



SOUTH CAMBERLEY PRIMARY AND NURSERY SCHOOL

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First Aid Policy

May 2023

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Status and Review Cycle		Statutory every year	
Signed	Mrs N Wright Executive Headteacher	Signed	Mr M Gliniecki Chair of Local Advisory Committee



First Aid Policy

Aims

Our school aims to:

- Ensure the health & safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health safety and care of our pupils and to ensure that procedures are in place to cater for all identified children with medical conditions.
- Provide a framework for responding to an incident and recording and reporting the outcomes.
- To ensure medicines are stored and administered safely at school.

Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and the following legislation:

- The Health & Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees and qualified first aid personnel
- The management of Health & Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health & safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Sections within this policy:

1. Roles & Responsibilities
2. Administration of medication
3. Storage of Medication
4. First Aid & dealing with minor ailments
5. Illness
6. Supporting children with medical needs in school
7. Needlestick Policy
8. Links to other policies

Appendices:

1. List of appointed person(s) for first aid and / or trained first aiders
2. Medication request form
3. Emergency Inhaler/Epi-pen
4. Should I send my child to school – guide to illness
5. Model Process for Developing Individual Healthcare Plans
6. Serious Injury Report
7. Emergency Flow chart for First Aid Procedures

Introduction

Most children at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed could limit their access to education. The Governors and Staff of South Camberley School wish to ensure that children medical needs receive care and support in our school. We firmly believe children should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school or other activities. Staff will make reasonable and appropriate adjustments to activities to ensure they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs. All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment. Staff understand that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

1. Roles & Responsibilities

1.1 The school's appointed persons (and qualified first aiders) are:

1. Kirsty Quinlan (Juniors)
 2. Sidra Muzakir (James Road)
 3. Najaf Syed (France Hill Drive)
- (The full list of first aiders is in **appendix 1**)

They are responsible for:

- Taking charge when someone is seriously injured / ill
- Monitoring supply of medical materials in first aid kits and replenishing the contents of these kits if needed
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Completing serious injury report (when required) and undertaking accident investigations. South Camberley reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

First aiders (see appendix 1) are trained and qualified to carry out the role (see section 4.7) and are responsible for:

- Acting as first responders to any minor incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Engage the assistance of an appointed person if the situation appears more serious
- Consult with SLT with regards to sending pupils home to recover, where necessary
- Recording details of minor injuries Medical Tracker for any head related injuries or more serious incidents - on the same day, or as soon as reasonably practical

Our school's appointed first aiders are listed in **appendix 1** and will also be displayed prominently around the school.

1.2 The Local Advisory Committee

The LAC has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Executive Headteacher and staff members.

1.3 The Executive Headteacher

The EHT is responsible for the implementation of this policy including:

- Ensuring that an appropriate number of appointed persons are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

1.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Completing basic First Aid Awareness course.
- Ensuring they know who the first aiders in school are.
- Requesting replenishments of first aid kits from appointed persons
- Reporting all incidents / accidents (Medical Tracker) that they deal with (in the absence of an appointed First Aider) and communicating
- Informing the EHT or their manager of any specific health conditions or first aid needs

2. Administering Medication

South Camberley has clear guidance on providing care and support and administering medication at school

2.1 Non-prescription Medication

South Camberley will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances. We are not able to administer Ibuprofen in school. Paracetamol, antihistamines, and inhalers may be given if the accompanying medication request form has been completed. (See **appendix 2**) If a child has been given paracetamol or antihistamine before school, parents/carers should inform the school office so that staff can record the time and dosage. This is in case we have to give them an emergency dose later on that day.

2.2 Prescription Medications

- We will make sure that there are sufficient members of staff who have been trained to administer the medication. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. South Camberley's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- When administering medication, for example pain relief, South Camberley will check the maximum dosage and when the previous dose was given. Administration of medication will be logged on medicaltracker and parents will be informed.
- Parents at South Camberley understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parents are informed as soon as possible and the school's disciplinary procedures are followed.

We are able to administer prescription medicines for occasions where it would be detrimental to the child's health if not taken during the school day (8.35 am-3.00 pm). For example, if a child is on a course of antibiotics which requires FOUR doses a day then we are able give them the lunch time dose with parental permission.

However, if a child is on a course of antibiotics which requires THREE doses a day then we have been advised to ask parents/carers to administer the medicine at home e.g. at breakfast time, at 3.00pm and one evening dose.

