



THE GROVE  
INDEPENDENT SCHOOL

**The Grove School  
Medication and First  
Aid Policy (EYFS and  
School)**

## **Medical Officer**

Miss Sharon Llewellyn

When a child falls ill in school the member of staff responsible for the child at the time needs to seek help from a trained first aider. This member of staff will then deal with the child appropriately.

**The trained first aiders will renew their qualifications every three years with a registered body.**

**All staff dealing with first aid and any bodily fluids must remember to use disposable gloves and any other PPE as necessary.**

## **EYFS**

A member of staff trained in paediatric first aid will always be present at school whilst there are children on sight. A member of staff trained in paediatric first aid will always be present on a school outing.

All staff who teach a child with an allergic reaction will be trained to use an epi pen.

## **Medication**

Miss Sharon Llewellyn oversees the process of medication and administers medication. However, in her absence medication should be administered by the nominated person. All serious medical/first aid incidents must be referred to Mrs Berkin.

## **Recording of Medication**

All school medication goes to the office to get logged in. Parents must sign the medication in.

Nursery medication should be logged in with the member of staff in the room each morning and signed for when collected each evening

When medication is received the details should be recorded as follows:-

## **Office Medical Log**

To be used to record medication coming in the medical room.

Details required-

- Name of child that needs medication
- Date
- Time of last dose given by parents
- Time medication needs to be given at school.
- Type of medication

Reviewed – November 2021

- Dosage
- Signature of parent

### **Medical Form**

The form contains the following information-

- Date
- Name of child that needs medication
- Dosage
- Time
- Signature of person who administered the medication
- Countersignature of staff who witnessed medicine being administered.

### **Administering of Medication**

All medication should be written clearly on the medical form with the details listed above.

### **Non prescribed medication**

It is not allowed, with the exception of Calpol or Nurofen which can be given by the Medical Officer or a nominated first aider after gaining parents/guardians permission.

### **First Aid**

#### **School**

Class assistants have the use of first aid bum bags. These bum bags are used during morning, lunch and hobby play times and can be collected before each playtime from the medical room. Class assistants can provide basic first aid for minor injuries. All other incidents should be referred to Miss Llewellyn or the nominated first aider. All serious incidents should be referred to Miss Llewellyn or Mrs Berkin. All parties are required to sign the accident book when giving first aid.

#### **Nursery**

Nursery Staff are required to take a first aid bum bag out when they go off site and these are kept in each room within Nursery.

Nursery staff can provide basic first aid for minor injuries. All other incidents should be referred to Miss Llewellyn or the nominated first aider. All serious incidents should be referred to Miss Llewellyn or Mrs Berkin. All parties are required to sign the accident book when giving first aid.

#### **Whole School (Including EYFS)**

- Parents to be informed on the same day or as soon as practicable of any accident or injury and the first aid that is to be given.
- **EYFS Parents sign a completed accident form.**
- Parents to be notified immediately when a child is ill or infectious.
- **Parents will be informed of any medication administered and its timing the same day or as soon as reasonably practicable (in order to ensure no overdosing)**

- Parents to please inform the school of any medical information about their child when the child starts school and to keep the information up-to date-periodically.
- Parents must not send their child to school within 48 hours of any vomiting or diarrhoea and must inform the school of any notifiable disease their child catches. Further advice can be found at [www.gov.uk/government/publications/infection-control-in-schools-poster#history](http://www.gov.uk/government/publications/infection-control-in-schools-poster#history)

**Current guidelines for children and adults having an asthma attack are to:**

- take your reliever inhaler (usually blue) straight away and try to breathe deeply and steadily
- sit down and loosen any tight clothing
- if your symptoms haven't improved after five minutes, or you're worried, call 999 or see a doctor urgently
- continue to take a puff of your reliever inhaler every minute until help arrives

**Current guidelines for children with Diabetes:**

- All your teachers/support staff need to be [aware that the child has diabetes](#).
- All medical staff should be aware of the child's testing and treatment needs and should be informed as to what to look for and how to act should the child be [low or high on blood sugar](#).

**Current guidelines for children with Epilepsy**

**What Should I Do for a Person Who Is Having a Seizure?**

If someone is having a seizure:

- Loosen clothing around the person's neck.
- Do not try to hold the person down or restrain them. This can result in injury.
- Do not insert any objects in the person's mouth. This can also cause injury.
- Reassure concerned bystanders who may be upset and ask them to give the person room.
- Remove sharp objects (glasses, furniture, and other objects) from around the person to prevent injury.
- After the seizure, it is helpful to lay the person on their side to maintain an open airway and prevent the person from inhaling any secretions.
- After a seizure, the person may be confused and should not be left alone.
- In many cases, especially if the person is known to have epilepsy, it is not necessary to call 999.
- Call 999 if the seizure lasts longer than 5 minutes, or if another seizure begins soon after the first, or if the person cannot be awakened after the movements have stopped. If you are concerned that something else may be wrong, or the person has another medical condition such as heart disease or diabetes, you should contact a doctor immediately.

**A trained first aider will call an ambulance if necessary.**

**RIDDOR will be informed of injury or disease by either Henry Berkin if necessary.**

**Location of First Aid Kits**

All EYFS rooms have a first aid kit.

- Medical room x 1 and 2 Fixture Bags and 3 games bags.
- Nursery Building x 1
- Kitchen x 1 and 1 Burns Kit
- Mini Bus x 1 in each vehicle