



## **Westfield Nursery School First Aid & Medication Policy**

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Lead reviewers: E Collins/ V Sunderland

### Latest Changes:

- Changed the philosophy to a statement of intent
- Added legal framework
- Added First Aiders and Appointed Persons
- Added Roles and Responsibilities
- Updated list of First Aid at Work qualification holders
- Added First Aid Provision
- Added Emergency Procedures
- Added Recording Accidents & Record Keeping
- Added Offsite Visits & Events
- Added reference to gov.uk Managing specific infectious diseases A-Z
- Added storage of medication
- Added statement regarding administration of antibiotics
- Added Illnesses
- Added Consent
- Added Monitoring and Review
- Updated format in line with other policies

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## **Vision**

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

## **Definition**

First aid is the first and immediate medical care given to any person with either a minor or serious illness or injury. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while waiting for an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut.

## **Statement of Intent**

Westfield Nursery School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out. We take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury
- Ensure that medicines are only administered at the school when express permission has been granted for this
- Ensure that all medicines are appropriately stored
- Promote effective infection control

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## **Legal Framework**

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- [Updated] DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- [Updated] DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

## **First Aiders and Appointed Persons**

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure all first aiders hold a valid certificate of competence, issued by an HSE-approved organisation, and refresher training and retesting of competence is arranged for first aiders within the school before certificates expire (wherever possible).

First aiders will ensure that their first aid certificates are kept up to date through liaison with the School Business Manager.

Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names of first aiders to ensure pupils and staff know who they must contact in the event of illness or injury.

In line with government guidance and taking into account staff:child ratios, the school will ensure that there is at least one member of staff with a current and full paediatric first aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

The school will ensure that PFA certificates are renewed every three years, and that training meets the criteria set out in Annex A of the 'Early years foundation stage (EYFS) statutory framework'.

The school will display a list of staff who have a current PFA certificate and make this information available to parents.

### **Roles and Responsibilities**

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments
- Ensuring that there are procedures and arrangements in place for first aid during off-site activities, e.g. Visits to Beecroft Community Centre
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties
- Ensuring that adequate equipment and facilities are provided for the school site
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance
- Ensuring that the school has:
  - A suitably stocked first-aid kit
  - An appointed person to take charge of first-aid arrangements
  - Information for all employees giving details of first-aid arrangements

The headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury

- Securing the welfare of the pupils at school
- Making pupils aware of the procedures to follow in the event of illness, accident or injury

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board
- Ensuring that they are comfortable and confident in administering first aid
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures
- Keeping up to date with government guidance relating to first aid in schools
- First aid will be administered to children according to procedures in most recent training
- If conscious the first aider will ask permission from person who needs treatment before administering said treatment
- If unconscious/ unable to respond treatment will be commenced
- Once first aid has been administered qualified staff will complete the first aid form, which they will share with parent/ carers on collection
- If the first aider decides that the incident requires further medical assistance, then they will instruct office to call an ambulance and/ or inform parents and carers or next emergency contact

All class-based staff are paediatric first aid trained. A list of first aiders is displayed in the office, Head teacher's office, staffroom, 2-year-old kitchen and Health and Safety File. Certificates are held in the CPD file.

The appointed person for first aid and medicines is responsible for:

- Overseeing the school's first-aid arrangements
- Taking charge when someone is injured or becomes ill
- Ensure first aid boxes are always fully equipped, and the ordering of further supplies are completed as necessary
- Check first aid supplies in the staffroom and classes
- Check medicines and forms as required
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Ensuring office staff call the emergency services where necessary
- Maintaining injury and illness records as required
- Undertaking an appointed person's course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
  - What to do in an emergency
  - How to assess and monitor a casualty
  - First aid for the unconscious casualty
  - First aid for someone who is having a seizure
  - Maintaining injury and illness records as required
  - Paediatric first aid
- Update staff on current practices and ensure staff are aware of practice and procedures in the Nursery. First Aid/ administration of medicines will be an agenda item as appropriate

Mrs Sunderland is the named lead first aider and member of staff who has received training about the administration of medicines for Nursery.

### **First Aid at Work**

Mrs Collins, Mrs Hitchcock and Mrs Sunderland are qualified to administer first aid at work to adults.

### **First Aid Provision**

The school will routinely re-evaluate its first aid arrangements through a risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- Sterile dressings x2
- Plasters
- Scissors
- Microporous tape
- Cleansing wipes
- Eye wash
- Finger bandage
- Triangular bandage
- Mouth shield
- Adhesive dressings
- Eye pad x2
- Bums dressing
- Gloves
- Conforming bandage
- Foil blanket

All first aid containers will be identified by a white cross on a green background, except in Bumble bee's kitchen which contains a white first aid box.

The appointed person will routinely examine the contents of first aid boxes, these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

- In the office
- In the kitchen
- In Bumblebees kitchen (for Bumblebees and Dragonflies classes)
- In Ladybirds class
- In Caterpillars class
- In Butterflies class
- In 2-year-olds garden
- In 3–4-year-olds garden

### **Emergency Procedures**

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling the lead first aider.

If called, the lead first aider will assess the situation and take charge of first aider administration. If they do not consider they can adequately deal with the presenting condition by the administration of first aid, they will arrange for the injured person to access appropriate medical treatment without delay. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, they will direct a staff member to call 999 immediately.

