

Medication and First Aid Policy for Hungerford Nursery School

To be reviewed: Two yearly

Policy Agreed: 3rd October 2017 To be reviewed: October 2019



This policy relates to the Nursery School, Pre-nursery and Children's Centre

Date	Description of any changes
16.12.2015	Additional information added to Long Term Medical Needs section due to creation of Supporting Pupils with Long Term Medical Conditions Policy
20.09.2017	Deputy Headteacher added in 'staff' section under 'Administering Medicines'. Under 'Guidelines for treatment of minor injuries' cotton wool deleted & alcohol free wipes added.
03.10.2017	Addition of Deputy Head Addition of alcohol free wipes under treatment of minor injuries Tick box detail added to 'recording injuries' section.
27.04.18	Administering medicines – Updated to show that medicines are now kept in the office in a locked cupboard.

**Hungerford Pre-Nursery and Nursery School
Centre for Children and Families**

MEDICATION & FIRST AID POLICY

Medication should only be brought onto a school site where it would be detrimental to a pupil's health not to be able to take the medication during a school day.

◆ **Administering medicines**

Staff

- Staff may only administer medication to pupils when a 'Request for Medication' form has been completed and signed by the parent/carer and Headteacher/Deputy Headteacher. The name of the medication, dosage and frequency of administration must be detailed.
- Staff administering medication must complete the Medication Form in the Child's named file, which is kept in the Medication Case in the office. The form details the child's name receiving medication, the type of medication and the dose, the time and date administered and the signature of the member of staff.
- Staff must complete a medicine form to give to the parent/carer, confirming medicine given, date, time, dosage, who administered the medicine and is signed by the parents on receipt – a copy of this is given to the parent.
- Daily/weekly staff meetings are held as necessary to keep staff informed of pupils requiring medication. Termly staff meetings address issues and updates to any medical / first aid procedures within the identified meeting for reviewing the Health and Safety procedures. Alerts for children are placed on the inside of the class' resource cupboard.
- New staff, students and work experience pupils are made aware of all procedures when starting work at Hungerford Nursery Centre for Children and Families as part of the induction.

Parents

- Parents will be required to provide information about the medicines their child needs to take and provide details of any changes to the prescription or the support required.
- If the administration of prescribed medicines requires technical or medical knowledge then individual training should be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

Medicines

- All medications are kept securely and out of children's reach. All prescription medicine are kept in case in main office. Medicine that should be kept in refrigerated conditions in the fridge will be kept in a locked container in the fridge. All staff should be aware of where each child's medication can be accessed.
- In case of an emergency evacuation the locked cases should be taken out of the building with the register.
- Medicine should not normally be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist. Non prescription medication e.g. pain and fever relief may be administered but only with the written consent of the parent and when there is a health reason for doing so. No child will be given medicine containing aspirin unless prescribed for that child by a doctor. Medicine must include the prescriber's instructions for administration.
- Medication that is no longer required will be returned to the parents for suitable disposal.
- Staff responsible for administering medicine should set a stopwatch for the time the medicine has to be given.

◆ **Long Term Medical Needs – See Policy for Supporting Pupils with Long Term Medical Conditions**

Long Term medical needs for a pupil should be provided when a child is admitted or when a child develops a medical need. If appropriate, a health care plan should be written, involving the parents and health professionals. The aim of the plan is to support the child and ensure all aspects of care have been covered.

Risk Assessment completed with carer/parent

Medication Request Forms are kept in the Admin Office

Medication Log Books are kept in Bathrooms 1 and 2

West Berkshire's Information sheets on infections are displayed in the Admin office and staffroom

All staff are required to keep themselves fully informed of the Medication and First Aid Policy

◆ **Health Information**

The West Berkshire Infection Control Guidelines includes advice for dealing with;

Meningitis

Control of head lice

Information sheets on various infections

Emergency treatment of asthma in schools

Emergency management of severe allergic reactions

All staff are required to keep themselves fully informed of the information within this pack and the procedures contained within it and this policy.

◆ **First Aid Procedures**

There is one named person at Nursery responsible for First Aid. At least one person who has a current paediatric first aid certificate must be on the premises at all times when the children are present. On all outings there must be at least one person who has a current paediatric first aid certificate.

The members of staff holding a current First Aider certificate and the Senior Member of staff for Paediatric First Aid, the Deputy Headteacher, are the designated persons responsible for first aid at Hungerford Nursery School Centre for Children and Families.

