

# First Aid Policy



The Directors, Governors and Head Teachers of schools in the Oakwood Learning Community Trust accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing first aid for employees, children and visitors within the school.

The Directors and Governors are committed to their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations 2013.

## Statement of First Aid Organisation

The school's arrangements for carrying out the policy include the following principles:

- Places a duty on the Trust Executive to approve, implement and review the policy
- Place individual duties on all employees.
- To report, record and – where appropriate- investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require first aid treatment.
- Undertake a risk assessment of the first aid requirements of the school.
- Provide information to employees on the arrangements for first aid.

## Arrangements for First Aid

### Sitwell Junior School

The school will provide materials, equipment and facilities as set out in DfEE "Guidance on First Aid for Schools". All classrooms are equipped with basic first aid kits (teachers/support staff take this kit out with them for PE lessons). A comprehensive first aid kit is located near the school office. There is a member of staff on duty each break to provide first aid cover.

During morning break and the lunchtime period, children are sent to the reception area for first aid and minor incidents. Whole staff training is undertaken every three years and the staff have just received training in February 2018. The school has two appointed persons for first aid:

Mrs.Louise Staveley

Mrs.Suzanne Cowburn

Both members of staff have undertaken the Emergency First aid (three day) training course in November 2016 which is renewed every three years.

Members of staff have received EpiPen training, through First Aid training (1 day course). This is valid until February 2021.

## Oakwood High School

**Ms Watson is our primary First Aider with responsibility for** first aid arrangements, including; looking after the equipment and facilities, assessing injuries and making decisions to call emergency services and parents/carers when required (where appropriate in consultation with SLT). In addition, Ms Watson oversees our pupils with medical conditions / needs and will communicate relevant information about these to all staff as appropriate. If any member of staff is informed of a medical condition that a pupil has or develops, they will inform Ms Watson. Ms Watson will display photos and details of medical needs of pupils on staff room notice boards and update SIMS records.

Mrs Whitehouse is the schools appointed person who will liaise with Ms Watson and any other first aider in respect of the reporting and recording of incidents.

If a member of staff has or develops a medical condition that may require support they need to contact either Ms Watson or Mrs Whitehouse.

Ms Watson is our primary first aider and should be contacted for all medical emergencies in the school. Ms Watson will record first aid treatments administered and actions taken and will liaise with the Senior Leader on duty during any medical emergency.

**Ms Watson and a number of other staff (see list below) hold a valid** First Aid at Work or Emergency First Aid certificate, issued by an organisation whose training and qualifications are approved by the HSE. This certificate is valid for 3 years at which point our staff are required to undertake refresher training and re-testing **before the certificate expires.**

We have a number of staff who have completed the St John's Ambulance Schools First Aid course which includes additional training for **EpiPen** use and enables them to administer EpiPens to pupils whose needs have been reported to Ms Watson. Ms Watson will inform staff of pupils with identified medical needs and the appropriate actions to be taken and location of EpiPens (see guidance attached). This training also included use of the portable defibrillator.

### First Aid Services

During the School Day and term time the First Aid at Work qualified staff (see below) are on call to provide first aid. In a medical emergency please contact the nearest emergency first aider, who will assist and call for support from Ms Watson via radio, or ext 2005 or switchboard 0. A list of all emergency first aiders and their location is attached. This information is displayed in various areas of the school. Before school and after school; emergency first aid is provided by the Site Team.

Staff should make themselves aware of the emergency first aid points and should make pupils aware of first aid arrangements.

There will be a nominated Emergency First Aider with access to a first aid kit for all pre

school and after school activities accessed via Caretaking staff.

## Off Site Provision

First aid at **sporting events** will be provided by our PE staff who have all received Emergency First Aid training and will have with them at all sporting events a travelling first aid kit.

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epipens etc. A person who has been trained in first aid will accompany all off-site visits and will be named in the accompanying risk assessment.

## First Aid Equipment

In compliance with the DfE Guidance on First aid for Schools all first aid containers in school are marked with a white cross on a green background. It is recommended that first aid boxes are kept close to hand-washing facilities.

The school will ensure that first aid boxes follow the HSE minimum recommendations of:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium sized (approximately 12cmX12cm) individually wrapped sterile unmedicated wound dressings.
- One pair of disposable gloves.

First aid boxes are checked regularly by Mrs Watson (Oakwood) and Mrs Staveley and Mrs Cowburn (Sitwell).

