



PROSPECT HOUSE  
SCHOOL

*FIRST AID AND ADMINITRATING  
MEDICINES POLICY*

*APENDIX I*

## APPENDIX I - FIRST AID & ADMINISTRATING MEDICINES POLICY

### First Aid Training

All permanent staff are required to undergo first aid training within the first year of their employment. Staff need to be aware that this training and later refreshers may take place at weekends, after school or in the school holidays. The following staff are required to have the three day 'First Aid at Work' certification:

Head  
PE staff  
Office staff  
All members of the SLT

Other staff will undergo two- or one-day training sessions. Staff employed in the EYFS must obtain a recognised paediatric qualification.

### First Aid Boxes

The designated person for the maintenance of First Aid boxes is Miss Joanna Copsey.

#### There are First Aid boxes located in the Upper School in/on

- the school office
- the staff room
- the assembly hall
- the PE shed
- the Year 6 classroom (the chalet)
- the computing room
- the art room
- the kitchen
- the library
- the music practice room on the ground floor
- the Year 3 landing

There are also designated First Aid boxes available in the office for sport and other visits off site. There are checklists attached to the First Aid boxes that must be completed if items are used.

#### There are First Aid boxes located in the Lower School in

- the school office
- the conservatory
- the hall
- outside the large Year 1 classroom on the first floor
- the staffroom
- the kitchen

### Injuries to the Head

If there is a head injury of any kind, a member of staff, usually the office staff, must make this clear on the 'accident form'. The parent's copy of the form is placed in a bright blue envelope. This is to ensure parents are informed of a bump to the head or an injury to the face in order to allow them to take their child to their own doctor should they wish to do so. The office will contact parents regarding all head injuries. The blue envelope must be handed by a member of staff to the adult collecting the child at the end of the day with an explanation to the parent of how the injury occurred.

Bumps to the head or any other significant injury should also be reported to the Head or a senior member of staff in his absence.

### Lower School and Upper School - EpiPens, Inhalers & other significant medical needs

A pictorial record of all children who are known to be at risk of anaphylactic shock, asthma or who have other significant medical needs, is kept and displayed on the notice board in the staff room, office, lunch room and school kitchen. It is the responsibility of all staff to make themselves aware of any child who is at risk and to be aware of the procedures to follow.

EpiPens and other medication for individual children must be readily available, at all times, in case of emergencies. Children in the Upper School carry their Epipens and inhalers with them to all lessons and to break/lunch, where there is a communal box to store them during this time.

Staff must ensure that on occasions when children leave the school premises, e.g., sport, field trips, visits, the appropriate medication is taken.

### **Location of individual medication**

#### **Upper School**

Medications other than inhalers and Epipens for individual children are located in the Deputy Head's office in the white first aid cupboard. Each child has a box clearly labelled with his/her name, which contains specific instructions and medication.

#### **Lower School**

Medications for individual children are located in the school office in the cupboard facing the door. Each child has a box clearly labelled with his/her name, which contains specific instructions and the appropriate medication. Epipens and inhalers are kept in clearly labelled boxes in each classroom to be kept in close proximity to the child. When a child travels downstairs, this box is taken by a staff member to be kept in the school office, then returned to the classroom with the child.

#### **Defibrillator**

There is defibrillator in both buildings. In the Upper School, the defibrillator is in the entrance attached to the well. In the Lower School, the defibrillator is also in the entrance next to the signing in sheet.