



# **King's Cross Academy & Frank Barnes First Aid Policy**

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## Scope and Introduction

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This policy applies to all staff working on the Plimsoll Building school site (school premises) in both King's Cross Academy (the Academy) and Frank Barnes School for Deaf Children (FBS). Given their colocation it is essential that they share the same First Aid Policy.

### 1. First Aid Room

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1.1 The First Aid room is located off the main school office and contains the pupil medical information files, First Aid equipment, school nurse files and workspace and pupil medication. FBS and KCA have separate First Aid cupboards for medicines and supplies which are clearly labeled. Medicines can be stored in the First Aid fridge if required.

1.2 The First Aid room is only accessible via controlled entry into the school office.

### 2. Staff Medication

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2.1 Staff are to inform a First Aider if whilst on school premises they take any form of medication for themselves. All medication must be kept in the First Aid room and be clearly labeled.

### 3. First Aid Pouches

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3.1 Each classroom teacher has been supplied with a First Aid Kit which contains all first aid equipment. The classroom teacher is responsible for the kit and must ensure that if anything is used then a First Aider is informed as soon as possible in order to top-up the supplies as necessary.

3.2 Outings

Class teachers are responsible for ensuring that they have a first aid kit and any medication required for their pupils with them whenever leaving the school premises.

### 4. Medication

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4.1 Individual pupil's medication is stored securely in the First Aid room. Children with asthmatic conditions each have their own inhalers (in a clear pouch) which should be stored on a high shelf in the locked cupboard in the child's classroom. Each pouch includes information on the name of the medication, dosage and timings of any medication to be given to each pupil. It also has a label with all first aiders whom are able to administer medication. There is also a permission form from the parent/carer allowing for the administration of medication as and when required which is stored in the Pupil Medical Information folder in the medical room.

4.2 First Aiders are responsible for ensuring that medication is given to children whilst on school premises or on an outing.

- 4.3 All administration of medication must be signed for in the 'record of medicine administered' sheet for each school (this is kept in the Pupil Medical Information File in the First Aid Room), including tablets and asthma inhalers. This must also be recorded on the pupils individual medical consent form.
- 4.4 When any individual pupil's medication is running low the First Aider must inform a member of the business team to contact the parents and request more supplies.
- 4.5 Any medications which are required to be administered by First Aiders either in school or on an outing **MUST** have a completed 'Medicine Consent Form', (see Appendix B), which needs to be signed by the parent/carer and is kept in the 'Pupil Medical Information' file (located in the First Aid room). All medicines must have a label dispensed by a pharmacy with the child's name and dose clearly stated.

## 5. Dealing with Accidents

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- 5.1 If a child has an accident at school, the pupil is brought to the first aider who will assess the problem and treat as necessary.
- 5.2 The First Aider will complete an accident record of the incident and any treatment will be logged on the same form. The form must be completed in **pen** and in **FULL** and a copy giving to the Facilities Manager to review any preventative measures required or risk assessment needed. The Accident Forms are kept in the classrooms / First Aid room.
- 5.3 The First Aider **MUST NOT** leave any child/ren unsupervised under any circumstances. Any child being treated by a First Aider must remain with the First Aider until the child feels well enough to leave the First Aid station. This applies to any time during the school day, including breaks, etc.
- 5.4 If an adult has accident while on school premises or on the way to school, the accident must be logged in the Accident Book for KCA staff located in the First Aid Room. FBS must inform their team leader and report the incident to be business team and log with OSCAR.

## 6. Near Miss Incidents

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- 6.1 These need to be recorded in a separate book called 'Preventative Measures' by the member of staff who has seen or who has been informed of the incident. This book is kept in the First Aid room.

## 7. Informing Parents

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- 7.1 Minor accidents are reported in the pupil's Home-school book or via a copy of the accident record sheet by the class teacher. Letters are sent by the First Aiders for the more serious incidents and also when they involve scratches or bites between pupils.