Before undertaking any **off-site activities**, the Head Teacher will assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items for first-aid containers is:

- A leaflet giving general advice on first aid.
- Six individually wrapped sterile adhesive dressings.
- One large sterile unmedicated wound dressing approximately 18cmX18cm.
- Two triangular bandages.
- Two safety pins.
- Individually wrapped moist cleansing wipes.
- One pair of disposable gloves.

Foil blankets will also be available for taking to sporting events and on trips, along with other additional items may be taken for specialised activities.

Transport Regulations require that all **minibuses and public service vehicles** have on board a first aid container that includes the following items:

- Ten antiseptic wipes, foil packaged.
- One conforming disposable bandage (not less than 7.5cm wide).
- Two triangular badges.
- One packet of 24 assorted adhesive dressings.

- Three large sterile unmedicated ambulance dressings (not less than 15cmx20cm).
- Two sterile eye pads with attachments.
- Twelve assorted safety pins.
- One pair of rustless blunt-ended scissors.

The first aid container shall be maintained and in a good condition; suitable for the purpose of keeping these items in a good condition; readily available for use and prominently marked as a first aid container.

Oakwood and Sitwell Junior School have been provided with a defibrillator and staff training in the use of this has been undertaken.

### **Information on First Aid Arrangements**

The Head Teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for first aid.
- Those employees with qualifications in first aid.
- The location of the medical room/first aid kits/emergency equipment (eg epipens).
- Children for whom there is a care plan in place or a Personal Emergency Evacuation Plan in place and where copies of these plans are located in school.

### **Accident Reporting**

It is a statutory requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The following accidents must be reported to HSE if they injure either an employee of the school or a self-employed person working on the premises:

- Accidents resulting in death or major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

The school will keep a record of any reportable injury, disease or dangerous occurrence. The record must include the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

HSE will be notified of fatal and major injuries and dangerous occurrences without delay and followed up within ten days with a written report on form 2508.

All serious accidents / incidents are reported on the relevant forms kept by the Director of Human Resources and are reported to RMBC Health and Safety as appropriate.

A senior leader investigates and reports on all accidents.

At **Oakwood** all completed accident reports are logged on the Safety Reporting Spreadsheet (located in O:HR Resources/Common Documents/General/EEW/First Aid) which is reviewed by the Governor's Safeguarding Panel each term.

At **Sitwell**, accident reports are stored securely in accordance with the Data Protection Act and reviewed by the Head Teacher.

### **Pupil accidents involving their head**

The Directors and Governors recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where an emergency treatment is not required, an accident slip will be completed and given to the child to take home.
- Parents/carers must be contacted for all bumps/marks/grazes to the head informing them of the incident.

All other cases in which first aid has been administered must be recorded in the accident log (**Sitwell Junior School**).

At **Oakwood** Ms Watson and Mrs Marshall are responsible for recording on the Safety Reporting Spreadsheet all instances where pupils and staff have sought and or received first aid treatment. (Spreadsheet located in O:HR Resources/Common Documents/General/ EEW/First Aid). All staff who provide first aid during an incident must report to Ms Watson.

In addition, all accidents are reported on the appropriate accident form. This is completed by the member of staff, who was either supervising the pupil when the accident happened, or in the case of an accident to a member of staff, the member of staff injured completes the form or if the person is unable to, the line manager will complete the form on behalf of the member of staff.

### **Transport to hospital or home**

- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Head Teacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted, then the Head Teacher may decide to transport the pupil to hospital.

Where the Head Teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a car.
- The second member of staff will be present to provide supervision for the injured pupil.

**APPENDIX 1  
OAKWOOD FIRST AID CONTACT POINTS AND TRAINED STAFF**

In the event of a medical emergency please contact the nearest Emergency Contact Point who will contact a Lead First Aider

**EMERGENCY CONTACT POINTS**

The following staff are First Aid trained and will support until a Lead First Aider arrives, or if off site, emergency services arrive.

Staff in **Red** are also EpiPen trained

Full Name	Area	Location / Extension No
<b>Mr S Khan</b>	Upper	ARC - 2010
<b>Miss A Mitchell</b>	Upper	ARC - 2010
<b>Ms S Swales</b>	Upper	ARC – 2009
<b>Mrs P Greaves</b>	Upper	Create Office – 2007
<b>Mrs J Oliver</b>	Upper	MFL Office – 2029

**TECHNOLOGY WILL PROVIDE IN CLASS SUPPORT: FOOD TECH, WORKSHOPS**

<b>Mrs L Hesling</b>	Central	Main Office – 2018
<b>Mrs J Wilding</b>	Central	Main Office – 2018
<b>Mrs S Stotton</b>	Lower	Learning Resource Centre – 2044
<b>Mrs S Burton</b>	Lower	Humanities Office – 2024
<b>Science Technician's</b>	Upper	Science Prep Lab – 2037

