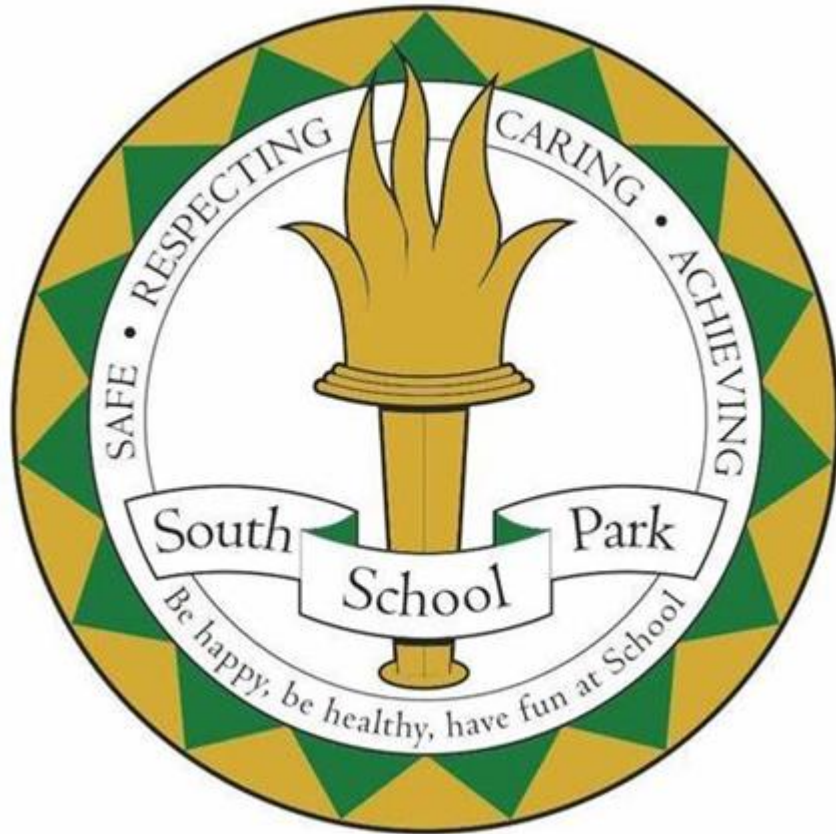


# Fraserburgh South Park School



## First Aid and Health Policies and Procedures Staff Information

2023

## Contents

1	_____	Location of first aid equipment
2	_____	First aid policy
3	_____	Annual Medical Overview/Individual Medical Profile
4	_____	Epipen guidance and procedures
5	_____	Asthma guidance and procedures
6	_____	Administering of medication
7	_____	Disposal of waste materials
8	_____	Procedure for replenishing first aid boxes
9	_____	Updating medical information
10	_____	Travelling first aid kits/trips
11	_____	Recording of injuries
12	_____	Informing parents

## **Section 1 \_\_\_\_\_ Location of first aid equipment**

There are 6 main first aid points located around the school:

1. Extension classroom next to the ICT suite
2. Extension classroom nearest extension cloakroom
- 3. Infant wet area next to nursery**
4. Junior wet area
5. Senior wet area
6. Janitors office

These first aid points are regularly replenished. Extra supplies are located in the staffroom cupboard. All supplies should be kept in a sealed box once they are opened.

Each first aid point has a copy of the annual medical overview, individual medical profiles for pupils in that area, information on common illnesses, and medication (occasional, emergency and daily).

Nursery has it's own First Aid supplies kept in nursery, with the appropriate copies of the annual medical overview and individual medical profiles for nursery pupils.

## **Section 2 \_\_\_\_\_ First aid policy**

The first aid policy is reviewed regularly and follows Aberdeenshire Council Guidelines. It can be found in the staff information and reference folder.

All nursery staff have up to date training in Paediatric First Aid. If a member of staff's training expires prior to another session being available we ensure that there is always at least one member of staff with Paediatric first aid training available.

## **Section 3 \_\_\_\_\_ Annual Medical Overview/Individual Medical Profile**

*All staff should be aware of children in nursery and school with on-going medical conditions.*

### Annual Medical Overview

At the beginning of each school session all staff will be issued with a photographic booklet indicating children which have specific conditions, a photograph of the child and medical procedures to be followed. This booklet is also located in the medical cupboard above the sink area within the nursery kitchen.

### Individual Medical Profile

Children with specific medical conditions have an Individual Medical Profile. This pack contains a care plan, if required, guidelines on the condition/illness and procedures to be followed. This pack is located in the filing cabinet within the nursery and along with emergency medication kits if applicable.

The pack will contain a copy of the parental consent form for administering medication. The record for administering medication will also be kept in the pack. A audit of all medication in nursery, the date it expires and when it came in to nursery is kept in the medical cupboard. . It is the responsibility of the person administering the medication to ensure they complete the form to indicate they have done so.

