



Cardinal Newman Catholic Primary School

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Medical & First Aid Policy

It is essential to have in place adequate first aid provision and medical care for all pupils and school personnel.

1. Aims

- ◇ To provide adequate first aid provision and medical care for pupils and school personnel.
- ◇ To have in place qualified first aid personnel.
- ◇ To have in place adequate first aid equipment.
- ◇ To have in place excellent lines of communication with the emergency services and other external agencies.

2. Strategy

Identification & Awareness

- ◇ Parents must inform the school of their child's and medical condition of their child that may be a cause for concern.
- ◇ School personnel must be suitably trained in identifying Pupils where a medical condition may be developing.
- ◇ School personnel must report any concerns they have on the medical welfare of any pupil.

Training

- ◇ For all nominated personnel to undertake training in first aid, administration of medicines and awareness of medical problems in pupils.
- ◇ A record of trained personnel is kept centrally.

Administration of Medicines

- ◇ A procedure must be in place for the administration of medicines for pupils.
- ◇ Before the school administers any medication the parent must complete the necessary paperwork.
- ◇ Records must be kept of the administration of medicines.

House Keeping

- ◇ All medicines must be securely stored in a central location.

Emergencies

- ◇ A procedure for dealing with accidents must be in place.

Records

- ◇ Records are to be kept for all pupils.

Reporting

- ◇ If a child is injured or becomes unwell at school (other than minor cuts or bruises) the school will arrange for them to be looked after until the parent/guardian can be contacted. It will then be the responsibility of the parent/guardian to take the child to the GP surgery or hospital as appropriate.
- ◇ If a child has to be taken to hospital and it has not been possible to contact the parent/guardian, a member of staff will go to the hospital with the child and stay until a parent/guardian arrives.

The above strategy is effective in the provision of medical and first aid care within the school.

3. Intimate care

In the event of an injury/soreness in an area of the body that could be described as intimate, 2 or more first aiders must be present.