Parents are welcome to make arrangements to come in and administer the medication to their own child if they wish to do so. A suitable time must be agreed in order to reduce any disruption to the school day.

2.3 Emergencies

In emergency cases e.g. extreme high temperature or allergic reaction, school office staff can administer Paracetamol, inhalers and/or antihistamine as needed. This can only occur **if written consent from a parent/carer** has been provided.

If we are unable to contact parents/carers or the child's emergency contact during an emergency situation then the Head Teacher or member of the Senior Leadership Team we will seek advice from medical professionals (e.g. 111 service).

2.4 Epi Pens & Asthma Inhalers

Parents/carers must fill out a medication form and provide any related medical documentation which will be copied and kept with their child's epi-pen/inhaler. Parents/carers are responsible for ensuring their child's inhalers and epi-pens are up to date.

There is a photographic list of anaphylaxis sufferers who require an epi-pen which are displayed in the staff room. Epi-pens, for anaphylaxis sufferers, are kept out of reach in the school office and can only be administered by members of staff who have received epi-pen training.

There is an emergency epi-pen and inhaler at each site, which is taken out of the building in the event of an evacuation. These are stored in 'grab bags' in the school office at each site and a member of the admin team will take the 'grab bag' out with them in then event of an evacuation (see **appendix 3** for further information)

2.5 School Visits

During school visits it is the class teacher's responsibility to ensure the children in their class have the appropriate medication e.g. inhaler/epi pen when going off-site. Medical details should be outlined on the trip risk assessment and there should be a named adult being responsible for the administration of the medication.

3. Storage of medication

South Camberley has clear guidance on the storage of medication and equipment at school.

- South Camberley makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, eg asthma inhalers, epi-pens etc are readily available wherever the child is in the school and on off-site activities, and are not locked away.
- Where appropriate, South Camberley will store controlled drugs securely in a non-portable container, with only named staff having access. A record should be kept for audit and safety purposes of any doses used and the amount of the controlled drug held.
- South Camberley will make sure that all medication is stored safely in the school office, and that pupils with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- South Camberley will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, whilst still being in date, should generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term
- South Camberley disposes of needles and other sharps in line with local policies. The Head of Site and the member of staff with responsibility for first aid at the relevant campus will be aware of the location of any sharp's boxes. Sharps boxes should accompany a child on off-site visits. They should be collected and disposed of in line with local authority procedures.

4. First Aid Procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child.
- If emergency services are called, the appointed person / SLT / admin will contact parents immediately
- The first aider will complete an accident report form as soon as is reasonably practical after an incident resulting in an injury on the same day of the incident.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

4.3 Basic First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Eye wash
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

First aid kits are stored in:

- Basic kits are available in every classroom & admin offices
- First aid boxes are positioned in main corridors at each site
- Central first aid boxes (for playgrounds) are also available

4.4 Record-keeping and reporting

- Every care is taken to ensure that injuries are not missed. All accidents / injuries to be recorded on Medical Tracker at the time of the accident / incident or as soon as is reasonably practical
- An accident form (on Medical Tracker) will be completed by the person administering first aid as soon as possible after an incident (on the same day) which records the following information:
 - Name of person
 - Date and time of incident
 - Detail of injury and first aid given
 - Comment on how they appeared and/or returned to class
- The member of staff reporting the accident / incident on Medical Tracker will ensure a communication is sent to parents informing them of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day.
- If a child sustains a more severe injury, a serious injury form will be completed. If the child is not hospitalised, every effort will be made to contact the parent/carer or other emergency contact as recorded on the child's file. A mutual decision will be made as to whether the pupil will remain in school or is to be collected.
- Where there is any uncertainty, medical assistance will be sought, and where it is required urgently, this is done by ambulance.
- If parents/carers cannot arrive at the school before the ambulance, they should arrange to meet their child at the hospital. When a child is taken to hospital, he/she will be accompanied by an adult from school who will remain with the child until parents can arrive to relieve them.
- Records held on medical tracker will be retained by the school for a minimum of 3 years, in accordance with [EEEA's Data Retention Policy](#).

4.5 Reporting to the HSE

The Executive Headteacher's PA will report any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

How to make a RIDDOR report, HSE

<http://www.hse.gov.uk/riddor/report.htm>

4.6 Reporting to Ofsted and child protection agencies

The Designated Safeguarding Lead will notify any relevant agencies of any serious accident or injury to, or the death of, a Looked After pupil while in the school's care.

