

PROCEDURES for DEALING with ACCIDENTS & ILLNESS

The Governors, Headteacher and Staff of Greatstone Primary School and Nursery accept that even in the most carefully regulated situations, circumstances may arise where an accident occurs. Risk assessments are carried out for all activities, particularly those that might be seen to involve the possibility of physical injury, in order to minimise such a risk.

Staff at Greatstone Primary School and Nursery record all noteworthy accidents or incidents involving children.

- Information regarding the accident/incident will be recorded in the Accident/Incident book, and a signature of acknowledgement will be requested from the parent/carer before the child leaves the premises.
- Staff will give a full verbal and written explanation of the accident/incident including how it occurred and the outcome.
- In the event of a child requiring urgent medical assistance, we will not hesitate to call the emergency services.
- On registration of a child into Greatstone School or Nursery, parents/carers will be asked to complete an emergency medical request document. This will ensure that the child receives medical attention without delay should the need arise.

First Aid

Although many members of staff hold a Certificate for Basic First Aid, there is no medically trained member of staff at the School. Simple abrasions, grazes and other minor injuries will be dealt with by either the Administrative Staff, a member of the Teaching Staff, a member of the Nursery Team or the Lunchtime Supervisors. Any accident considered to be more serious will be reported to the Headteacher who will take the following steps as required:

- a) Contact the pupil's parents/carers regarding the child's injuries
- b) Contact a Doctor, hospital and/or ambulance as necessary

First Aid boxes are located at various points within the School and Nursery and are stocked with K.C.C. approved First aid equipment.

Members of Staff holding a qualification in First Aid will:

- Ensure that their qualification and insurance [provided by the school] are kept up to date.
- Ensure that first aid cover is available throughout the working hours of the school day.
- Attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident and calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is:
 - Accompanied in the ambulance at the request of paramedics or followed to a hospital by a member of Staff to act in loco parentis if a relative cannot be contacted
 - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital. However, an appropriate person should be sent.
- Keep a record of each child attended to, the nature of the injury and any treatment given, in the book provided in each classroom. In the case of an accident, the Accident Book must be completed by the appropriate person.

- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Sick Children

If a child becomes unwell during the school day, the following procedures will be adopted:

- The child will be made comfortable and reassured.
- The parent/carer will be contacted as soon as possible.
- The child will be continually monitored by a designated member of staff.
- The child may be offered a quiet place to lie down.
- The child will be kept warm and offered a drink of water.
- Should the condition of the child deteriorate or give serious cause for concern the designated member of staff would make the decision to phone for medical assistance. At this stage the Headteacher will also be informed.
- At no time would the child be left alone.
- If the parent/carer is unreachable then other named contacts will be phoned.
- The child's symptoms will be explained to the parent/carer on collection.

Administration of Prescribed Medicines

If a child attending the School or Nursery requires prescribed medication for any reason the Office must be contacted so that specific arrangements can be made to administer the correct dose at the correct time.

All medicines must be brought to and collected from the school or nursery by the parents/carers in a named container and handed directly to a member of the Administrative Staff.

Full written instructions of frequency and dosage shall be recorded on the form shown as Appendix PM1 and kept in the Office. This form shall also act as authorisation for the administration of the said medication and no medication will be dispensed without completion of this authorisation.

A designated adult will be given responsibility to ensure the correct dosage of medication is dispensed at the correct time. It is the responsibility of the parent/carers to ensure that medication is in date.

A fridge is available for medication that needs to be kept cold. All other medication will be kept in the School or Nursery Office out of the reach of children.

Where possible the timing of medication will be arranged so that the minimum number of doses would be administered during the school day.

Sun Cream Policy (Nursery)

This policy ensures that all nursery children are protected during outside activities in the summer months.

- Any child that does not have a sun hat or sun cream will not be permitted to participate in outdoor activities. However, we will ensure that alternative indoor activities are accessible for the child.
- Parents must sign their child's nursery contract giving permission to apply sun cream to their child. Any parent who does not want sun protection applied by a member of staff must sign an opt-out form (available from the administrator). In this case sun cream must be applied to the child before bringing them for their nursery session.
- Parents must supply a sun hat and sun cream for their child. This must be clearly labelled with the child's name and left in their tray in the nursery classroom.
- For health and hygiene reasons we are not permitted to apply sun cream that belongs to another child without written permission from the parents concerned.
- Staff will inform parents when their child's sun cream needs replacing.

MEDICATION SHEET

CHILD'S FULL NAME:

ADDRESS:

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AGE:.....

D.O.B:.....

CONTACT PERSON/S:

CONTACT NUMBER/S:

FULL NAME OF PERSON DELIVERING AND COLLECTING MEDICATION:
(Must be over 18)

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NAME OF MEDICINE:

DOSAGE:

FREQUENCY OF DOSAGE (Times to administer):

OTHER COMMENTS:

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I accept that it is my responsibility to replace out of date or empty inhalers and to let the School Office staff know when the medication is no longer required.

I authorise a member of staff to give the above medication to my child as directed above.

Signed: **Parent/Guardian**

Date:

Signature of staff administering medicine.....

Witness.....