Responsibilities of First Aider and/or Senior Member of staff responsible for Paediatric First aid:

- ◆ Update all staff on current practice, and ensure all staff aware of practice and procedures in the Nursery. These meetings will have an agenda item at a staff meeting each term as appropriate.
- ◆ Ensure first aid boxes are always fully equipped and ordering further supplies as necessary.
- ◆ Ensure paperwork is checked monthly and photocopied/filed as necessary with regard to the medication log book, accident book, 'bumped head' letters, and Webrisk reporting forms.
- ◆ The First Aider and/or Senior member of staff responsible for paediatric first aid are the first port of call in an emergency or for advice to deal with accident/injury etc.

Advice & Information

- ◆ First Aid Box contents should include:
 - 2 x triangular bandages
 - 1 x scissors
 - 5 x sodium chloride tropical irrigation solution
 - 1 x emergency blanket
 - 50 x alcohol free cleansing wipes
 - 100 x disposable gloves
 - 10 x safety pins
 - 2 x small, medium, and large low adherent dressings.
 - 2 x finger dressings
 - Gauze swabs
 - 1 x micro tape
 - Assorted plasters

First aid boxes can be located in each toilet area within class1 and class 2, within the children's centre, kitchen, office and the disabled toilet in the main school. A smaller first aid box is available to use for outings. The First Aider relies on staff to give information when supplies are running low.

Guidelines for treatment of minor injuries

- ◆ Use water for cleansing injuries using gauze to dry the site or alcohol free wipes.
- ◆ All open wounds, no matter how small must be covered using a plaster or sterile dressing, whichever is the most appropriate.

- ◆ No creams of any kind should be used as they could hinder the healing or mask a more serious infection.
- ◆ Bumps and bruises should be treated by the application of a small ice pack for a few minutes at a time until the swelling reduces, ensuring that there is no direct contact of ice and skin.
- ◆ Bleeds should be treated by the application of gentle direct pressure on the wound (or in the case of a nose bleed, pinch the end of the nose) for 10 minutes. Bloodied tissues must be disposed of in Sanitary waste bins.
- ◆ All soiled items must be placed in a plastic bag and disposed of safely in the refuse bin in the staff toilet area or in the outdoor Grundon.
- ◆ First Aid is purely the first aid needed, an injury that requires more than the above treatment must only be administered by a medically qualified person.

It is important that you protect yourself against HIV, Hepatitis B Virus, and other common infections by wearing protective gloves when cleaning up blood, vomit etc.

Spillages should be cleaned up using disposable paper towels/cloths/kitchen roll etc. located in each toilet areas. Floors should be washed with disinfectant using a mop and bucket from the cleaner's cupboard, following a spillage. This applies equally to any equipment or furniture that may have become contaminated. In order to assist the removal of vomit on a floor area it is advisable to cover the affected area with shaving foam and sweep the contents into a dustpan once absorbed.

ALL EQUIPMENT USED IN THIS PROCESS MUST BE THOROUGHLY CLEANED AND DISINFECTED AFTER USE.

ALL SOILED MATERIALS USED IN THIS PROCESS MUST BE DISPOSED OF SAFELY BY PLACING IN A SEALED POLYTHENE BAG AND DEPOSITED IN THE OUTDOOR GRUNDON REFUSE CONTAINER.

Recording Injuries

- All injuries must be recorded on an individual accident form, located in each class bathroom.
- Member of staff treating the injury must record on the accident sheet in pen,
 - the injured person's name
 - date and time of accident
 - how the accident occurred
 - injury caused (select relevant tick box)
 - the treatment given
 - what happened after treatment
 - staff completing the form must sign it on behalf of the nursery school.
 - parents must also sign the form
- The member of staff who completed the accident form must take it to the Headteacher or Deputy Head to complete the following:
 - whether Webrisk needs to be completed
 - whether further action needs to be taken, if yes, specify action to be taken
 - signature
- The Head/Deputy will then pass the completed form to the office for filing or entering on Webrisk.

Incidents to be reported on Webrisk

- Any injury caused onsite where the injured:
 - Are taken to hospital or later received medical treatment e.g. x-ray
 - Received a head injury where first aid was received on site
 - Other injury where first-aider recommended further treatment e.g. visit to GP/A&E
 - Injury due to violence/aggression
 - Near miss – where a serious injury could have occurred
 - Where an employee does not require first-aid treatment but there may be signs of injury e.g. bruising
 - Where an injury prevents an employee from fulfilling their duties for over 1 day and up to 6 days.
 - Safety incidents which cause an employee to take more than 7 days off work

This process applies to any one working, visiting or attending Hungerford Centre for whatever reason.