4.7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (**see appendices 2 & 3**).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

5. Dealing with minor ailments

Children who are unwell and not fit to be at school should remain at home. Children who are suffering from an infection should also remain off school as there is a risk of passing it on to another child or staff member.

Parents/carers should follow the Health Protection Agency guidelines for childhood illnesses and abide by these when considering whether their child should attend school. The list illnesses is many and varied so families can visit <http://www.hpa.org.uk> or discuss their specific circumstance with the School Office. We have elected to cover some of the more common ailments below as they do cause confusion amongst our parent community. There is also a useful flow chart in **appendix 4**

Head Lice

Any case of head lice should be reported to the school. Where a case of headlice is identified during the course of the school day parents/carers will be advised on an appropriate course of action as advised by the local health authority. The child will not be sent home early from school.

Diarrhoea/Vomiting

No child can remain in school if they have either diarrhoea or vomiting in order to limit the spread of these conditions. The child must not return to the setting until they are 24 hours clear i.e. have not had these symptoms for at least 24 hours.

6. Supporting children with medical needs in school

6.1 South Camberley is an inclusive community that supports and welcomes pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in South Camberley because arrangements for their medical condition have not been made.

- Staff understand the medical conditions of pupils at South Camberley and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- South Camberley understands that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.

- All staff understand and are trained in what to do in an emergency for children with medical conditions at South Camberley
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at South Camberley have an individual healthcare plan (IHCP), which explains what help they need in an emergency. The IHCP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings.
- South Camberley makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and South Camberley keeps an up to date record of all training undertaken and by whom.
- If a pupil needs to attend hospital, two members of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. If necessary, staff with business insurance, may transport a child to hospital in their car.
- Consent is generally not required for any life-saving emergency treatment given in Accident and Emergency Departments. However, awareness is required for any religious/cultural wishes i.e. blood transfusions, which should be communicated to the medical staff for due consideration. In the absence of the parents to give their expressed consent for any other non-life threatening (but nevertheless urgent) medical treatment, the medical staff will carry out any procedures as deemed appropriate. The members of staff accompanying the child/young person **cannot** give consent for any medical treatment, as they do not have parental responsibility for the child/young person.
- South Camberley understands the importance of medication being taken and care received as detailed in the pupil's IHCP.
- South Camberley will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. South Camberley's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- South Camberley will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents at South Camberley understand that they should let the school know immediately if their child's needs change.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it. Those pupils deemed competent to carry their own medication/equipment with them will be identified and recorded through the pupil's IHCP in agreement with parents.
- The First Aid Lead will gather information on any new children starting the school and in conjunction with the Head of Site, coordinate any new IHCP.
- As part of the school's admissions process and annual data collection exercise parents are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- South Camberley uses an IHCP to record the support an individual pupil needs around their medical condition. The IHCP is developed with the pupil (where appropriate), parents, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEND but does not have a statement or EHCP plan, their special educational needs are mentioned in their IHCP.

- **Appendix 5** is used to identify and agree the support a child needs and the development of an IHCP.
- IHCPs are stored on Scholarpack and Medical Tracker and are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHCP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- South Camberley makes sure that the pupil's confidentiality is protected.
- South Camberley seeks permission from parents before sharing any medical information with any other party.
- South Camberley makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- South Camberley will not penalise pupils for their attendance if their absences relate to their medical condition.
- South Camberley will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCO who will liaise with the pupil (where appropriate), parents and the pupil's healthcare professional.

7 Needlestick Policy

7.1 A sharp or needle stick injury:

Defined as an incident, which causes a needle, blade (such as scalpel) or other medical instrument to penetrate the skin (cutting or pricking the skin). There is a potential health risk that such an injury can result in staff and pupils being exposed to blood borne viral infections, such as Hepatitis B, Hepatitis C or HIV.

Safe handling and disposal procedures of sharps or needles will reduce the risk of staff and pupils coming to harm therefore it is vitally important that all staff required to administer medical care such as injections are aware of these procedures.

- Where staff are required to administer injections, they should only do so after receiving the relevant training from medical professionals.
- It is highly recommended that any staff expecting to encounter used sharps or needles have Hepatitis B inoculation. All relevant staff will be made aware of this service.
- The Head of Site and the member of staff with responsibility for first aid at the relevant campus will be aware of the location and disposal procedures of any needles.