### **Section 4** \_\_\_\_\_ **Epipen guidance and procedures**

Children who have Epipens will be identified on the Annual Medical Overview list issued to staff at the beginning of the year and they will also have an individual medical profile. Their photos will also be on display around the school along with information on where their Epipen is stored.

Epipens will be stored centrally to ensure ease of access. Each child must have two Epipens in school. **One** will be stored in a box above the first aid point in the area their classroom is in. In the case of the extension, it will be stored in the first aid point which is nearest their classroom. The **second** Epipen will be stored in the Infant cupboard if the pupil is in the

Junior or Infant Areas, and the Senior cupboard if the pupil is in the Extension or Senior Area. This is to ensure that all staff can get quick access at playtimes and lunchtimes.

Staff are trained annually on how to administer the EpiPen. There is guidance at the end of this document and along with the EpiPen in each area.

## **Section 5 \_\_\_\_\_ Asthma guidance and procedures**

Children who have been identified as having asthma are indicated in the Annual Medical Overview. This indicates the name of the child, type of inhaler and dosage required. All inhalers are stored in a locked cupboard within the nurse's office unless out on trips where they are carried with a member of staff responsible.

In accordance with council policy, we encourage children to take responsibility for their own inhalers from an early age. However, it is usually easier for younger pupils to have their inhalers stored in a central place in the classroom (for nursery this is in the filing cabinet. Each child's medication is in a clear sealed box with a photograph clearly visible on the lid, in a pharmaceutical labelled box with dosage instructions) unless they have been advised by the asthma nurse to carry it with them at all times.

Staff should ensure that at the beginning of the year pupils who have inhalers are aware of where they are stored.

It is the responsibility of the Senior Practitioner to ensure each child with an inhaler in school has a completed consent form. All staff are responsible to identify when inhalers have expired, ensuring a suitable replacement is brought in. No child should have an inhaler in school without the appropriate consent form completed. These consent forms should be stored with the inhaler, or if the child is responsible for their own inhaler, the practitioners should have them stored centrally. The first aid co-ordinator also has a central file of these.

If you administer asthma medication to a child you should complete the administering medication form which is stored alongside the consent form in the child's class.

## **Section 6 \_\_\_\_\_ Administering of medication**

Nursery staff are not obliged to administer medication to pupils, although all staff are happy to do so.

The school must receive Form 1 from the parent if any pupil has to receive medication in school. This form must be completed for all types of medication and even if the child is able to take the correct dosage themselves under supervision. The medication will be kept at the first aid point in the area where the child's class is. If a fridge is required the nurse has a medical lock box to ensure safety for all. For other children within the school they can be located in the Staffroom, Infant and Junior Areas.

When you have given or supervised a child taking medication you should complete Form 3, overleaf. These forms will travel with the year group.

### Painkillers (including aspirin and paracetamol)

School staff should generally not give non-prescribed medicines to pupils. Staff should only administer medicines prescribed by a doctor. However, if a pupil suffers regularly from pain, e.g. migraines etc., the parents should authorise the appropriate painkillers and written instructions on when to take such medication. If this is administered in school it should be recorded on Form 3 and a written note sent home to the parent indicating the day, time and dosage of painkillers taken.

### Ritalin

Since Ritalin is a controlled substance, its use in school should be carefully monitored. Any pupil who has been prescribed Ritalin to take during the school day, must go to the school

office where the medication is kept securely. When Ritalin is administered, it should be recorded on Form 3 and countersigned by the pupil. A note of how many tablets are remaining must also be recorded. A regular supply of medication should be brought to the school office by the parent or guardian, who should also notify the school of any changes in dosage.

**Section 7 \_\_\_\_\_ Disposal of waste materials**

Each first aid point has a supply of small bags to use when disposing of waste materials which may have blood etc. on them.

Care should be taken when disposing of these types of materials. Everything used should be placed in a bag and put up to the janitor's office, where it will be disposed of accordingly.

**Section 8 \_\_\_\_\_ Procedure for replenishing first aid boxes**

PSA's regularly replenish and update first aid boxes around the school.

In nursery a practitioner is designated to this role.

A centralised store of first aid materials can be found in the janitor's office, and further supplies in the staffroom cupboard.

PSA's monitor the usage of this centralised store and liaises with the health and safety officer to ensure items are ordered in good time.

Each PSA is responsible for the first aid box in their area (some will share the responsibility dependent on the yearly allocation of staff). They check the contents monthly against the checklist in the first aid policy, using the sheet overleaf. It is countersigned by the health and safety officer monthly.

All first aid materials should be kept in a sealed box when opened. Always check the boxes in each cupboard first to see if what you need is already opened. Newly opened materials which are not boxed up must be disposed of.