- For any child sustaining a head injury of any sort, no matter how minor, the member of staff treating the child must complete a 'bumped head' letter. The letter must be photocopied for our records. The original must be given to the parent/carer. Again parents/carers are required to sign the accident form following any incident recorded.
- Any child sustaining a head injury, or who is sent home following an injury or feeling unwell, a Webrisk Reporting form must be completed and passed to HT for assessment and signing.
- Completed accident forms and other paperwork are kept securely in the admin office.

Appendices

- 1) Infection withdrawal periods
- 2) Parental Agreement - Request for the school to administer medicine
- 3) Bumped Head Letter
- 4) Webrisk Reporting form
- 5) Accident form
- 6) Healthcare Plan for On-going Medical Needs

{Appendix 1 Withdrawal periods from schools, nurseries or crèches should be referred to; this document can be located in the Main Nursery School Office on the "Staff Information Board"}

Hungerford Nursery School Centre for Children and Families

PARENTAL AGREEMENT**REQUEST TO ADMINISTER MEDICINE**

Medicine should not normally be administered unless it has been prescribed for that child by a doctor, dentist, nurse or pharmacist. Non-prescription medication e.g. pain and fever relief may be administered but only with the written consent of the parent and when there is a health reason for doing so. No child will be given medicine containing aspirin unless prescribed for that child by a doctor. Medicine must include the prescriber's instructions for administration.

Hungerford Nursery School Centre for Children and Families will not give your child medicine unless you complete and sign this form.

Name of Child / Date of Birth	Name: DOB: / /
Medical Condition / Illness	

Medicine

Name of medicine (as on container). Medicine must be in original container as dispensed by pharmacy.	
Date dispensed	
Expiry date	
Name of Keyworker to administer medicine	
Name of back up person if Keyworker is absent	
Dosage and method	
Timing	
Special precautions	
Are there any side effects the Centre need to know about?	
Procedures to take in an emergency	

Contact Details

Name	
Daytime Telephone No.	
Relationship to Child	

I understand that I must deliver the medicine personally to my child's Keyworker/Class Teacher and accept that this is a service that the Centre is not obliged to undertake. I understand that I must notify the Centre in writing of any changes in dosage or frequency. The parent is responsible for collecting medicine from the class.

Signature: Date:

Named Keyworker / Class Teacher administering medicine:		Date:
Signature of Headteacher or Deputy Head:		Date:

Date

Dear Parent/carer

This letter is to let you know that _____ has had a minor accident today and has sustained a bump to the head. Details of this are noted below.

Should your child experience any vomiting or dizziness, please consult your family doctor.

Yours sincerely

.....

Brief description of the incident—and action taken:

Webrisk Reporting Accident / Incident Form

Accidents/Incidents must be input on Webrisk. These include all accidents to people, whether staff, pupil or general public, all incidents involving damage to property, whether or now owned by the Local Authority and all other reportable events.

Incident Details

***These fields are mandatory**

*TYPE	FIRE /HOME TO SCHOOL TRANSPORT/INFORMATION SECURITY/ NEAR MISS / OFFENCE WEAPONS/PERSONAL INJURY / PROPERTY DAMAGE / SUBSTANCE ABUSE / OFFSITE ACTIVITY / PURE FINANCIAL LOSS / SUBSTANCE ABUSE /MISSING SERVICE USER/OFFSITE ACTIVITY / PURE FINANCIAL LOSS /SUBSTANCE ABUSE/UNAUTHORISED ABSENCE/ VERBAL ABUSE OR THREAT / VIOLENCE OR PHYSICAL ABUSE
*WHERE THE INCIDENT HAPPENED	
*INCIDENT DATE	
*TIME	
*INCIDENT ADDRESS	Postcode:
*CAUSE	
*CONSEQUENCE	
*DESCRIPTION OF INCIDENT (Continue on separate sheet if necessary)	
NAME OF PARTY THAT CAUSED THE INCIDENT	
WEATHER CONDITIONS	FOG / SUNNY / DRY / SNOW OR ICE / WET / DAY / GOOD / NIGHT / POOR VISIBILITY / RAINING
IS THIS A SERIOUS INCIDENT	YES / NO
WEATHER CONDITIONS	

Injuries Sustained***These fields are mandatory**

*STATUS	Pupil/Student/Pupil/Student (Sports Injury/Playground) Employed by someone else/Member of Public/On a training scheme/On work experience/One of your employees/Service User
*SEVERITY OF INJURY	
*TYPE OF INJURY	
*WHAT PART OF THE BODY WAS INJURED	
*WAS THE INJURED PARTY TAKEN DIRECTLY FROM THE INCIDENT TO HOSPITAL/GP?	YES / NO / NOT KNOWN
*DID THE INJURED PARTY BECOME: (This is only shown on Webrisk if Major/Over 7 Day Accident is selected)	- Become Unconscious - Need Resuscitation - Remain in hospital for more than 24 hours - None of the above
IMMEDIATE TREATMENT RECEIVED ON SITE	YES / NO / NOT KNOWN
*IF YES WHAT TREATMENT WAS ADMINISTERED	
*BY WHOM	
*SELECT THE FIELD THAT BEST DESCRIBES THE NATURE OF THE INCIDENT	
REPORTABLE DISEASES (ONLY TO BE USED IF CONFIRMED BY A MEDICAL PROFESSIONAL)	
DANGEROUS OCCURRENCES (Only if it meet criteria in selection table)	