7.2 Avoiding a Needle stick injury

Administration of injections will be risk assessed. Where there is a risk of staff coming into contact with discarded needles, they will be supplied with an appropriate sharps container.

Steps for remaining 'sharps safe' are summarised below:

- Staff should avoid leaving sharps lying around or carrying them in their hands or pockets.
- All needles/sharps should be disposed of in an approved small sharps container immediately after use. Disposal containers should meet the BS 7320:1990 standard.
- Avoid re-sheathing any used needles by immediately disposing of used needles.
- Do not bend/break needles before discarding them.
- Do not use makeshift containers, e.g. drinks cans, bottles, cardboard boxes, for sharps disposal.
- Do not try to retrieve items from a sharps container.
- Sharps containers should be carried by the handle, away from the body.

7.3 Action to be taken following a needle stick injury

If the skin is pierced or punctured by a used needle or sharp, the following first aid advice should be followed immediately:

- Do not suck the wound
- Encourage bleeding from the puncture wound
- Wash the area thoroughly under running water and cover with a dressing
- Immediate medical advice should be sought, as further treatment may be required.
- The injury should be reported to the Head of Campus and relevant First Aid Lead as soon as reasonably practicable.

8. Links with other policies

The first aid policy is linked to the:

- Health & Safety Policy
- Risk Assessment policy
- Children who can't attend school due to medical needs.

Appendix 1

List of appointed person(s) for first aid and / or trained first aiders

Name	Role	Certificate Expires
Paediatric Trained		
Hayley Albano	HLTA (France Hill Drive campus)	03/01/2025
Jo Allsop	LSA (FHD)	03/01/2025
Rujina Ahmed	Nursery Nurse (FHD)	03/01/2025
Debbie Broomfield-Kelly	Admin (Juniors)	03/2026
Charlotte Gregory	Nursery Nurse (JR)	03/01/2025
Coral Grigg	Admin (FHD)	29/02/2024
Aisha Husain	LSA (FHD)	03/01/2025
Reshma Mascarenhas	LSA (JR)	03/01/2025
Sidra Muzakir	HLTA (JR)	03/2026
Kirsty Quinlan	HLTA (Junior campus)	29/11/2023
Brigid Redmond	Teacher (Juniors)	27/03/2023
Sara Robertson	Admin (Juniors)	09/05/2024
Sue Russell	Admin (JR)	03/2026
Sumaiya Saleem	LSA	03/2026
Alishma Shrestha	LSA (JR)	02 2026
Najaf Syed	HLTA (James Road campus)	29/11/2023
Sharon Underdown	LSA (FHD)	03/01/2025
Ann-Marie Upton	LSA	03/2026
Jay Warden	PE	29/02/2024
Sarah Wawman	LSA (FHD)	03/01/2025
Halah Usman Butt	LSA	03/2026

Appendix 2



SOUTH CAMBERLEY SCHOOL MEDICATION REQUEST

Campus/Class			
Child's Name			
Parent's Name			
Home Address			
Condition/Illness			
Parent's Home No.			
Parent's Work No.			
Doctor's Name & Address		Tel. No.	
<p>Please tick as appropriate:</p> <p><input type="checkbox"/> My child will be responsible for the self-administration of medicines as directed below</p> <p style="padding-left: 40px;"><input type="checkbox"/> With supervision <input type="checkbox"/> Without supervision</p> <p><input type="checkbox"/> I agree to members of staff administering medicines/providing treatment to my child as directed below</p>			

Name of Medicine	Dose	Frequency/Times	Date Course finished	Expiry date of medicine	Quantity supplied
Special Instructions:		Allergies:		Other prescribed medicines child takes at home:	

Where possible the need for medicines to be administered at the campus should be avoided. Parents are therefore requested to try to arrange the timing of doses accordingly.

School staff administer medicines voluntarily. If staff have difficulty administering the medicine for your child then we will call the person named on this form for them to try.

I agree to update information about my child's medical needs held by the setting and that this information will be verified by GP and/or Medical Consultant.

I will ensure that the medicine held by the campus has not exceeded its expiry date and understand that any medication held in the office will be sent home at the end of each term.

Signed and Agreed: Signature:.....Date:

Print Name:.....

Appendix 3

South Camberley Primary and Nursery School has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use will be obtained by telephone if necessary.