Where necessary, trained staff members will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent/ carer as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives

- The school will ensure no further injury can result from any incidents, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene
  - Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately
- Once the above action has been taken, details of the incident will be reported promptly to the Headteacher

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page 'Promoting and supporting mental health and wellbeing in schools and colleges'.

### **Reporting Accidents and Record Keeping**

In the event of incident or injury to a pupil, a parent/carer will be informed as soon as practicable.

Parents/ carers will be called in relation to head bumps.

A list of emergency contacts will be kept in the office.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident
- The name and class of the injured or ill person
- Details of the injury or illness and what first aid was given
- The name and signature of the first aider or person dealing with the incident

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Retention of Records Guidance.

### **Offsite Visits and Events**

Before undertaking any offsite visits or events, the teacher organising event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- Sterile dressings x2
- Plasters
- Scissors
- Microporous tape
- Cleansing wipes
- Eye wash
- Finger bandage
- Triangular bandage
- Mouth shield
- Adhesive dressings
- Eye pad x2
- Burns dressing
- Gloves
- Conforming bandage
- Foil blanket

### **Health Information**

The 'Guidance on infection control in schools and other childcare settings' is in the school office. Also available is [Managing Specific Infectious Diseases A-Z \(gov.uk\)](http://www.gov.uk)

## Storage of Medication

Medicines will be stored securely and appropriately in accordance with individual product instructions. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medication stored in individual named baskets which also contain the administration of medication form completed by parents/ carers. Staff will follow administration instructions.

Medicine will be returned to their parents/carers for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Health Plan can be implemented, and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

## Administering Medicines

- Most children will not require staff to administer medicines. Please refer to 'Supporting pupils at school with medical conditions' (DfE December 2015, updated August 2017). 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 (for 30-hour pupils) only as well as inhalers and auto-injectors in emergency situations
- Staff are requested to share any regular medication being taken with school manager in case of emergency
- 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/carer. The medicines form will be kept in the basket with the medication
- Two staff are present, one to administer and one to witness medication being given and both sign against the date, time and dose given
- **Antibiotics will only be administered after 24 hours of them being taken to ensure no adverse side effects are experienced**
- 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/carer. The Inhaler Care Form will be kept in the basket with the medication
- All medications must be named and kept securely and out of children's reach in the classroom cupboard
- Relevant staff will be informed of pupils requiring medication via medical care plan or medicines form, noted on the class log
- Health and Safety procedures will 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 (no students/ work experience pupils will be able to administer first aid/ medication)
- Inhaler expiry dated to be checked and recorded together with consent /administration forms. (inhaler dates are the responsibility of parents/ carers)
- Each classroom has a portable first aid box located in their designated cupboard. There is also a first aid box in the staff room
- Staff will put in a purchase order request when supplies are running low. If further supplies are required, they must inform the lead first aider & school business manager
- **It is the responsibility of Class Leaders to ensure that this paperwork is checked and kept up to date**

## Allergies/ Special Dietary Requirements

- Parents/ Carers inform staff of allergies dietary requirements on 'new starter form' and 'All about me' form



- 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
- Staff are made aware of this system to ensure fruit/snacks are prepared with individuals needs to be considered. All classes have photographs and lists of allergies for children in the whole school, this information is shared across classes, when appropriate e.g. 'Wacky Wednesday' and all staff taking shared responsibility for children outside

### **Auto-injectors**

If a child requires an auto-injector parents/ carers must complete an administration of medicines form and supply a care plan. Auto-injectors are kept in a named basket out of reach of children in the class cupboard along with the required paperwork. If an auto-injector is administered an ambulance will be called and the parents/ carers informed immediately.

### **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. Inhalers need to be taken by staff when children go offsite e.g. to Beecroft Community Centre or Beecroft School.

#### 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. 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
- Two staff are present, one to administer and one to witness inhaler being given and both sign against the date, time and dose given
- 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

- Expiry dates for each child are checked termly and recorded on the administration of medicines form

### **Care Plans**

Parents/ carers are responsible for supplying and updating care plans. Nursery staff will follow advice in the care plan. Should staff have any worries or concerns they will contact parents/ carers. Care plans are kept with any medication.

### **Medical Conditions**

When a child is due to start nursery or is newly diagnosed with a medical condition, the nursery can request an Individual Healthcare Plan (IHCP) to be obtained. Parent/carers are responsible for supplying and updating care plans, although nursery staff will support the Parents/carers in the process of obtaining a care plan. If the medical condition requires an auto-injector the child will not be able to attend nursery until a care plan is put in place.

### **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

### **Illnesses**

When a pupil becomes ill during the school day, their parent/ carer will be contacted and asked to pick their child up as soon as possible. Pupils will be monitored during this time.

Where children are sick or have diarrhoea parents/ carers are called to collect the child. Children can return to Nursery 48 hours after the last bout.

### **Temperatures**

Where children have a high temperature, parents/ carers will be called and staff will take steps to try and reduce the temperature, for example- removing layers of clothes or a cold compress. Parents/ carers will be called to collect the child.

### **Spillages**

Staff protect themselves against HIV, Hepatitis B Virus, and other common infections by wearing protective gloves and apron when cleaning up blood, vomit etc.

Floors are 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 'Magic Monkey Granules' 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.

### **Consent**

Parents/ carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions.

Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil.

### **Monitoring and Review**

This policy will be reviewed annually by the governing board, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

### **Conclusion**

The implementation of this policy will support adults and children are cared for appropriately.