

First aid, injuries, allergies and medications in school policy

Revised: January 2025

To be Reviewed: March 2027

Accidents, injuries and emergencies.

Introduction

This outlines the school's procedures for dealing with accidents and aims to ensure that accidents and injuries are prevented wherever possible.

The following guidelines are written with first aid to pupils in mind as well as to adults. This should be read in conjunction with any advice that is issued from the Health and Safety office and the Local Authority.

First Aiders

The school is obliged to have a nominated, qualified first aider who is normally on the premises when school is in session.

Each school also has a number of staff trained in Paediatric first aid. A central record of this is stored at the individual school office.

First Aid Boxes

First aid boxes can be found in appropriate locations throughout the schools.

The Approved Code of Practice states that the official first aid box "should contain a sufficient quantity of suitable first aid materials and nothing else". The following items are recommended:

- Individually wrapped sterile adhesive dressings
- Sterile eye pad
- Triangular bandage
- Sterile coverings for serious wounds
- Safety Pins
- Medium sized sterile un-medicated dressings
- Extra large sterile un-medicated dressings
- Plastic gloves
- Apron
- Waste bags
- Sick bags
- Sterile water
- Adhesive tape
- Scissors

Each classroom teacher should ensure that the contents of the first aid boxes are maintained at the recommended level.

It is important that teachers in charge of children on outings should have a first aid bag to carry when travelling. These should include:

- Medical preparations for cleaning the wound

- Sterile dressings (adhesive) various sizes
- Triangular bandage and supply of safety pins
- Plastic gloves
- Waste bag
- Sick bag
- Sterile water
- Mobile phone

Injuries to Staff/Adults

Minor injuries can normally be dealt with by the casualties themselves, but nevertheless should be recorded on medical tracker. This needs to be completed with a first aider in the office. Any injuries of a more serious nature should be referred to the First Aider. These too should be recorded in medical tracker. The Health and Safety Officer should also be informed immediately if the accident was in any way due to a defect of the premises or other related reason.

If, in the opinion of the First Aider the casualty should go to hospital, transport should be arranged. If possible another member of staff should accompany the casualty to hospital. If it is necessary to inform the next of kin, the staff member should remain until their arrival.

Injuries/Accidents Concerning Children

Minor Injuries

Minor injuries are dealt with by Teachers, Teaching Assistants, Midday Supervisors or First Aiders as appropriate. These are to be recorded on medical tracker and an email notification is to be sent home on the same day. Class teachers will be notified if the injury happened during break time.

More Serious Injuries

More serious injuries, including all head, tooth and lip injuries should be reported to the First Aiders immediately. If required they should call on the help of other adults. All visible head injuries should be reported to parents/carers by telephone the same day. All less serious head injuries should be reported by email and text message to the parents/carers on the day. Class teachers will be notified if the injury happened during break times.

If the First Aiders feel that the child would be better at home, the parent/carer should be asked to collect them as soon as possible. If a child is particularly distressed they should be able to wait at the office under supervision in the medical room, rather than in the classroom, until collected.

If the first aider feels that the child should go to hospital they may call an ambulance if necessary. The parents/carers should be contacted and asked whether they can come to school immediately to accompany the child or whether they will go directly to the hospital. If the latter is the case then a member of staff should accompany the child to the hospital and wait until the parent/carer arrives. A second call to the parent/carer will be required after the ambulance has arrived to confirm which hospital the casualty will be taken to.

Medical Information

A medical file containing information about individual children who have specific medical needs, is kept electronically in the Individual Healthcare Plan folder in the medical folder and on medical tracker. This information outlines the needs of the child and action that should be taken in event of an incident. This should include the child's photo. Duplicate copies of this information are kept electronically in a secure drive and are attached to each child's medical tracker profile accessible by all staff.

Care Plans

Children with more complicated medical needs have specific care plans written for them in conjunction with the school's first aider, the parent/carer and a medical specialist. This information is kept electronically in the medical folder and shared on medical tracker.

Asthma

All children should have access to their inhalers in school at all times during the school day. They should be kept in the medical room.

Medications

Only named, prescribed medications relating to a treated health condition which need to be taken during the school day are permitted to be administered at school. These should be given in at the school office by a parent/carer and the appropriate form signed. Medicines needing to be taken three times daily are no longer administered in school, they should be taken at breakfast time, home time and bed time. Prescribed medicines should be kept in their boxes and may only be administered by a trained first aider.

Medicines which are required to be kept at school permanently are kept thus:

- Epi pens – are kept in the medical room
- Insulin is kept in the fridge in the medical room.

Training has been given to staff on the administration of these medicines

Allergies in school

This policy has been written with advice from the Department for Education, Asthma UK, the Local Education Authority, local healthcare professionals, the school asthma nurses and the governing body.

