

First Aid

First Aid is the initial assistance and treatment administered by a concerned person as soon as possible after an accident or illness. It is given until **definitive treatment** can be accessed. However, it should also be recognised that certain self-limiting illnesses and minor injuries may not require further medical care past the first aid intervention.

Carr Primary School has a duty of care to provide a safe and happy environment where all children will be cared for and treated in a manner which enables them to feel secure at all times. We realise that children can become ill or have an accident in school on a weekly basis. Therefore, First Aid plays an integral part in assuring that children can participate in many activities in a way that will always be enjoyable, educational and fully controlled.

First Aid may be administered by trained teaching staff and classroom assistants of Carr Primary School. The current first aiders are Mrs Stevenson and Mrs Crawford.

The responsibilities of the First Aiders are:

- To assess a situation quickly and safely and summon appropriate help;
- To protect casualties and others at the scene from possible danger;
- To identify, as far as possible, the injury or nature of the illness affecting a casualty;
- To give early and appropriate treatment;
- To arrange for the removal of the casualty to hospital, to the care of a doctor or home;
- To remain with the casualty until further care is available; and
- To report observations to those taking over care and give further help if required.

Administration of Medicine

The Board of Governors and staff of Carr Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

Please note that parents should keep their children at home if acutely unwell or infectious.

Each item of medication must be delivered to the School Office, in normal circumstances by the parent. At the School Office, a Parental Request for the Administration of Medication form must be completed. All medication must be presented **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- Pupil's Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Parental Requests for the Administration of Medicine

Neither teachers, nor support staff, have a legal or contractual duty to administer medicines or provide health care. **Consequently, medication that can be given at home should be given at home.**

When the taking of medication is necessary during the school day this ***will only be undertaken*** when clear written instructions and consent have been provided and where nothing more than administration is required. If school time medication is required, it is essential that parents complete the form **Parental Request for Administration of Medicine.**

Intimate Care

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.

Intimate Care Procedures

The following intimate care procedures will be followed:

- If a child needs a change of clothes he/she will be encouraged to change him/herself where possible.
 - If a child needs to change clothes, or be assisted to do so, a suitable place will be used. This will most likely be the disabled toilet.
 - If a child needs assistance and is agreeable staff will undertake these duties. The child will be talked through the procedure and reassured that he/she will not be left alone.
 - We will endeavour to be as discreet as possible and sensitive to each child's needs.
 - If a child is unable and unwilling to accept assistance to be changed staff will contact parents/carers immediately.
 - If, during an intimate procedure, staff notice any unusual markings, bruising, discolouration, swelling etc these will be notified to the Designated Teacher for Child Protection or the Deputy Designated Teacher.
- During Swimming, staff will remain in the communal changing area with the children. They will be there to keep the children safe, encourage independent self-help skills and to help if necessary.

All children at one time or another may require changing therefore parents need to read the Intimate Care Policy and sign and return the permission slip. The signing of the permission slip indicates that parents are aware of what staff do to care for the children in such circumstances.

If this permission is not received staff will not be able to clean or change the boy or girl and their parents will be phoned and asked to come in to school and care for them.

In the event that a parent cannot be contacted, staff will take care of a child and do what they can so that they will feel comfortable in school.

CARR PRIMARY SCHOOL



First Aid, Medication and Intimate Care A Guide for Parents

This leaflet provides an overview of the First Aid and Administration of Medicines and the Intimate Care policies of Carr Primary School. The full policies can be read on the school website or a paper copy requested from the school office.