7.2 If the child sustains a head injury the parents are contacted by phone or text and are sent a head injury letter advising them on action to take as appropriate.

7.3 If there is a medical outbreak, such as chickenpox or head-lice within the school then parents/carers are to be sent a letter by the school informing them of this.

## **8. Access to First Aiders and Medical Advice**

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8.1 There will always be a qualified First Aider on site; particularly during pupil playtimes and lunchtimes to ensure prompt medical attention for the pupils. For details see Appendix A.

8.2 The school paediatric nurse holds all the medical information on the pupils for FBS. He/she is based at Camden Community Health, Hunter Street Health Centre, 8 Hunter Street, London, WC1N 1BN and can be contacted on 020 3317 2304.

## **9. Medical Health Care Plan**

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9.1 any pupil with a medical condition that requires medication and training by the school nurse / other professional to manage the condition safely in school has a medical health care plan. This plan is completed with the medical professional and SENDCO in collaboration with the family and information provided by the GP / consultant prior to admission.

9.2 All plans are stored in the Pupil Medical Information File for each school in the Medical Room.

9.3 All staff working with these children will receive training and induction on the medical plan from medical professionals / SENDCO.

For further information regarding the medical plan please see the 'Medical Conditions Policy'

## **Document Control**

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Written by	Emyr Fairburn
Approved by Governors	December 2015
Date for Review	December 2018
Signed – Chair of Governors	
Signed – Headteacher	

## APPENDIX A

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### FIRST AIDERS:

The following staff have completed their 'Emergency First Aid at Work' Training:

- Bhavna Badiyani (expired 23.11.16 – AWAITING RENEWAL)
- Rupal Chauhan (expires 09.04.18)
- Sonia Talsi (expires 01.03.18)

The following staff are fully qualified Paediatric First Aiders:

### FBS:

- Manjula Shah (expires 10.02.17)
- Jodie Griffiths (expires 11.02.17)
- Sonia Talsi (expires 10.06.17)
- Pamela Trace-Gardner (expires 25.11.17)
- Rebecca Citroen (expires 15.12.17)
- Julie Hussey (expires 20.04.18)

### KCA:

- Emyr Fairburn (expires 13.07.17)
- Mary Murphy (expires 13.07.17)

The following staff are qualified to deal with basic incidents requiring First Aid for children.

### KCA:

- Minara Begum (expires 02.09.17)
- Seval Ordek-Vasant (expires 02.09.17) *on maternity leave at present*
- Grisha Malik (expires 02.09.17)
- Beverley Nisbett (expires 02.09.17)
- Eleni Botonaki (expires 02.09.17)
- Bhavna Badiyani (expires 02.09.17)

The following staff have undertaken the Epipen training on 24<sup>th</sup> March 2015 and will attend a refresher course as necessary:

### FBS:

- Manjula Shah
- Rebecca Smith
- Dani Sive
- Sandra David
- Minara Begum
- Grisha Malik
- Sheyana Harewood
- Julie Hussey
- Debbie Slayford
- Jodie Griffiths
- Karen Simpson
- Beverley Nisbett
- Vanessa Nkosi

KCA:

- Emyr Fairburn
- Kay Baxter
- Mary Murphy

Tracheotomy & gastrostomy training:

Please note that the 8 session training has been delivered for both by Sarah Gilding, Special Needs Outreach Nurse - contact: [sarah.gilding@gstt.nhs.uk](mailto:sarah.gilding@gstt.nhs.uk) or [sarah.gilding@nhs.net](mailto:sarah.gilding@nhs.net). Tel: 02030496087 (Office)/ 07920003263 (Mobile)

Competency booklets have been provided to the following staff:

- Julie Hussey ( expires on 16.09.16)
- Anastajica Simsone (expires on 26.06.16)
- Grisha Malik (expires on 19.10.16)
- Vanessa Nkosi (expires on 19.10.16)

The above training must be renewed annually or at 6 months interval if required by staff.