The Pioneer Academy recognises that there are pupils in this school with a wide range of allergies, some of them very serious and potentially life threatening. The Pioneer Academy schools positively welcomes all pupils with allergies. We encourage pupils with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, parents/carers and pupils. Supply teachers and new staff are also made aware of the policy. All staff have written information on what to do in an emergency and are aware that a pupil's health care plan is held electronically on medical tracker.

Key responsibilities

School staff have a responsibility to:

- Make all members of staff aware of children's individual needs and what to do in an emergency.
- Understand the school allergy/anaphylaxis policy.
- Know which pupils that they come into contact with, have allergies.
- Know what to do if allergies are triggered and in an emergency.
- Allow pupils with allergies immediate access to their medication.
- Tell parents/carers if their child's allergies have been triggered.
- Ensure pupils have their allergy/anaphylaxis medication with them when they go on a school visit, including local area walks.
- Be aware that there is a potential stigma of having allergies and the possibility of bullying from this.
- When holding special events at school, staff are to be aware when purchasing food to ensure everything is nut free etc so that all children can participate
- Ensure that all specialist teachers have an up to date allergy register

Parents/carers have a responsibility to:

- Tell the school if their child has any allergies.
- Ensure the school has complete and up-to-date information on their child's allergies, triggers, symptoms and any relevant medication.
- Inform and supply the school with labelled, well within expiry date medication that their child requires
- Tell the school about any changes to their child's medications, what they take and how much.
- Inform the school of any changes to their child's allergies (for example, if their symptoms are getting worse or changing)
- Ensure their child has the knowledge, skills and understanding to help them manage their condition.

Pupils have a responsibility to:

- Be pro-active in understanding their allergies, symptoms and triggers.
- Where possible avoid triggers and remove themselves from the area.
- Know where their medicine is kept.
- Tell a member of staff promptly if they feel unwell or require their medicine.

Allergy/Anaphylaxis Medicines

- Immediate access to medication is essential.
- Pupils with allergies are encouraged to be aware and pro-active in managing their condition, by knowing their symptoms, being aware of triggers and knowing where their medicine is kept and by informing a member of staff as soon as they require their medication.
- The allergy medications are kept in the medical room. Liquid medicines like Piriton are kept in the medical room to be administered by trained staff only.
- All medication must be labelled with the child's name including canisters and bottles and supplied in the prescription box preferably at least 12 months from the expiry date by parents/carers.

Record Keeping

- At the beginning of each school year or when a child joins the school, parent/carers are asked if their child has any medical conditions including allergies.
- Parents/carers are also asked to update and inform the school if their child's medicines change, or how they take them changes during the year.

School Food Policy

The school meal providers contracted by The Pioneer Academy schools have a policy that nuts and nut derivatives are not used as ingredients in either kitchen prepared dishes or bought in products but cannot 100% guarantee against airborne contamination.

Out of school visits and activities

- Teachers/staff in reception, KS1 and KS2 must take class medication with them including a copy of the care plan (where appropriate) and ensure medication is complete and up to date. Any adult or group leader with the child must be made aware of their condition.
- Staff need to be mindful of possible triggers while on a visit.

School Environment

The Pioneer Academy does all that it can to ensure the school environment is favourable to pupils with allergies and as far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with allergies. If a particular substance is found to trigger a pupil's allergy they will be encouraged to leave the room and go into another classroom or the school office to alleviate potential risk.

Attendance & falling behind in class work because of allergies.

If a pupil's attendance is affected or they are frequently tired because of their allergies the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate, the teacher will talk to the SEND coordinator regarding the pupils needs. The Pioneer Academy recognises that it is possible for pupils with allergies to have special education needs.

Allergic reactions/Anaphylaxis

All staff who come into contact with pupils with allergies know what to do in the event of an allergic reaction and there are a number of staff who have up to date Epi Pen training in the event of an emergency. In the event of an allergic reaction the school follows where possible the child's own health care plan. The allergy/anaphylaxis procedure is visibly displayed in the school staffroom and an emergency guide in every classroom (see attached copy). Remember the Ambulance Service would prefer several good intentional false alarms...to a late call.

Asthma in school

This policy has been written with advice from the Department for Education & Skills, Asthma UK, the Local Education Authority, local healthcare professionals, the school asthma nurses and the governing body.

The Pioneer Academy recognises that asthma is a widespread, serious but controllable condition affecting many pupils in this school. The Pioneer Academy schools positively welcomes all pupils with asthma. We encourage pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils. Supply teachers and new staff are also made aware of the policy.