**HUTTON PARK CAMPUS: CONTACT GENERAL OFFICE**

**Mrs C Bamforth is a Lead First Aider**

Primary First Aiders (First Aid at Work Qualified)		
Name	Area	Location / Contact
<b>Ms T Watson</b>	Upper	O19 – 2005 (Attendance Officer)
<b>Mrs S Marshall</b>	Upper	O19 – 2006 (Attendance Officer)
<b>Mrs C Bamforth</b>	HPC	Hutton Park Campus – General Office
<b>Mr R Oakes</b>	Upper	Technology 2615

 Epipen Trained Staff highlighted in red

In addition to the above, we also have a number of other Emergency First Aid qualified staff who will accompany pupils on Educational Visits (or assist in a major emergency in school), they are:

Full Name	Area	Location / Extension No
<b>Mrs J Bradshaw</b>	Upper	ARC – 2009
<b>Miss A Mitchell</b>	Upper	ARC – 2010
<b>Mr J Jones</b>	Upper	WM4 (Head of Aspen House) – 2021
<b>Mr M Smith</b>	Upper	030 / Communicate – 2030
<b>Mrs L Fox</b>	Upper	Perform – 2048
<b>Mrs S Alyanak</b>	Upper	Perform – 2048
<b>Miss T Gilman</b>	Upper	Perform – 2024
<b>Mr A Tibenham</b>	Upper	Perform – 2024
<b>Mr J Bignell</b>	Upper	Perform – 2024
<b>Miss K Newsum</b>	Lower	W7 / Investigate – 2043
<b>Mrs V Hoggard</b>	Lower	Investigate – 2038

### First Aid Certificates

Name	Qualification	Certificate Number	Issue Date	Expiry Date
<b>Mrs S Alyanak</b>	Emergency Response Training Ltd (1 day Emergency First Aid Course)	27972- TC000919	18.05.15	18.05.18
<b>Mrs C Bamforth</b>	Level 3 Award in First Aid at Work (QCF)  Yorkshire Ambulance Service	539527	13.02.14	13.02.17
<b>Mrs P Beck</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244853	02.09.13	01.09.16
<b>Mr J Bennett</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244852	02.09.13	01.09.16



<b>Mr J Bignell</b>	Emergency Response Training Ltd (1 day Emergency First Aid Course)	27970- TC000919	18.05.15	18.05.18
<b>Mrs M Bowater</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244848	02.09.13	01.09.16
<b>Mrs J Bradshaw</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244850	02.09.13	01.09.16
<b>Mrs S Burton</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244851	02.09.13	01.09.16
<b>Mrs B Carré</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244854	02.09.13	01.09.16
<b>Mrs E Dearden</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244858	02.09.13	01.09.16
<b>Mrs L Fox</b>	Emergency Response Training Ltd (1 day Emergency First Aid Course)	27973- TC000919	18.05.15	18.05.18
<b>Mrs J Frost</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244861	02.09.13	02.09.16
<b>Mrs S Gibbons</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244863	02.09.13	01.09.16
<b>Miss T Gilman</b>	Emergency Response Training Ltd (1 day Emergency First Aid Course)	27975- TC000919	18.05.15	18.05.18
<b>Mrs P Greaves</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244862	02.09.13	01.09.16
<b>Mrs E Heafield</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244864	02.09.13	02.09.16
<b>Mrs L Hesling</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244867	02.09.13	01.09.16

<b>Mrs V Hoggard</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244866	02.09.13	01.09.16
<b>Miss K Jones</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244869	02.09.13	01.09.16
<b>Mr J Jones</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244868	02.09.13	01.09.16
<b>Mr K Keeton</b>	Emergency Response Training Ltd (1 day Emergency First Aid Course)	27970- TC000919	18.05.15	18.05.18
<b>Mr S Khan</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244871	02.09.13	01.09.16
Miss K Lakin	Emergency Response Training Ltd (1 day Emergency First Aid Course)	27974- TC000919	18.05.15	18.05.18
Mr B Liversidge	Emergency Response Training Ltd (1 day Emergency First Aid Course)	27971- TC000919	18.05.15	18.05.18
<b>Mrs S Marshall</b>	Level 3 Award in First Aid at Work (QCF) Yorkshire Ambulance Service	542347	07.04.14	07.04.17
<b>Mrs C Martinson</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244875	02.09.13	01.09.16
<b>Miss K Mather</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244876	02.09.13	01.09.16
<b>Miss A Mitchell</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244874	02.09.13	01.09.16
<b>Miss N Moorhouse</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244873	02.09.13	01.09.16
<b>Miss K Newsum</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244877	02.09.13	01.09.16

