



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 adults and children on site

First Aid at Work

Mrs Collins is qualified to administer first aid at work to adults

Lead First Aider Responsibilities

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

- 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
- 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

Paediatric First Aid

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

First Aider Responsibilities

- 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

Health Information

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

Administering Medicines

- Staff are requested to share any regular medication being taken with school manager in case of emergency
- 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 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
- 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.
- 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.

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.

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

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.

Conclusion

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

Reviewed April 2024

Due for review April 2025