



## **Westfield Nursery School**

### **First Aid & Medication Policy**

#### **Vision**

At Westfield Nursery we aim to deliver against our vision 'Inspired beginnings; outstanding futures'.

#### **Philosophy**

At Westfield Nursery we have a duty of care to those children who attend. Most children will not require staff to administer medicines. Please refer to 'Supporting pupils at school with medical conditions' (DfE December 2015)

#### **Responsibilities of all First Aiders**

- 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 as appropriate.
- Ensure first aid boxes are always fully equipped and ensuring the ordering of further supplies as necessary.
- If the first aider decides that the incident requires further medical assistance, then they will instruct office to call an ambulance and inform parents or next emergency contact.

#### **Health Information**

The 'Guidance on infection control in schools and other childcare settings' is in the school office.

#### **Guidelines to Administering Medicines**

- Whenever possible parents/carers are required to administer medication to their child at home before and/or after Nursery. We will support the administration of medicines which have been prescribed for four times daily only as well as inhalers and auto-injectors in emergency situations
- Staff who are qualified in first aid may only administer medication to pupils when a 'Medicines Form' has been completed and signed by the parent/carers
- The medicines form will be kept in the medical file in each class
- Staff who are qualified in first aid may only administer inhalers with a spacer to pupils when an 'Inhaler Care Form' has been completed and signed by the parent/carers
- The Inhaler Care Form will be kept in the medical file in each class
- All medications must be kept securely and out of children's reach in the classroom cupboard
- Staff will be informed of pupils requiring medication at the staff meetings
- 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
- Inhaler expiry dated to be checked and recorded together with consent/administration forms.
- **It is the responsibility of Class Leaders to ensure that this paperwork is checked and kept up to date**

#### **Advice & Information**

Each classroom has a portable First Aid Box located in their designated cupboard. Staff will put in a purchase order request when supplies are running low.

Children with allergies and specific dietary requirements will have a photograph with their requirements recorded. These are to be displayed inside the staff cupboard in each classroom. All staff are to be made aware of this system to ensure fruit/snacks are prepared with individuals needs to be considered.

### **Spillages**

It is important that you protect yourself against HIV, Hepatitis B Virus, and other common infections by wearing protective gloves and apron when cleaning up blood, vomit etc.

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. To assist the removal of vomit on a floor area it is advisable to cover the affected area with Sani-Dri 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 must be disposed of safely by placing in a sealed polythene bag and depositing in the outside refuse container.

### **Recording Injuries**

- All injuries must be recorded in the accident folders, located in their class designated cupboard. Injuries requiring advice/treatment at hospital or GP surgery must be reported to the office.
- Member of staff treating the injury must record details in the accident book. The parent/carer must sign the book to say that they have been informed.
- Injuries to the head, however minor, must be reported by telephone to parent/carer at time of injury.
- Staff Injuries must be recorded, dated and signed and kept in the folder located in the School Office.
- All major accidents and injuries must be reported to RIDDOR by the Office Staff

### **Asthma**

We welcome children with asthma and will try to create a safe environment for them. Children with asthma are encouraged to take responsibility for the management of their condition and to join in all aspects of school life. The school staff will offer support and understanding and will have an awareness of all children who are asthmatic.

### **Causes of Asthma Attacks**

People with asthma have airways that narrow as a reaction to various triggers. Triggers vary between individuals, but common ones include viral infections, cold air, pollen, animal fur and house dust mites and mould. Exercise and stress can also provoke asthma attacks in susceptible people. The narrowing or obstruction of the airways causes difficulty in breathing and asthma symptoms appear, such as a cough, wheezing, a tight chest and shortness of breath. Symptoms can be eased by treatment (usually a reliever inhaler).

### **Medication and Inhalers:**

**Relievers** (sometimes called bronchodilators) quickly open up narrowed airways and generally come in **BLUE** containers. This is the inhaler that children need to use immediately when asthma symptoms appear. In the event of a severe asthma attack

relievers can be given in higher doses using a metered dose aerosol inhaler and larger volume spacer.

**Preventers** make the airway less sensitive to asthma triggers. Preventer inhalers usually come in **BROWN** containers (some containers are also white, orange, red or grey and white). Children with asthma may take regular, twice daily, preventative treatment at **home**. Occasionally children are prescribed extra doses to be taken during the day such as on long outings or when the asthma has become troublesome.

**Spacers** make metered dose inhalers (spray inhalers) easier to use and more effective. They allow more of the medication to be breathed straight down into the lungs.

#### **Administration of Inhalers:**

- Children with inhalers should not be admitted into Nursery without their inhaler in case of an attack
- If a child has an inhaler their parent/carer must complete an asthma care form before the child is left without a parent/carer in the nursery
- If a child requires their inhaler whilst in nursery staff will support the child to administer their own inhaler
- When an inhaler is required this must be recorded and the parent/carer must be informed on collection
- Inhalers and spacers must be individually named and kept in a sealed clear bag. Original medication packaging must be seen showing the child's name and instructions for use
- While the child is off premises for out of school activities inhalers must be taken with them
- A record of medication expiry dates for each child is kept in each class first aid folder

Mrs Sunderland is our designated first aider and administers medication when necessary.

Reviewed November 2023

To be reviewed November 2023/4