



First Aid Policy

Reviewed: Summer 2023

Approved: TBA 22.06.2023

Next review date: Summer 2024

BEALINGS SCHOOL FIRST AID and MEDICINES POLICY

FIRST AID

- First aid boxes and equipment will be kept in the unlocked filing cabinet in the office.
- A travel first aid kit will be kept for use on trips and visits.
- A member of the office staff will be responsible for checking the boxes regularly and requesting orders when needed.
- Staff will be sent on first aid training on a rolling basis so that as many as possible are up to date on procedures.
- A list of qualified first aiders will be kept in the office.

USE OF BASIC FIRST AID

- If first aid needs to be administered the person who administers it should write up the details on an incident form located in the accident folder.
- An incident form should be given to office staff to notify parent/s or carers of incident via Parentmail. In some cases a phone call to parent/s or carers may be necessary.
- An incident form should also be completed in more serious cases i.e. head bumps. Parent/s or carers will be contacted and the incident form must be signed by the parent or carer.
- If a major item has been used from the first aid box and needs replacing the office staff should be notified.
- If there is any concern the parent should be contacted to come and see the child or take them home.

MAJOR INCIDENTS

- Help should be sought as soon as possible and the emergency services contacted.
- The parents should be notified of the incident and the action being taken.

INHALERS AND EPIPENS

- Parents whose children who need an inhaler or have been prescribed an Epipen must inform the office and the medicine must be kept in the unlocked filing cabinet in the office. Parents should provide the school with an up to date care plan and must sign a consent to administer medicine form.
- Duplicate Epipens are to be kept in the first aid box in the canteen.
- Inhalers and Epipens must be taken when those children go on school visits.
- It is the responsibility of parents to ensure that out of date inhalers and Epipens are replaced.
- Staff are given training on the use of Epipens as part of the First Aid training.

PRESCRIBED MEDICINES

- If a child needs to receive medication during the day the parent/carer must complete the attached form and bring it to the office with the medicine. Children may not keep medicines in their bags/drawers.
- Any medicines administered at school must be recorded on the record of medicines administered to children sheet Form AM5.

BEALINGS SCHOOL
Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of child	
Date of birth	/ /
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	/ /
Expiry date	/ /
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school needs to know about?	
Self administration	Yes/ no – please delete as appropriate
Procedures to follow in an emergency	Please detail overleaf

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	

I understand that I must deliver the medicine personally to the office in a **clearly labelled container** showing the child's name and the name of the medicine. I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date _____ Signature _____