The protocol for the use of this inhaler is detailed below, following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360585/guidance_on_use_of_emergency_inhalers_in_schools_October_2014.pdf

The use, storage, care and disposal of the inhaler and spacers will follow the school's policy on supporting pupils with medical conditions. Specific guidance on storage and care is provided on page 12 of the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

The school holds a register of children prescribed an inhaler and this list is kept with the emergency inhaler.

Written parental consent is sought for the use of the emergency inhaler. Where consent is received the use of the emergency inhaler will be included in the pupils IHP.

Parents will be informed if their child has used the emergency inhaler.

Should I send my child to school?



My child has one of the following common illnesses:

Children and young people aged 18 and under can get coronavirus (COVID-19), but it's usually a mild illness and most get better in a few days. Symptoms of COVID-19 can include:

- a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick

The symptoms are very similar to symptoms of other illnesses, such as colds and flu.

If they have the above symptoms **AND** they either: have a high temperature and/or do not feel well enough to go to school, or do their normal activities your child should try to stay at home and avoid contact with other people.

Your child can go back to school when they feel better or do not have a high temperature.

If your child has mild symptoms such as a runny nose, sore throat or mild cough and they feel well enough, they can go to school.

Feeling sick, sore tummy, minor cough, colds, runny nose, blocked nose, sore throats, ear ache, hand foot and mouth disease, feeling tired.

Unless your child has a temperature or is feeling really unwell it is fine to send them into school with these illnesses. To make them feel better please give your child a dose of pain relief before school (paracetamol or ibuprofen.)

My child has chickenpox.

If your child has chickenpox, keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.

My child has headlice or conjunctivitis

Please treat accordingly. There's no need to keep your child off school.

My child has vomiting and / or diarrhoea

Children with diarrhoea or vomiting should stay away from school for 24 hours from the final bout.

My child has slapped cheek syndrome

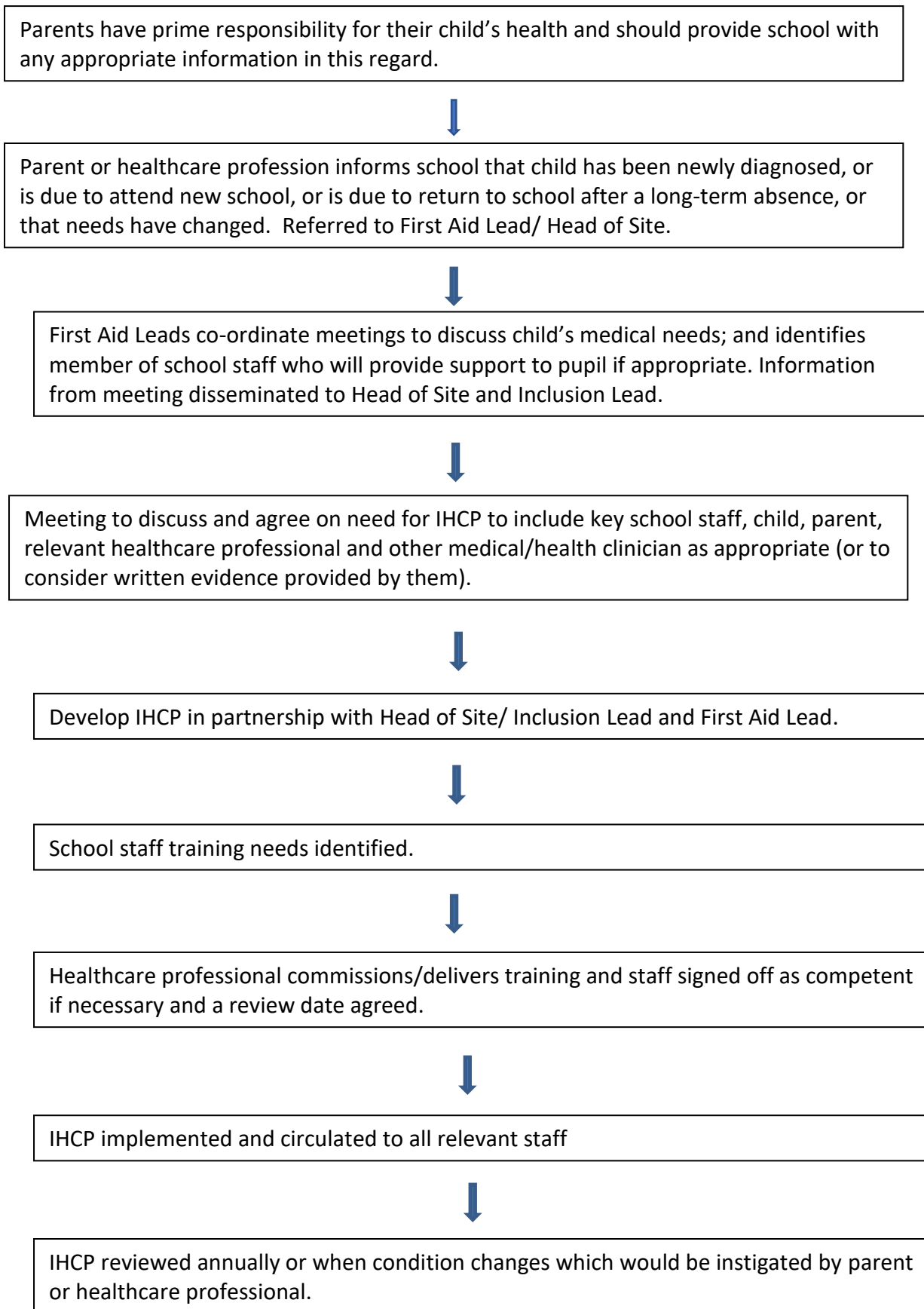
You don't need to keep your child off school if they have slapped cheek syndrome, because once the rash appears, they're no longer infectious.