Mr R Oakes	Crystal Clear 1 <sup>st</sup> Aid Training	600/762/5	08.04.14	07.04.15
<b>Mrs J Oliver</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244879	02.09.13	01.09.16
<b>Miss S Paddock</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244881	02.09.13	01.09.16
<b>Miss K Riordan</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244882	02.09.13	01.09.16
<b>Ms E Ronan</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244884	02.09.13	01.09.16
<b>Mrs E Royles</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244883	02.09.13	02.09.16
<b>Mrs J Shearwood</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244888	02.09.13	02.09.16
<b>Mr M Smith</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244885	02.09.13	01.09.16
<b>Mrs S Stotton</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244891	02.09.13	01.09.16
<b>Ms S Swales</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244889	02.09.13	01.09.16
<b>Mr A Tibenham</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244892	02.09.13	01.09.16
<b>Ms T Watson</b>	Level 3 Award in First Aid at Work (QCF) Yorkshire Ambulance Service	553123	14.10.20 14	14.10.20 17
<b>Mrs J Wilding</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244893	02.09.13	02.09.16
<b>Mr S Willey</b>	St John Ambulance Schools First Aid	1300244895	02.09.13	01.09.16

	inc Use of auto-injector			
<b>Mrs A Wyatt</b>	St John Ambulance Schools First Aid inc Use of auto-injector	1300244894	02.09.13	01.02.16

### **Defibrillator Presentation/Training**

<b>Name</b>	<b>Training by</b>	<b>Date of Training</b>
<b>Mrs S Burton</b>	Martek	08.10.12
<b>Mrs L Hesling</b>	Martek	08.10.12
Mrs M Hudson	Martek	08.10.12
<b>Mrs S Marshall</b>	Martek	08.10.12
<b>Mrs J Wilding</b>	Martek	08.10.12

## **APPENDIX 2**

### **SITWELL JUNIOR SCHOOL FIRST AID QUALIFICATIONS**

NAME	DATE	TRAINER	Qualification
Nicky Doughty	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Emma Longstaff	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Annette Green	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Sarah Walker	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Susan Foster	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Katie Smith	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Jennifer Dawson	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Rachael Evans	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Alexander Hayward-Browne	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Georgina Tunstall	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Julie Carl	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Adele Fossey	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Kay Webb	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Michelle Dear	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Emma Bradbury	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Grace Ogden	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Chris Green	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Rosie Wilson	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Amanda Cotterhill	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Kirsty Parker	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Laura Lambert	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Christine Hoyland	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Julie Carl	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Michelle Concannon	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Jayne Clarke	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Shaun Cassell	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Nicola Elliott	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid

Louise Staveley	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Sadia Tabusam	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Jasmine French	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Joshua Berkshire	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Tracy Casey	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Adele Fossey	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Helen Dransfield	9 <sup>th</sup> Feb 2018	Emergency Response Training	First Aid in Schools 1 day Emergency First Aid
Suzanne Cowburn	Nov 2016	First Aid at Work (3 day course)	3 day Emergency First Aid
Louise Staveley	Nov 2016	First Aid at Work (3 day course)	3 day Emergency First Aid

## **APPENDIX 3**

### **ADDITIONAL GUIDANCE – SITWELL**

#### **Administering medicines in school**

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

**If a child is taking a prescribed medicine it is the parent's/carer's responsibility to come to school and administer the medicine.**

- In exceptional circumstances, e.g. if antibiotic medicine has to be taken four times a day, a First Aider will administer prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. The relevant forms are kept in the school office.
- All prescribed medicines that are due to be administered must be kept in the school office.
- It is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets.
- Records will be kept of all prescribed medicines administered.
- Non prescribed medicines are not allowed in school.

#### **Asthma Treatment and Inhalers**

- Asthma sufferers are permitted to bring their own treatments (inhalers etc) to school provided a 'Request for child to carry his/her own medicine' form has been completed by the parents/carers. Forms are available from the school office. The form includes the prescribed dosage to be completed by parents.
- A list of asthma sufferers is kept within the School Office.
- Asthma treatments for pupils (inhalers etc) are kept in the school office in a labelled box with the child's name and class.
- Asthma treatments are to be administered by the pupil. After a treatment has been administered, the school office records the date and time.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

#### **Epipens and Anaphylaxis Shock Training**

- A list and photograph of anaphylaxis sufferers are displayed in the School Staff Room.
- Epipens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom.
- Epipens can only be administered by members of staff who have received epipen training.
- Specific staff that have already had First Aid training are trained in the use of epipens for each individual anaphylaxis sufferer annually.
- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.
- **Epipens** and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Care plans, lists of asthma sufferers and PEEPS are on the medical board located close to the staff room and electronic copies are kept on the staff network.

