

Current Policy Date: April 2024
Review: Every 2 years
Date of Next Review: April 2026

Medication and First Aid Policy

1: 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 Accident/Incident book located with the First Aid resources & the Family Hub kitchen. The book should detail 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 bags supplied. 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 & Family Hub.

Request for Medication Forms are kept in the Admin Office

Medication should be recorded in the Accident/Incident books in nursery school and in the log book in the Family Hub kitchen cupboard

West Berkshire's Information sheets on infections are kept in the Admin Office

2: 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.

3: 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.

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4: 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.

5: 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.

The staff members responsible for checking and re-ordering first aid equipment are:

Family Hub: Lorraine Forkin

Nursery School: Michaela Coward (Gina Fagan while on maternity leave)

6: 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.

7: Recording Injuries

All injuries must be recorded in the relevant accident book & the Family Hub kitchen area. Injuries requiring advice/treatment at hospital or GP surgery must be reported to the office and put onto Crest The member of staff treating the injury must record the following in the accident book in black or blue pen and ensure it is put onto CREST if necessary.

- ❑ Date
- ❑ Time
- ❑ The person's 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.