Medical Conditions of Injured Party

ANY EXISTING MEDICAL CONDITIONS	YES / NO / NOT KNOWN
IF YES, PLEASE SPECIFY	

Injured Party 1 Details***These fields are mandatory**

TITLE	
*FIRST NAME	

*LAST NAME	
*PERMANENT ADDRESS WITH POSTCODE	
*CONTACT TELEPHONE NO.	
*AGE	
YEAR GROUP	
*GENDER	MALE / FEMALE
*JOB TITLE (IF APPLICABLE)	
IS THIS INCIDENT A RESULT OF SCHOOL PLAYGROUND EQUIPMENT?	YES / NO

Witnesses 1

***These fields are mandatory**

TITLE	
*FIRST NAME	
*LAST NAME	
*PERMANENT ADDRESS WITH POSTCODE	
*TELEPHONE NO. - HOME	
*TELEPHONE NO. - WORK	

Witnesses 1

TITLE	
*FIRST NAME	
*LAST NAME	
*PERMANENT ADDRESS WITH POSTCODE	
*TELEPHONE NO. - HOME	
*TELEPHONE NO. - WORK	

Additional Information / Manager Evaluation

PLEASE ADD ANY FURTHER INFORMATION THAT YOU CONSIDER RELEVANT	
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*MANAGEMENT ACTION TAKEN	YES / NO
IF YES, PLEASE ADVISE WHAT ACTION IS TO BE TAKEN	
IF NO, PLEASE EXPLAIN WHY YOU ARE TAKING NO ACTION	

Notification to Outside Agencies

Have details been notified to any Outside Agencies?	AMBULANCE/CARE QUALITY COMMISSION/FIRE BRIDGE/FAMILY OR CARER/HPA/ ENVIRONMENT AGENCY/POLICE/POLICE & VICTIM SUPPORT/VICTIM SUPPORT
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Person Reporting the Incident

*TITLE	
*NAME	
POSITION	
TELEPHONE NO.	

Data Inputter

*TITLE	
*NAME	
POSITION	
TELEPHONE NO.	

**Hungerford Nursery School
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Accident Form

Name of person affected:			
Status (delete as appropriate):	Pupil / Employee / Contractor / Visitor / Parent / Carer / Governor / Volunteer / Other		
Date of accident:		Time of accident:	

Description of Incident: *(Give as much detail as possible)*

Please tick all that apply:

Break / Fracture	Cut	Bruise	Bump	Graze	Burn	Near miss
Face inc ears, chin, mouth	Head inc forehead	Leg / Knee / Ankle	Arm / Wrist / Shoulder	Hand / Fingers / Thumb	Foot / Toes	Other

Treatment given:

Name of person who treated casualty:

What happened after treatment (delete as appropriate)

Returned to Class	Resumed normal duties
Went Home	Other (please specify):
Went to GP	
Went to hospital	

Signed on behalf of Nursery School

Print Name

Parent / carer / next of kin informed:

Yes

No

Signed by parent / carer / next of kin: _____

Please complete and hand to Head or Deputy Head as soon as possible

To be completed by Head or Deputy Head and forwarded to the office

Webrisk/Riddor to be completed: Yes / No

Signed by Headteacher or Deputy Head

Further action necessary: Yes / No

If yes, action taken:

**Hungerford Nursery School
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Healthcare Plan for On-going Medical Needs

Name of Child / Date of Birth	DOB: / /
Child's address	
Child's Keyworker	
Medical Diagnosis or Condition	
Date	
Review date	

Contact Information

Family Contact 1

Family Contact 2

Name:	Name:
Phone Work:	Phone Work:
Phone Home:	Phone Home:
Phone Mobile:	Phone Mobile:

Clinic Hospital Contact

GP

Name:	Name:
Phone No:	Phone No:

Medical Information

Describe your child's medical needs and give details of child's symptoms:	
Daily care requirements and times e.g. at lunchtime	
Describe what constitutes an emergency for the child and the action to take if this occurs	
Follow Up Care	
Who is responsible in an emergency (state if different for off-site activities)	

