

WHEATFIELDS PRIMARY SCHOOL PUPIL SICKNESS PROCEDURE

If a pupil complains of feeling unwell to his/her teacher, the teacher sends the child to the School Reception. Key Stage 1 (and below) children would be accompanied by an adult.

Depending on the nature of illness or injury the child would be cared for, or first aid given by a trained First Aider

If the child shows no sign of recovery within a time-span that, in the professional judgement of the First Aider is reasonable, then she will decide, in consultation with the Class Teacher, if parents/carers need to be contacted.

If the school were unable to contact either a parent or emergency contact number, the child would remain in the care of the school until such contact can be made.

In the case of minor injury, the child is treated by a First Aider and the child's name and injury is recorded in the First Aid and Accident Book.

When a more serious injury occurs - immediate first aid treatment is carried out and parents would be contacted if possible. In situations where they cannot be contacted, the member of staff responsible will act *in loco parentis*. The Headteacher or Deputy Headteacher, must be informed of any serious injury immediately and they will take over responsibility for decision making.

A member of staff and a chaperone, or parents would take the child to hospital/doctor.

In an emergency an ambulance would be called and parents contacted.

ALL accidents are recorded in a First Aid & Accident Book hanging on the Staffroom wall or in Reception

Accidents of a more serious nature are recorded in the 'Accident Report' book giving a brief account of events.

If children receive bumps to the head a letter is sent home to parents advising them of recommended procedures. A copy of the letter is attached.

Members of staff who are not trained first aiders must make sure that they are aware of the basic First Aid procedures, particularly those relating to risk of infection from body fluids. Rubber gloves must be worn when treating cuts and abrasions and when dealing with children who have vomited.

Lunch times

Over the lunchtime period a midday supervisor trained in First Aid is on duty to receive all injuries and illnesses sent in from the playground or field.

ALL injuries are recorded in an 'Accident and Injury Sheet' located in a file at reception.

Medicines

Medication in school is only accepted for medical conditions such as asthma, diabetes, epilepsy, nut allergy (epipen) and ADHD. If children require medication for the above parents are asked to complete a consent form. These medicines must be brought into school in the original container/package in which it was dispensed by the pharmacist and showing correct dosage. The name

of the child, the dosage should be easy to read. All medicines received into school should be registered in the school's medical book.

Children are given their medication by staff who have been trained to do so by the School Nurse.

Antibiotic medicines, eye drops, ear drops and no-prescriptive medicines are not administered in school.

Children suffering from eczema who have been prescribed cream to use during the day will apply the cream themselves with staff attending. Staff are unable to apply cream due to the risk of cross – infection

All medicines or tablets are kept in the office and administered under the supervision of a member of staff. This is then recorded in the Medical Information and Consent file.

Inhalers

All children needing to use inhalers during school time, must complete a consent form or Self Administration of Medicines form. All Key Stage 1 children take their medicines under staff supervision. Children in Key Stage 2 are requested to keep their inhaler on their person at all times.

This policy was updated March 2006