## **APPENDIX 4**

### **ADDITIONAL GUIDANCE – OAKWOOD**

#### **EpiPen Instructions**

There are several pupils in school who have allergies severe enough to warrant them having an EpiPen. (Names and photos are on the notice board in the staff room).

Each pupil will carry their own EpiPen but we have a spare for each of them which will be located in the Attendance Office.

#### **Mild Reaction**

- Mild swelling to eyes
- Mild swelling to lips
- Urticaria (nettle rash)
- Mild difficulty in breathing/wheezing

#### **Severe Reaction**

- Severe difficulty in breathing
- Moderate swelling to mouth, lips or tongue
- Unable to swallow own saliva
- Deteriorating level of consciousness
- Collapse

With the **mild reaction** the pupil will need **oral medication** which is kept with the EpiPen.

With the **severe reaction** the pupil must be kept as calm as possible and if possible, they will **inject themselves** with their EpiPen. If they are not in a fit state to do this then a member of staff who has had training must do it **as quickly as possible**. In either case, the member of staff must send someone to the Main Office to collect the spare EpiPen and **ask a member of staff to dial 999 for an ambulance stating that a pupil has had a severe allergic reaction – “Anaphylaxis”**. Please make sure someone will meet the ambulance and be able to take the paramedics to the pupil. Parents should be contacted after the ambulance has been sent for. A note must be made of the time of the injection and this must be given, with the used EpiPen, to the ambulance crew.

The second EpiPen may be used 5 minutes after the first one if the symptoms have not eased. (It is very rare for the need for the second EpiPen and if not used it should be returned to the Attendance Office).

#### **INSTRUCTIONS ON GIVING THE INJECTION**

- Remove the grey cap at the end of the pen.
- Imagine you are looking straight at the pupil's thigh and divide it into 4. The needle goes into the upper outer part of the thigh at a 90° angle. You will hear a 'click' and know it's in okay. Once in (you can go through any clothes) count to 10 then pull the pen away at the same 90° angle.



- Remember to keep the pupil calm until the ambulance arrives. (Also, put the cap back on the pen, if possible, so that the needle does not scratch anyone).

### **Guidelines for Paracetamol dosage in children**

The UK's drug regulator has issued new dosage guidelines for children's medicines such as Paracetamol. The new, age-specific guidance stipulates exact doses of Paracetamol medicines that should be given to children, doing away with the ranged doses currently in use. The guidelines also introduce seven narrower age bands covering children from 3 months to 12 years.

The new guidelines, issued by the Medicines and Healthcare Products Regulatory Agency (MHRA), will be introduced to medicine instructions and labels by the end of the year (2013). The doses have been updated to more precisely define how much Paracetamol should be given to children of different ages.

### **Paracetamol is a medicine that is used to:**

- **ease mild to moderate pain** – for example, headaches, earache, period pain, sprains, toothache or the symptoms of a cold
- **control a fever** (high temperature, also known as pyrexia) – for example, when someone has the flu (influenza)

In England Paracetamol is available without prescription from a GP.

### **How it works**

Paracetamol works as a painkiller by affecting chemicals in the body called prostaglandins. Prostaglandins are substances released in response to illness or injury. Paracetamol blocks the production of prostaglandins, making the body less aware of the pain or injury.

Paracetamol reduces temperature by acting on the area of the brain that is responsible for controlling temperature.

### **Who can use Paracetamol?**

Paracetamol should be used with caution by those with liver problems, kidney problems, or alcohol dependence.

Side effects are rare, and can include

- a rash
- liver and kidney damage, when taken at higher-than-recommended doses (overdose)

In extreme cases the liver damage that can result from a Paracetamol overdose can be fatal. Paracetamol may interact with some other medicines, including some medicines taken to treat epilepsy.

You should not take Paracetamol with other products that contain Paracetamol, such as co-dydramol, co-codamol and Tramacet. This is due to the risk of overdosing on Paracetamol. **Some cold remedies also contain Paracetamol**

Hunger and dehydration are the most frequent causes of headaches all children should be encouraged to eat and drink at regular intervals. Most morning headaches are caused by lack of breakfast. **At Oakwood High School, any reported morning headaches will be treated with water / breakfast biscuit.**