



Maeda Gakuen

Medicines & First Aid Policy

Policy Statement

At Maeda Gakuen we strive for the health and wellbeing of all children and staff.

In case a child is ill, we advise that the parents keep the child at home, so as to give them time and necessary rest to recover and to protect other children from being infected.

We aim to provide all our staff with paediatric first aid training. In case of new recruits who are awaiting training, we ensure to deploy staff in such a way that there is a least one First Aid Qualified staff in each of the class rooms.

This policy is drafted to ensure the safety of both, children as well as staff.

Medicines

- Non-prescription medicines such as ibuprofen, paracetamol, or over the counter medication will not be administered to the child by the school. This is to protect both child and staff. Only medication that is prescribed by medical professional can be administered to children.
- In case of prescribed medication, we advise that the child is kept at home for first 48 hours of having started any new medication. This is to allow the parents and the school to be sure that the child is not developing any allergy or reaction to the medication.
- Children who need to take medicine during the school hours will only be admitted if one of the parents is able to come to the school and administer the medicine by themselves. The school will consider exceptions in special circumstances and parents should discuss the issue with the head teacher at interview or as circumstances arise.

Parental Consent

- Parents will be asked to sign a declaration that they understand and consent to the school's Medicines and First Aid policy and that they are willing for staff to undertake minor first aid.
- Parents are asked to give prior written permission to give any medication (includes plasters and antiseptic).
- Written parental permission is requested, at the time of admission, to seek necessary emergency medical treatment in the future.

Records

- Records will be kept of the child's GP, any medical conditions, and allergies, as well as emergency contact numbers for parents.
- Parents are also asked to notify the school if they will not be available on a particular number during school hours and to supply an alternative.

Emergency Medical Treatment

- If a child falls ill, or has an accident during school hours then the parents will be contacted and asked to collect the child at their earliest.

- If the parents cannot be contacted and the child's condition is causing concern then the staff will take the child to hospital and continue to endeavour to contact the parents.
- Staff qualified in first aid will administer first aid to children when necessary. Other minor emergency first aid for minor injuries, cuts and grazes will be administered by trained staff. In case of minor injury parents will not be summoned but will be notified at the end of the school day, and will be requested to sign an accident record sheet.
- Children with more serious cuts, broken bones etc. will be taken to hospital and the parents informed. Ambulances will be called as necessary.

Our first aid kits are accessible at all times and comply with the Health and Safety (First Aid) Regulations 1981 and contains the following items:

- ♣ The first aid box is easily accessible to adults and is kept out of the reach of children.
- ♣ No un-prescribed medication is given to children, parents or staff.
- ♣ Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital. Parents also consent to their child receiving appropriate first aid by a trained practitioner on site.
- ♣ Plasters may be used if parents sign a consent form and confirm the child is not allergic to relevant adhesives.
- ♣ Splinters may be removed and the area treated with an antiseptic wipe if small and obviously protruding from the skin. Large or deep splinters will not be removed.

Protecting Staff

We are aware that in cases of accident, staff may be exposed to bodily fluids (e.g. blood, urine, faeces). Staff are trained to ensure that they protect themselves from direct contact that may lead to cross contamination / risk of disease by the use of sterile gloves at all times. Any materials which do contain bodily fluids are sealed in a bag and disposed of in the appropriate waste bin outside of the nursery.

Recording Actions

- All accidents and treatment will be recorded in the accident book. The information to be included is the time and date of the incident, the name of the child, the action taken and the name of the person taking the action.
- Written records are kept of all medicines (includes plasters, and antiseptic) given to children, and parents are asked to sign the record book.
- Parents sign the record of any accidents.

This policy was revised in August 2017 by Nikita Phadnavis (Manager) of Maeda Gakuen Yochien.