

LYNDHURST SCHOOL

MEDICAL POLICY

First Aid

Responsibility for first Aid in school lies with all suitably trained staff. Contact with parents regarding First Aid matters is done through the office.

In January 2011 staff attended a two day course Paediatric First Aid Course.

First Aid Boxes

These are located in the School Kitchen, the Nursery, the Reception classroom, the School Office and the Games Shed. A first aid box is available from the School Office for outings and use on the minibus.

Accidents

- Small accidents (such as minor cuts, abrasions to hands and knees) may be dealt with by staff in the playground or classroom. These are recorded in the Minor Accident Book.
- More serious accidents to pupils should be recorded in the school accident file, and parents informed at the time. This file is in the School Office
- Head injuries must be recorded in the school accident file, a sticker given to wear during school day and head injury advice sheet given to parents at home time. Parents must be informed at the time of the accident.
- Significant injuries to school employees must be recorded in yellow accident book marked "Staff", and records kept as instructed in the book. This accident book is in the School Office
- Correct procedures must be followed in the event of accidents reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- Any child who is unwell in school is assessed by Mrs. Rudkin, or in her absence Mrs. Lesley Howlett (Registrar/Head's PA) and, if necessary, arrangements made for child to be collected by parents. Details will be recorded on medical illness/incident form, stored at back of accident file. The child is booked "Off Premises" in blue book in Office.

Medicines in School

- Mrs. Rudkin will administer any prescription medicines which are due within the school day, only on receipt of written instructions from parents. Medicines are located in the safe in the snug, or stored in a separate fridge.
- Simple Analgesia may also be administered by Mrs. Rudkin, following written instructions, and provision of medicine itself. No stock is kept for general use.
- Inhalers are generally kept in the child's possession for use as required, though spare ones may be left with a teacher or Mrs. Rudkin.
- Epipen should be carried by the child in designated carrier, and spare one kept in the office, by CCTV monitor. Epipen must be taken to games field in the Games First Aid Kit and to the swimming pool in the child's school bag.
- Any medicine administered is recorded in medicine log, with signature.

Medical Records/Allergy Information

- Medical information given by parents, is stored in child's file in School. A copy of this is kept by Mrs. Rudkin and by P.E./Swimming Staff. This information with contact details, is carried on school trips and away matches.
- Allergy information is displayed in classrooms, dining areas and kitchen staff.

Red Triangle System

Each classroom contains a laminated red triangle. To summon help in case of medical or other emergencies staff should send the triangle immediately to the office.