## **Section 9** \_\_\_\_\_ **Updating medical information**

It is the responsibility of all staff to inform the health and safety officer and all other staff of new medical information or any changes they have been made aware of by parents/guardians. Much of this information is shared informally between class teachers and parents. Staff must ensure they complete a medical slip when they are made aware of any changes. This should be passed to the Lead Practitioners/Senior practitioner so that it can be dealt with appropriately.

The health and safety officer will decide how and to whom the information needs to be shared with. This will be done as and when required at nursery meetings or throughout the school at stage meetings, whole staff meetings or PSA meetings, as is appropriate.

## **Section 10** \_\_\_\_\_ **Travelling first aid kits/trips**

Travelling first aid kits can be found at the first aid point in the janitor's office. In each first aid kit there should be:

- 6 individually wrapped plasters
- 1 large sterile undedicated dressing
- 2 triangular bandages
- 2 safety pins
- Individually wrapped moist cleaning wipes
- Scissors
- Pen
- Notebook to record



Travelling first aid kits should always be taken on trips out with the school grounds.

## **Section 11 \_\_\_\_\_ Recording of injuries**

In accordance with EL&L Policy ALL first aid treatment and accidents must be recorded in the council First - Aid/Minor Injury Record Book.

These books are located at each first aid point around the school. These must be completed for each first aid treatment given. Completed books are returned to the health and safety officer.

## **Section 12 \_\_\_\_\_ Informing Parents**

Parents should be informed if their child has had a bump on the head or had a fall which has left them with grit/graze in the wound.

Letters for both circumstances are already pre-printed and can be found at the end of this booklet, as well as in each first aid point.

Parents will receive a slip from the accident book if their child has sustained an injury (other than the above). This is usually completed by the member of staff who has dealt with the injury. Books can be found in at each first aid point.

## **Audit of medication storage and administration**

The Early Years Senior Practitioner or Early Years Lead Practitioner will carry out an audit on a termly basis to ensure all staff adhere to the correct storage, administration and safety matters in relation to medication. See appencix 6

## Appendixes

- 1 Form 1 - Request for school to administer medication
- 2 Form 3 - Record of medication administered
- 3 Bumped head letter
- 4 Graze letter
- 5 EpiPen procedures
- 6 Record of medication stored within premises
- 7 Audit of medication storage and administration format

## 4. Administering an EpiPen

# 3-step, easy-to-follow instructions

## How to use the EpiPen® (epinephrine) Auto-Injector

### 1 Prepare the EpiPen or EpiPen Jr® Auto-Injector for injection

- Remove the auto-injector from the clear carrier tube
- Flip open the yellow cap of your EpiPen or the green cap of your EpiPen Jr Auto-Injector carrier tube
- Tip and slide the auto-injector out of the carrier tube
- Grasp the auto-injector in your fist with the orange tip pointing downward
- With your other hand, remove the blue safety release by pulling straight up without bending or twisting it



#### Never-See-Needle™ delivers built-in needle protection

- Protects against needle exposure before and after use
- The needle comes out of the orange tip
- Never put your thumb, fingers, or hand over the orange tip

### 2 Administer the EpiPen or EpiPen Jr Auto-Injector

- Hold the auto-injector with the orange tip near the outer thigh
- Swing and firmly push the orange tip against the outer thigh until it "clicks"
- Keep the auto-injector firmly pushed against the thigh at a 90° angle (perpendicular) to the thigh
- Hold firmly against the thigh for approximately 10 seconds to deliver the drug



The injection is now complete

### 3 Finalize the injection process

- Remove the auto-injector from the thigh (the orange tip will extend to cover the needle)
  - Massage the injection area for 10 seconds
- Get emergency medical help right away**



Massage the injection area for 10 seconds

#### Indications

EpiPen® (epinephrine) 0.3 mg and EpiPen Jr® (epinephrine) 0.15 mg Auto-Injectors are for the emergency treatment of life-threatening allergic reactions (anaphylaxis) caused by allergens, exercise, or unknown triggers; and for people who are at increased risk for these reactions. EpiPen and EpiPen Jr are intended for immediate self administration as emergency supportive therapy only. Seek immediate emergency medical treatment after use.

#### Important Safety Information

EpiPen Auto-Injectors contain a single dose of epinephrine, which you inject into your outer thigh. **DO NOT INJECT INTO YOUR VEIN, BUTTOCK, FINGERS, TOES, HANDS OR FEET.** In case of accidental injection, please seek immediate medical treatment. Epinephrine should be used with caution if you have heart disease or are taking certain medicines that can cause heart-related (cardiac) symptoms.

**Please see additional Important Safety Information on the back.**

**Please see accompanying full Prescribing Information and Patient Information.**

**EPIPEN 2-PAK® EPIPEN Jr 2-PAK®**  
(Epinephrine) Auto-Injectors 0.3/0.15mg