

Courtwood Primary School

*Nurturing Knowledge:
Learning for Life*



MEDICAL & FIRST AID PROCEDURES

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Children often complain of minor injuries and in the majority of cases, we can deal with this in school without needing to telephone you. In some cases we will need to either telephone you to let you know of the injury or we will advise you that further medical treatment may be needed.

We have first aid provision available at all times whether your child is onsite or offsite on an educational visit. All incidents which need to be seen by a First Aider are recorded, except minor grazes requiring a plaster.



All our First Aiders have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years.

If your child has any medical needs it is your responsibility to inform school staff of these needs. This includes medication prescribed by the doctor/hospital, any allergies they may suffer from and any short term or long term physical disability they may have, eg wearing a plaster cast or broken bone.

The following pages will detail the different procedures we use when dealing with injuries and medical needs. However, if you do not feel this is sufficient

Please do contact us, otherwise we will assume you are happy with this level of care.

MINOR CUTS, GRAZES AND LACERATIONS

A child who has any of the above will receive first aid treatment. We use alcohol free wipes, gauze and water to clean the wound.

We do not always use a plaster for every injury. We only use a plaster to help stem bleeding and to prevent blood going onto a child's school uniform or to keep the wound clean until they get home. **If your child is allergic to plasters it is very important that you inform us of this and provide alternative coverings as we may need to use them.**



Serious cuts and lacerations are initially bandaged and covered before further medical advice is sought. We will always telephone home if we think a child needs to visit the doctors or hospital. If we are not able to make contact with you, we will take them there ourselves and await your arrival.

HEAD INJURIES

We take head injuries very seriously.



Children do sometimes bang or bump their head during playtime. This is often the result of running around and bumping into someone or something. Some children may bump their heads more than others for different reasons but it does not mean they are not safe.

Any child who has a significant bump to their head is given red wristband to wear so that everyone who comes into contact with them is aware and can watch them more closely.

Children are also given a note to take home with them so that you are aware of what has happened.

If there is a noticeable bump to a child's head or a graze on their face, we will always telephone you to let you know as we know it is distressing to pick up your child at the end of the day and see this. A telephone call does not mean your child needs to be picked up immediately. If we think your child needs to be collected we will discuss this with you and make the decision together.

Any injuries to the eyes are washed out using a saline solution. If a child is not able to see clearly as a result of this injury we will telephone you so that you are able to seek immediate medical attention.

BROKEN BONES

On rare occasions a child may have suffered a more severe injury which could have resulted in them breaking a bone.



If we suspect that there is a broken bone, we will immobilise it comfortably, keeping it as still as possible and telephone you so that you are able to take your child to hospital for an x-ray. If we cannot contact you, then we will take them to hospital ourselves or call an ambulance and wait for you to meet us there.

RISK ASSESSMENTS

If your child has suffered a broken bone and is wearing a cast then usually we can approve their return to school.

However, anyone who is wearing a plaster or is recovering from surgery which means they are not as mobile as usual will need a risk assessment in place to ensure their safety and the safety of everyone else in the building. This is particularly important if there is a fire and we need to evacuate.

Please either telephone or come the Office so that we can make a decision together about a risk assessment.

It is very unusual for us to say that a child is not able to come to school but when we do we will explain to you our reasons why.

MEDICINES, ALLERGIES AND ASTHMA

Sometimes, your children may need to take medicines/antibiotics at school.



Medicines must be supplied in the bottle/packaging in which they were dispensed and must be clearly labelled with the child's name, dosage and frequency of dosage. A form 'request for school to administer medication' must also be completed and is available from the school office. Medicine is kept in a convenient and safe location.

Any allergies need to be reported to us and we also ask for medical evidence to support this so we are able to administer the correct treatment if they come into contact with any substance they are allergic to.

Any child with asthma is able to have their pump in school which is kept in the class First Aid bag. We record when these are taken to monitor the frequency. If there is a particular dosage needed please inform us of this. It is your responsibility to ensure all medication/pumps are in date.

Our Medical Needs Policy refers to pupils who have long term or complex needs.

IT IS REALLY IMPORTANT WE HAVE UP-TO-DATE CONTACT DETAILS FOR YOU AS WE MAY NEED TO RING IN CASES OF AN EMERGENCY. PLEASE INFORM US OF ANY UPDATES/CHANGES OF TELEPHONE NUMBERS.