

<b>Current Policy Date:</b>	October 2016
<b>Review:</b>	Every two years
<b>Date of Next Review:</b>	October 2018



## Medication and First Aid Policy

### ◆ Administering medicines

- Staff may only administer medication to pupils when a 'Request for Medication' form has been completed and signed by the parent/carer. The name of the medication, dosage and frequency of administration must be detailed.
- Staff administering medication must complete the Medication Log / Accident Book located in each small group room & the Family Hub kitchen. The log book 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.
- All medications must be kept securely and out of children's reach in the First Aid cupboard in the middle bathroom. All staff should be aware of where each child's medications are to be accessed.
- Daily / weekly staff meetings are used, as necessary, to keep staff informed of pupils requiring medication. Staff meetings to review Health and Safety procedures will also address issues and updates to any medical / first aid procedures.
- New staff, students and work experience pupils are made aware of all procedures when starting work at Victoria Park Nursery School & Children's Centre

Request for Medication Forms are kept in the Admin Office

Medication Log Books are part of the Accident books located in each small group room & the Family Hub kitchen cupboard

West Berkshires Information sheets on infections are kept in the Admin Office

### ◆ Health Information

Health Information includes guidelines for dealing with;

- Meningitis
- Control of headlice
- Sun safety action policy
- Information sheets on various infections
- Emergency treatment of asthma in schools
- Emergency management of severe allergic reactions
- First Aid box—contents and guidance notes

The Governing Body of Victoria Park Nursery School & Family Hub has adopted the guidelines within the Health Information Pack as promoted by West Berkshire Education Authority and require all staff and other persons working on the premises with children to adhere to the guidelines.

### ◆ First Aid Procedures

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.

### Responsibilities of Headteacher

- ◆ Update all staff on current practice, and ensure all staff aware of practice and procedures in the Nursery. First Aid will be an agenda item at a staff meeting each term as appropriate.
- ◆ Ensure first aid boxes are always fully equipped and ensuring the ordering of further supplies as necessary.
- ◆ Ensure paperwork is checked monthly and updated/replenished as necessary with regard to the medication log book, accident book, 'bumped head' letters.
- ◆ First port of call in an emergency or for advice to deal with accident/injury etc.
- ◆ If a first aider decides that the incident requires further medical assistance then will instruct office to call an ambulance and inform parents. If parent is not contactable then two members of staff will accompany child to minor injuries unit if necessary.

### Advice & Information

The main first aid cupboard is located in the middle bathroom, and a smaller one in the bathroom in near the Butterfly room, in the Nursery & in the kitchen & office of the Family Hub. A portable First Aid box for dealing with accidents in the outdoor area is located on the wall by the sink in the Creative Area. A smaller first aid bag is available to use for outings (kept in the First Aid cupboard in the middle room bathroom). The school office relies on staff to give information when supplies are running low.

### Spillages

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 the spillage kits kept in the staff toilet off the Creative Zone and in the Family Hub kitchen off multi purpose room. Floors should be washed with disinfectant using the mop and bucket 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 REFUSE CONTAINER.

### Recording Injuries

- All injuries must be recorded in the accident book, located in each small group room & the Family Hub kitchen area. Injuries requiring advice/treatment at hospital or GP surgery must be reported to the office and put onto Webrisk.
- The member of staff treating the injury must record the following in the accident book in black pen and ensure it is put onto Webrisk if necessary.
  - Date
  - time
  - the persons name
  - how the accident occurred
  - what the injury was / where on the person the injury was e.g right, back of head / 1cm graze to left knee, other information e.g other people involved.
  - witnessed by
  - treated by
  - where accident occurred
  - the treatment given
  - the parent/carer must sign the book to say that they have been informed

A guidance sheet and class list is located in the front of each accident book.

**This process applies to any one working, visiting or attending Victoria Park Nursery School & Family Hub for whatever reason.**

**Serious Head Bumps Only**

- For any incident in which a child or adult is advised to seek further medical assistance via minor injuries or their GP, or is taken to hospital then the incident must be recorded on Webrisk.