PLEASE KEEP THE SCHOOL INFORMED

Please remember to report any absences EVERY DAY by 9am on 01276 63870

If in doubt please view the NHS website for guidelines:

www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/

Model Process for Developing Individual Healthcare Plans



Serious Injury Report

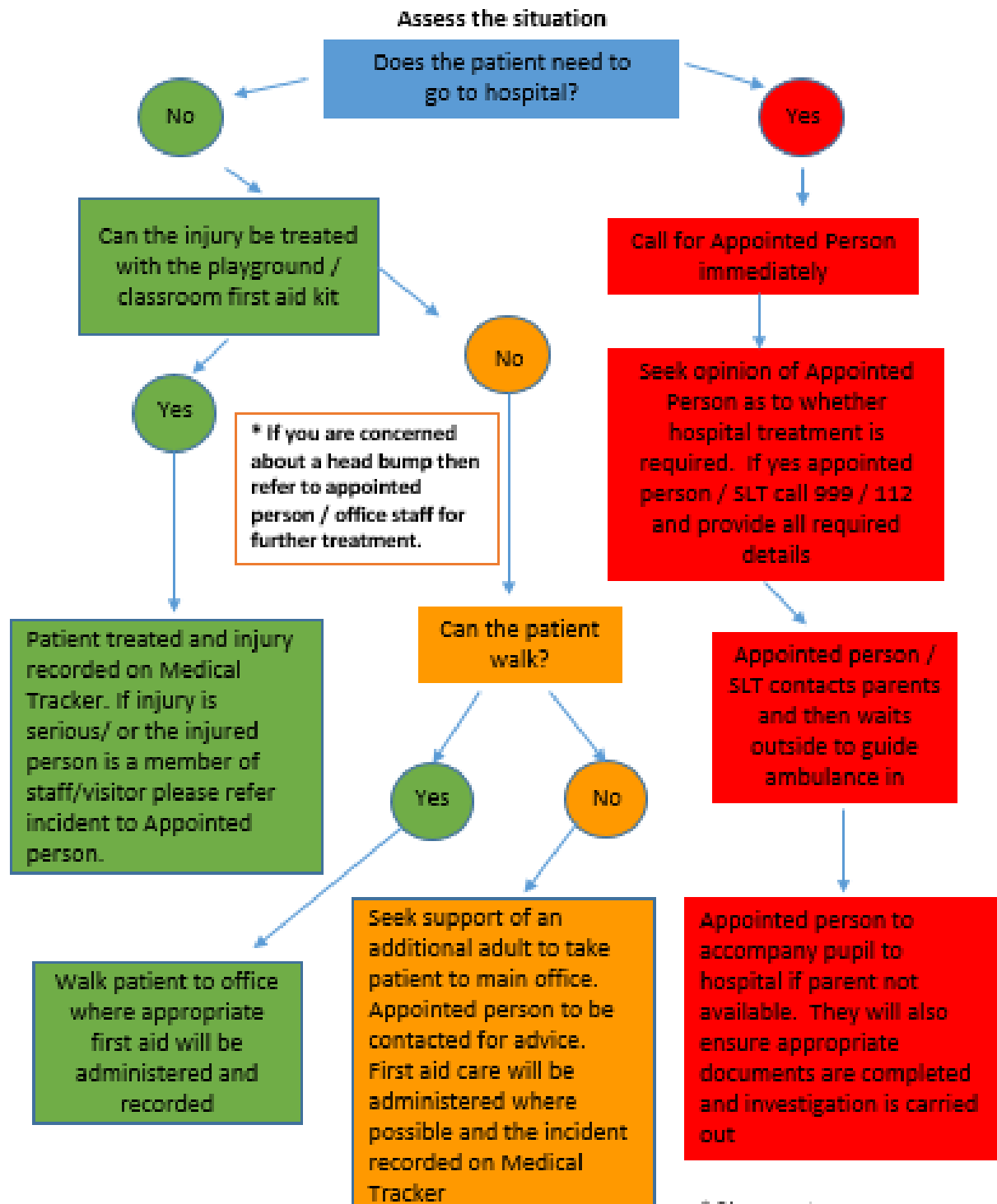
Type of event being reported	Injury <input type="checkbox"/> Dangerous Occurrence (non-injury) <input type="checkbox"/> Abuse/Threat/Violence <input type="checkbox"/>										
Person involved	Name: _____ Sex: _____ Age: _____ Position/Class _____										
Personal details	Pupil <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/>										
Person recording the event	_____										
Date & Time of event	_____										
What happened (Please describe as fully as possible)											
Is this reportable under RIDDOR?	Yes No										
Where did it happen (Please give exact details of the location at which the event took place)											
Please give details of people involved	Injured person _____ First aider _____ Witness _____ Any other persons _____										
Was the person sent home or to hospital?	Time out: _____										
Injuries	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Fracture/Break <input type="checkbox"/></td> <td style="width: 50%;">Sprain/Strain <input type="checkbox"/></td> </tr> <tr> <td>Acute illness <input type="checkbox"/></td> <td>Any other injury <input type="checkbox"/></td> </tr> <tr> <td>Burn/Scald <input type="checkbox"/></td> <td>(description)</td> </tr> <tr> <td>Cut/Laceration <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Dislocation <input type="checkbox"/></td> <td>Heat induced illness <input type="checkbox"/></td> </tr> </table>	Fracture/Break <input type="checkbox"/>	Sprain/Strain <input type="checkbox"/>	Acute illness <input type="checkbox"/>	Any other injury <input type="checkbox"/>	Burn/Scald <input type="checkbox"/>	(description)	Cut/Laceration <input type="checkbox"/>		Dislocation <input type="checkbox"/>	Heat induced illness <input type="checkbox"/>