Key Responsibilities

School staff have a responsibility to:

- Understand the school asthma policy.
- Know which pupils they come into contact with have asthma.
- Know what to do in the event of an asthma attack.
- Allow pupils with asthma immediate access to their inhaler.
- Tell parents/carers if their child has had an asthma attack.
- Tell parents/carers if their child is using their inhaler more than they usually would.
- Ensure pupils have their asthma medications with them when they go on a school visit and local area walks.
- Be aware that a pupil may be tired because of symptoms.
- Be aware that there is a potential stigma of using an inhaler and the possibility of bullying from this.
- Ensure that all specialist teachers have an up to date allergies register.

Parents/Carers have a responsibility to:

- Tell the school if their child has asthma.
- Ensure the school has a complete and up-to-date school asthma plan for their child.
- Inform and supply the school with boxed and labelled, well within expiry date inhaler with instruction leaflet and spacers that their child requires.
- Tell the school about any changes to their child's medication, what they take and how much.
- Inform the school of any changes to their child's asthma (for example, if their symptoms are getting worse or changing or they are sleeping badly due to their asthma)
- Ensure their child has the knowledge, skills and understanding to help them manage their condition.

Asthma Medicines

Immediate access to reliever medication is essential. Reliever inhalers are kept in the medical room.

All inhalers and spacers must be labelled with the child's name including the canister and supplied in the prescription box preferably at least 12 months from the expiry date by parents/carers and kept in the office medical room.

School staff are not required to administer asthma medicines to pupils, except in an emergency or where children are too young to self-administer.

All school staff will let pupils take their own medicines when they need to.

Record Keeping

At the beginning of each school year or when a child joins the school, parent/carers are asked if their child has any medical conditions including asthma on their enrolment form.

This information is recorded electronically in medical tracker.

Exercise and activity – PE and games

Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and are able to confirm this from the asthma register. Pupils with asthma are encouraged to participate fully in all PE lessons. Teachers should remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up and cool down before and after the lesson.

Out of school visits and activities

Any adult or group leader with the child must be made aware of their condition. Teacher or First Aider will carry class medical bag with inhalers/spacers etc. Staff need to be mindful of the effects of cold air on some asthma sufferers.

School environment

The Pioneer Academy schools do all that they can to ensure the school environment is favourable to pupils with asthma and has a definitive no-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma. If a particular substance triggers a pupil's asthma they will be encouraged to leave the room and go into another classroom or the school office to alleviate potential attacks.

Attendance & falling behind in class work because of asthma.

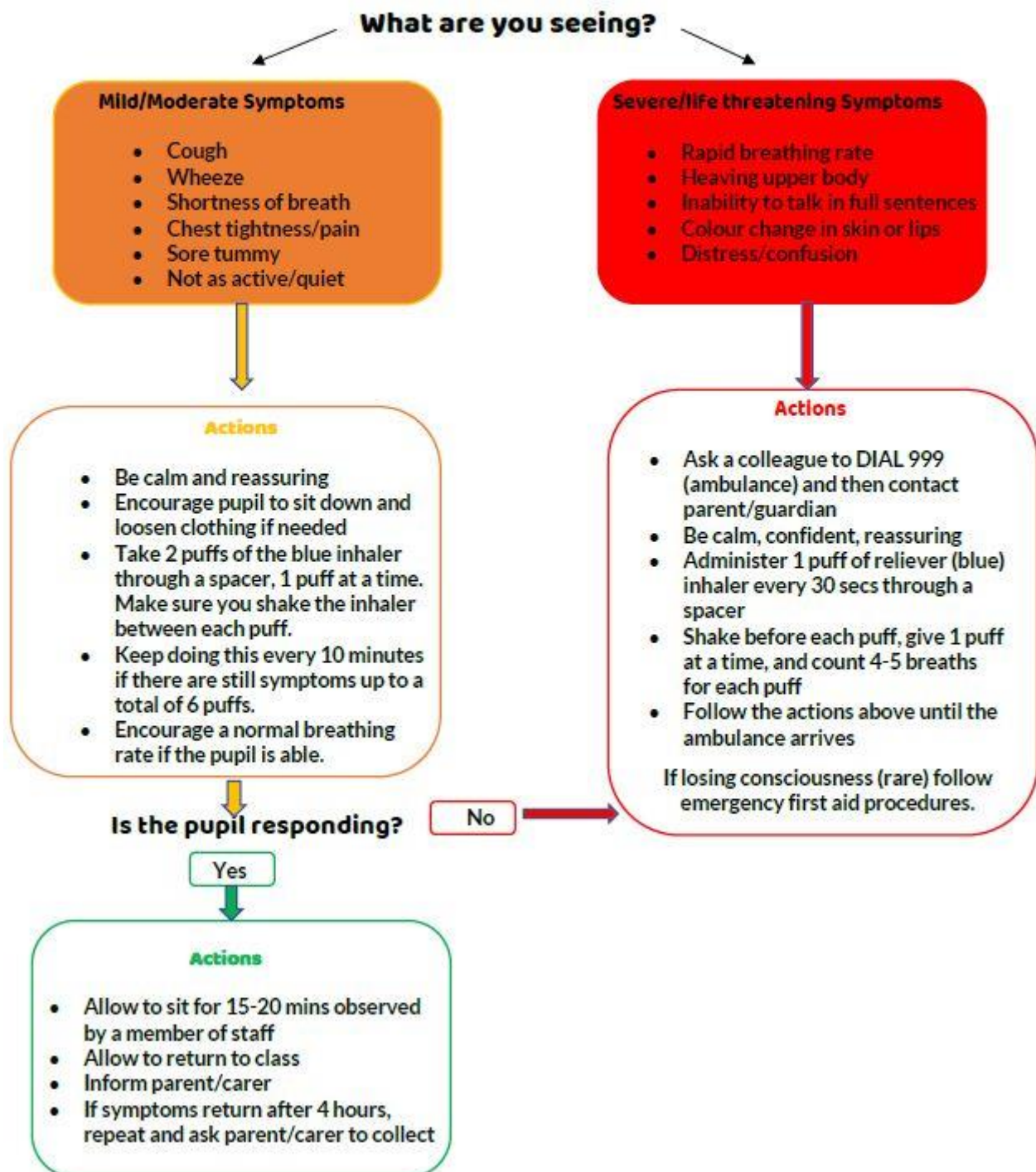
If a pupil's attendance is affected or they are frequently tired because of their asthma the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate, the teacher will then talk to the SEND coordinator regarding the pupils needs. The Pioneer Academy recognises that it is possible for pupils with asthma to have special education needs due to their asthma.

