Much Birch First Aid Procedure, Administration of Medicines & Managing children who are sick or infectious policy

Introduction:

Much Birch takes the health and welling of its community very seriously. If a child/adult suffers an injury or is feeling unwell then they should report to the office where a First aider will follow the procedure below. If they are too unwell to move to the office then a first aider will be summoned to attend.

The first aider will:

1. Identify problem.
2. Treat according to first aid guidance and consult (Health Protection Agency HPA where appropriate).
3. Complete the injury form in the 'Pupil Accident Book' located at the First Aid Post (for both pupils and adults).
4. Head bumps may require a note home.
5. Judgement must be made whether to advise parent by text or phone based on the type of injury. It is necessary to advise parents before collection if their child has more than a very minor injury so they are not shocked by the sight of a bruise, cut or bandage.

Severe injury:

1. Identify injury using first aid training guidance.
2. Call for assistance i.e. ambulance - Grid ref: 501309 post code HR2 8HL. (what3words – decoding.reviews.chairs)
3. Notify parent if child or relative if member of staff or public.
4. Someone must always remain with the injured person.
5. Cordon off the area where accident happened until risk can be assessed by Head teacher/Deputy Head teacher and appropriate action taken.
6. At appropriate point complete accident book and form V1.1.
7. The V1.1 has to be sent electronically to the following bodies: **accidents@herefordshire.gov.uk**

Children feeling generally unwell / suffering from the onset of an illness:

1. Telephone parents and discuss the symptoms.
2. If sickness/diarrhoea advise parents that the child needs 48 hours absent from school from last bout of sickness/diarrhoea.
3. All other illnesses or infections according to medical advice and guidance (HPA).

*Staff and pupil absence also recorded in SIMS

Administrations of medicine in school

At Much Birch we approach the administering of medicines with care and sensitivity.

We understand that children may have conditions that require first aiders to administer medication (such as asthma, epilepsy, and anaphylaxis). In this instance a trained first aider will administer the medication required in accordance with the child's prescribed Care Plan which should be given to the school by parents upon becoming aware of the condition.

In the case of inhalers: The parent should complete (annually) and return the 'School Asthma Card' (from asthma.org.uk) having checked it with their GP.

Parents are requested to label an inhaler which is kept in the school office and given to the children upon request. It is the responsibility of the parent to ensure that these are in date.

<u>Other medication e.g. antihistamine/antibiotics/pain relief.</u>

The Governing Body made the decision that medications such as the above should be administered by the child's parent/family relative or a named adult (given in writing/email together with the dosage and timing to the office).

We currently have some children in the school who severely allergic to nuts and as such parents are asked to keep the school a 'nut free' zone.

Procedures for Children who are Sick or Infectious

We provide care for healthy children and promote health through preventing cross infection of viruses and bacterial infections. We aim to make children, parents and staff aware of the importance of practising good hygiene to minimise the risk of spreading infection.

Parents are asked to keep their child at home if they are ill or have any infection. Parents should inform the School as to the nature of the illness or infection so that other parents can be alerted and make careful observations of any child who seems unwell. We will refuse admittance to a child who has a temperature, sickness or diarrhoea, or a contagious infection or disease.

We follow the "Guidance of infection control in Schools and other childcare settings" published by Public Health England (PHE). Parents are asked to adhere to the guidance given in respect of excludable rashes, infections, diarrhoea and vomiting illnesses, respiratory infections and other infections listed in this document together with their current exclusion times. The full list is obtainable from the School Office and includes common childhood illnesses such as measles and chickenpox.

Diarrhoea and Vomiting

Parents must keep their child away from School for at least 48 hours from the last episode of diarrhoea or vomiting.

Parents must also report if their child has diarrhoea or vomiting to a member of staff so that we can make other parents aware. This is done confidentially, and no names are mentioned.

Please look out for our sign on our outside school door which will notify you if we have any cases.

Conjunctivitis

Current government guidance states that exclusion from school is not necessary if a child has conjunctivitis. Bacterial conjunctivitis usually resolves on its own in most cases, but on some occasions, antibiotics are prescribed.

Parents should allow symptoms to resolve before seeking antibiotics from their GP or purchasing antibiotic eye drops from a Pharmacy. Parents are advised to treat their child using sterile water (boiled & let cool down) and cotton wool, wiping each eye from inside to outside, using a clean piece of cotton wool for each eye.

Head Lice and Nits

Head lice are a common problem in children, and they are largely harmless but can live in hair for a long time if not properly treated, and can be irritating and frustrating to deal with.

Exclusion from School is generally not necessary for a child with this condition as it is unlikely to help prevent the spread of head lice. However, if a child is found to have head lice, it is important for parents to begin treatment

straightaway and before the child returns to School. Prompt treatment action is requested so that we reduce the risk of head lice being passed on to others. Parents must also report if their child has head lice to a member of staff so that we can make other parents aware. This is done confidentially, and no names are mentioned. We will notify you if we have any infestations via email or Facebook.

Please be aware that it is the parent's responsibility to check their child's hair regularly and treat it as soon as possible if any head lice are found. Please note that staff are unable to check through a child's hair for you in case of head lice dropping off on to clothes, toys or their own hair. This is our prevention procedure.

HIV/AIDS/Hepatitis Procedure

HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults:

- Single use vinyl gloves and aprons are worn when changing children
- And when dealing with clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for rinsing clothing after changing.
- Soiled clothing is rinsed and bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant/ bleach-based solution and mops; cloths used are disposed of.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using an antibacterial cleaner and bleach-based solution.

Pandemics e.g. (Swine Flu or COVID19) Infection Control

We limit the risk of catching or spreading the virus by:

- Regular hand washing for 20 seconds minimum.
- Minimising contact between our hands and mouth/nose.
- Covering nose and mouth when coughing or sneezing, using a tissue and disposing of the tissue prompting and carefully.
- Encouraging children to follow the guidance above.
- Displaying posters to encourage good practice of hygiene and to promote infection control.

- Ensuring that the hygiene requirements of our “Health and Safety Policy” are adhered to.

School Setting Closure

The latest Government advice is that closing individual School settings is of limited benefit in stopping the spread of viruses. However, we will close the School setting if advised to do so by Government/ the Local Authority/ PHE in the interests of safeguarding children in our care or if we have too few unaffected staff to run the site safely. In the event of closure, we would follow our “Emergency Closure of School policy”.