Fracture/Break <input type="checkbox"/>	Sprain/Strain <input type="checkbox"/>										
Acute illness <input type="checkbox"/>	Any other injury <input type="checkbox"/>										
Burn/Scald <input type="checkbox"/>	(description)										
Cut/Laceration <input type="checkbox"/>											
Dislocation <input type="checkbox"/>	Heat induced illness <input type="checkbox"/>										
Was any treatment given	Yes <input type="checkbox"/> No <input type="checkbox"/>										

Details of treatment	
Did this person lose consciousness	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did this person require resuscitation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did this person remain in hospital for more than 24hrs	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage to	Property <input type="checkbox"/> Vehicles <input type="checkbox"/> Environment <input type="checkbox"/>
Nature of damage	
Other information (Please describe)	Tools, machinery & equipment Hazardous substances & materials
Photographic evidence	Yes <input type="checkbox"/> No <input type="checkbox"/>
Follow up details – e.g any subsequent details of injury/professional diagnosis/absence from school, etc.	
Signed by Head of Infants/Juniors	
Date	
Signed by Executive Head	
Date	
Signed by Witness	
Date	



South Camberley Primary & Nursery School

Emergency Flow Chart for First Aid Procedures



Appointed Persons:

Juniors – Kirsty Quinlan

France Hill Drive – Najaf Haider-Syed (+ Sarah Wawman in emergency)

James Road – Sidra Muzakir

* Please note:

First Aider dealing with a head bump must ensure that communication is made to the child's class teacher so the child's condition can be monitored.