



first aid and medication in school

A guide to emergency care in school

An update on the provision of first aid and administration of medication



first aid

The initial assistance or treatment given to a person who is injured or suddenly taken ill

Crofton Academy provides first aid care for staff, pupils and visitors via a team of qualified first aiders. First aid is provided to ensure your child is safe whilst in our care and covers a range of situations from asthma attack to sports injury. The first aiders based in the first aid room have undertaken the St John's Ambulance 'First Aid at Work' qualification which is a Health & Safety Executive approved qualification and suitable for our environment. Re-qualification takes place every three years. Throughout school there are a number of staff who have some training in first aid and are qualified to provide initial care for your child.

Additionally our team cares for everyday illnesses and works together with parents/carers and teaching staff to ensure your child is fit and able to be in school. We deal on a day to day basis with sickness, headaches and migraines, period pains and other minor ailments. However we are unable to treat or diagnose illnesses such as tonsillitis, rashes and skin complaints, conjunctivitis, common cold and injuries that occurred at home and which require medical treatment. We ask that you ensure your child has sought appropriate treatment outside of school for these matters, we cannot be a substitute for professional medication help. None of our staff are healthcare professionals or medically trained.

If your child is injured in school or taken ill whilst in our care and we feel they need further treatment, a second opinion or are simply not well enough to be in school, we will contact you to make arrangements to collect them. **We cannot send a child home on their own**, especially when they are not feeling 100%. You or your representative must collect them from reception and it is important you tell us who will be collecting them.

What do we mean when we say we recommend you get an injury checked out?

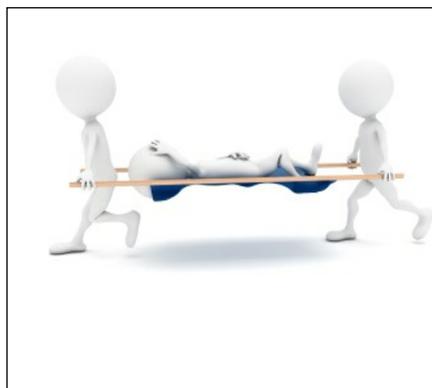
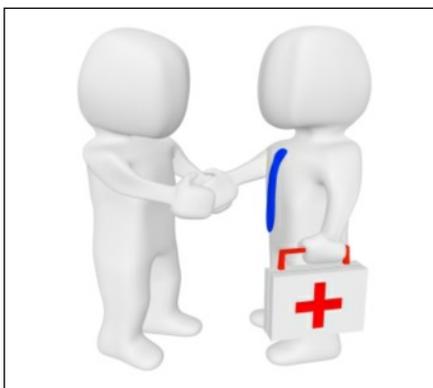
We recommend you seek professional medical advice on an injury or illness as we think it could be something that needs treatment or medication. We can only advise you of this and cannot make a judgment about what your child has done or what is wrong.

What happens when we contact emergency services?

If your child has had an injury that we feel needs immediate emergency medical attention we will call 999/101. We would prefer you to come straight to school and meet the emergency services here, but if we need to we can arrange to meet you at the hospital so you can take over care

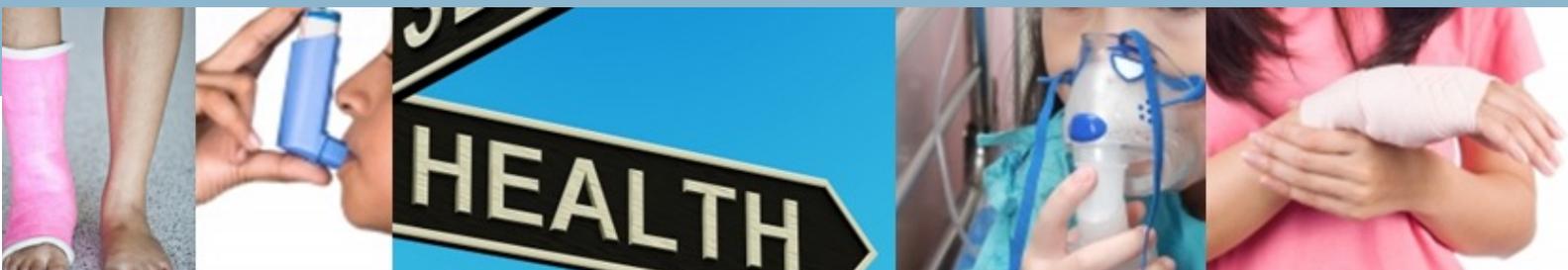
How long should you keep your child away from school?

Your child's attendance at school is very important, however we realise there are times when they have an infectious illness and are unable to attend. The decision about how long they need to be off is yours or your doctors, however we are happy to offer advice on recommended periods of incubation.



school policy

The school has an "Emergency Care in School Policy" which is available from the school website: www.croftonacademy.org.uk, or ask at reception for a paper copy



returning to school with a temporary cast and/or crutches?

We need to undertake a risk assessment and you will need to contact your child's learning mentor to arrange a meeting for us to talk about your child's return to school - it is important to us that your child returns with the best possible care we can offer so this meeting is crucial

medication

With the right care we are able to administer medicines on your behalf **if absolutely necessary**. We accept that some children require medication on a regular basis and we can arrange for them to attend the first aid room to receive their medication. However we have strict controls about this and basic requirements need to be met with the appropriate paperwork before we can do this, for example. **we cannot:**

- accept medicines that are not in pharmacy labelled packaging (prescription medication) or in the original container with manufacturers labels (over the counter medicines);
- give over the counter medications for longer than is recommended on the packaging;
- accept medication where a pharmacy label has been altered;
- accept blister packs or odd tablets taken out of a box of medication;
- accept ibuprofen or codeine that is not prescribed for your child.

When your child needs medication in school we ask you to bring them into reception and complete a Medication in School Form -

without this form we cannot accept any medication. Please do not give your child medication to keep with them in school as self-administered medication is not permitted (with the exception of inhalers and epipens).

Emergency medication such as epipens, asthma inhalers, diabetic kits, epilepsy medication etc can be kept in the first aid room, labelled and easily accessible.

We will contact you when medication is out of date or needs to be disposed of which remains your responsibility.

If your child forgets medication usually taken at home you can bring the medication in to reception and administer the medication to them, it cannot be left with staff to pass on.

Before your child started at Crofton Academy we asked you to complete a consent to administer paracetamol form - we will administer paracetamol **only** when we deem it necessary to do so and then **only** between 10am and 2pm and only if your child bring their planner so we can record it for you to see.

My child has forgotten Ritalin can I drop a tablet in?

Yes, but you will have to wait to give it to your child in person - we cannot accept responsibility for medication that is not in it's regular packaging or outside its normal time of administration.

I need to increase my child's dose of medication

We can only do this with newly prescribed pharmacy-labelled and packaged medication to replace the old - we will not up doses of medication under any other circumstances.

My child has been told to have paracetamol every day by a doctor or dentist

We will only give paracetamol for the length of time recommended on the manufacturer's guidance, after that you will need to obtain a prescription for medication to be administered



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