



**Rettendon Primary School
First Aid, Medicines & Intimate Care Policy**

Aims

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.

Identification & Awareness

Parents are requested to inform the school of any known medical conditions on their child's induction. If the condition is serious then the school works with the School Nurse, Parents and Carers to agree a care plan and medi-alerts are provided to keep all staff informed.

Staff are offered regular opportunities to update their first aid basic awareness (usually delivered by the school nurse). Other staff have full pediatric first aid and their names are published on the weekly staff bulletin.

Medicines in School

No drugs or medicines must be brought into school except those prescribed by a doctor with a detailed covering letter from the parent/carer stating time and dose to be administered. Medicines must be stored in the designated fridge at the front reception. Medicines administered by staff must be logged in the medicine record book. Medicines that are out of date or appear to be tampered with will not be accepted by the staff of the school or administered to pupils.

Minor Accidents

Minors are dealt with by support staff and a letter is sent home to inform parents of the accident/incident. Majors are dealt with by the pediatric first aiders or the Headteacher and parents may be informed by telephone and the emergency services may be called.

Intimate Care

If a child needs intimate care/cleaning then a parent is called. If the parent cannot attend then the child will be attended to by two first aiders.