

# **POLICY FOR POORLY CHILDREN AND THE ADMINISTRATION OF MEDICINE and FIRST AID**

**Date of last review: September 2022**  
**Lead reviewer: Nicola Penlington**  
**Approved by: Local Governing Body**  
**Approved on: September 2022**  
**Date of next review: September 2024**

The first priority of Keresley Primary Academies is the duty of care to look after all children and safety and well-being takes priority over all other permissions.

There are continued COVID amendments to the original policy as follows:

- If a child has a graze, give the child a wipe to wipe themselves and record on BehaviourWatch First Aid.
- If a child has a small cut, give the child a wipe and a plaster if they do not have a known plaster allergy. Record on BehaviourWatch.
- If they are bleeding – decide whether you are able to attend this. If so:
  - Put on gloves and wipe and plaster.
  - Record on BehaviourWatch.
- Anything more serious radio to the school office and the First Aider will be called for.
  - First Aider:
    - Send home if required.
    - Record on BehaviourWatch.

There is a maintained list of staff trained for First Aid, including paediatric and the training plan is kept up-to date for this. Regular CPD takes place within school, reminding all staff of the importance of ensuring children's medical needs are met as a priority.

The school seeks advice from the appropriate body, i.e., NHS, and staff training is undertaken if required.

During the past year, there has been training on the use of Epi-pens, Asthma and Diabetes.

There is an on-going confidential record of medical issues for each class and for the whole school. This is maintained by Mrs Scholes / Mrs. Cantwell. Staff are aware of medical needs to ensure children are safe and cared for.

No child is discriminated against due to illness or medical need.

New admissions, or newly diagnosed illnesses are discussed with the family and a Care Plan is created, in consultation with the family and other professionals as appropriate.

Staff administer medicines with parental consent, usually obtained by completing the form obtainable from the School Office.

Without this form, administration of medicines to children will not be carried out, unless there is considered to be a valid reason, in the best interests of the child.

- Painkiller, i.e. Calpol, paracetamol are kept in a locked cupboard for children with on-going medical problems. The only staff with access to this cupboard are the Office Staff.

- Antibiotics are administered, with the completion of the correct form having been completed. This is when the child is deemed to be fit to return to school.
- At no time are children allowed to keep medicines on their persons.
- Inhalers:
  - A “Request for Pupil to keep their Inhaler in School” form must be completed if a child needs to use an inhaler. Children are encouraged to take responsibility for their inhaler as they move through school. There is a designated area within each classroom where inhalers are kept. Lunchtime Supervisory Assistants are also made aware should a child require his/her inhaler during the lunch period. There is an allocated emergency inhaler, arranged by Mrs. Scholes.
- Diabetes:
  - Children with Diabetes have an individual Care Plan agreed with families.
- Allergies:
  - Children with allergies, including nut allergies may have an individual Care Plan.
  - The school catering service and kitchen staff are advised if required.
  - Epi-pens are kept in an agreed place on each school site, and all staff know where these are.
  - No child who needs an epi-pen will be allowed in school without one. Keresley Academies prefer 2 epi-pens per child in case one fails in an emergency situation.
- School must be informed of infectious illness in order to inform other parents to avoid cross infection.
- If a child becomes unwell whilst in the care of the school, staff will ensure the child is comfortable and the parent/carer will be asked to collect their child.
- If a child's parent/carer cannot be contacted school will contact the alternative emergency contact as identified on the application form and ask them to collect the child.

Persons administering medicines to children

▪ Mrs. Scholes	Safeguarding
▪ Mrs. D Darbyshire	Admin Assistant
▪ Mrs. T Dean	Admin Assistant
▪ Mrs. C Arnold	School Business Manager
▪ Miss. W Duggan	Senior Leader (Diabetes)
▪ Mrs. S Jones	Teaching Assistant (Diabetes)
▪ Mrs. L Cantwell	Safeguarding
▪ Mrs. N Enticott	Admin Assistant
▪ Mrs. L Farndon	Admin Assistant