child's parents, to advise of symptoms to look out for following a more serious injury to the head.

(See Appendix)

- **THE ACCIDENT BOOK** is kept in the Pre-Prep office where any accident that you may consider more serious should be noted, e.g. severe cuts or bumps or any casualty that requires immediate hospital treatment. A separate accident book is also kept for staff accidents.

Medication

If it should be necessary to administer pain relief to a pupil this should only be carried out by a permanent, suitable member of the Sevenoaks Prep. School Staff. Under no circumstance must medication be administered by any other person, who is unrelated to the pupil, on the school premises.

Individual pupil's adrenalin pen or asthma inhalers in school should be named with instructions for use. They should always be accessible in a box clearly labelled with the child's name, either in the classroom or go with the child if they are on a school trip/out at games/visiting the Prep School. It is for parents to ensure all medication is in date.

A school stock adrenalin pen and a Ventolin inhaler is available for emergency use in the Pre-Prep School Office, in the locked medicine cupboard or in the medical cupboard in the Prep School.

Parents may give permission on a Medication Consent Form for non-prescription medicines such as Piriton or Paracetamol suspension to be given if deemed necessary by the School Nurse or a school First Aider. First Aiders should check in the Medication Consent Form file to ensure parental consent has been given before administering any medication. Any doses of school stock medicines given in school must be logged in the Medication Register file kept with Mrs Chandler-Bourne in the Pre-Prep School Office. Non-prescription medicines are kept in the locked medicine cupboard in the Pre-Prep School Office.

Should any medicines (eg, Paracetamol suspension, Piriton, accutations from a prescribed asthma inhaler) be given to a child during the day, the administering of the medication must be witnessed by two members of staff and a form must be completed stating what medication was given, the dosage given, at what time and for what reason. The form must be sent home to the parents that day. Medication may be administered without a witness by Nurse Vincent.

In the EYFS, prescribed medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin should only be given to EYFS children if prescribed by a doctor (EYFS Statutory Requirements, 3.45).

Prescribed Medicines e.g. antibiotics may be given in school but must be clearly labelled with the child's name and be in the original packaging. A parental agreement to administer medicine form must be signed by the parents. Prescribed medicines should be stored in the medicine fridge in the Pre-Prep School Office.

FIRST AID TRAINED STAFF

Paediatric First Aiders

- Cathy Chandler-Bourne (Expires March 2019)
- Kate Stewart (Expires 26th September 2017)
- Eileen Dickinson (Expires 25th July 2017)
- Merrhis Lemmon (Expires 25th July 2017)
- Samantha Hayward (Expires July 2018)

First Aider at Work (3 day course)

- Cathy Chandler-Bourne (Expires March 2019)
- Bev Buttery (Expires May 2020)

Emergency First Aid at Work (INSET) Expires January 2019

- Lorna Belither
- Alison Bellwood
- Cristina Bolton
- Bridget Calver
- Karen Clark
- Tracy Frankel
- Kate Gadd
- Amanda Haselden
- Katherine Hougham
- Nicola Hollamby
- Katherine Johnson
- Elise Lapham
- Clare Leek
- Lindsey Morris
- Sally Perks
- Jane Riding
- Joanna Roubicek
- Marina Routledge
- Sheena Rudd
- Kate Stewart
- Fiona Storey
- Sarah Woodgate