Asthma attacks

All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack. In the event of an asthma attack the school follows the procedure outlined by Asthma UK in its school asthma pack. This procedure is visibly displayed in the school staffroom and an emergency guide in every classroom (see attached copy).

Remember the Ambulance Service would prefer several good intentioned false alarms...to a late call.

How Do I Manage a Pupil Having an Asthma Attack?



How do I manage a pupil with an allergic reaction?

Mild-moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

ACTION:

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine according to the child's allergy treatment plan
- Phone parent/emergency contact



Watch for signs of **ANAPHYLAXIS** (life-threatening allergic reaction):

AIRWAY:	Persistent cough Hoarse voice Difficulty swallowing, swollen tongue
BREATHING:	Difficult or noisy breathing Wheeze or persistent cough
CONSCIOUSNESS:	Persistent dizziness Becoming pale or floppy Suddenly sleepy, collapse, unconscious

IF ANY ONE (or more) of these signs are present:

1. Lie child flat with legs raised:
(if breathing is difficult, allow child to sit)  
2. Use Adrenaline autoinjector* without delay
3. Dial 999 to request ambulance and say ANAPHYLAXIS



***** IF IN DOUBT, GIVE ADRENALINE *****

After giving Adrenaline:

1. Stay with child until ambulance arrives, do NOT stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement after 5 minutes, give a further dose of adrenaline using another autoinjector device, if available.

Anaphylaxis may occur without initial mild signs: **ALWAYS use adrenaline autoinjector FIRST in someone with known food allergy who has SUDDEN BREATHING DIFFICULTY** (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present.

IN CASE OF AN ANAPHYLACTIC EMERGENCY

HERE'S HOW TO USE THE EPIPEN®/EPIPEN® Jr (ADRENALINE) AUTO-INJECTOR

Remove the EpiPen® from the carry case. Lie down and raise your legs. Sit up if you are struggling to breathe but don't change position suddenly. Lie down again as soon as you can. Stay lying down even if you are feeling better. You must not stand up even if someone encourages you to.

1

Pull off Blue Safety Cap. Grasp EpiPen® in dominant hand, with thumb nearest blue cap and form fist around EpiPen® and pull off the blue safety cap. Remember: "Blue to the sky, orange to the thigh".



2

Position Orange Tip. Hold the EpiPen® at a distance of approximately 10cm away from the outer thigh. The orange tip should point towards the outer thigh.



3

Jab Orange Tip. Jab the EpiPen® firmly into the outer thigh at a right angle (90° angle). Hold firmly against thigh for 3 seconds.



4

Dial 999, ask for an ambulance and **state anaphylaxis.** Stay lying down and have someone stay with you until you have been assessed by a paramedic. Unconscious patients should be placed in the recovery position.



Each EpiPen® can only be used once. If symptoms don't improve, you should administer a second EpiPen® after 5 minutes.