



La Petite Ecole Française

73 Saint Charles Square

London W10 6EJ

Tel: 0208 960 1278

E-mail: LaPetiteEcoleFrancaise@gmail.com

Directrice de l'école: Camie Steuer

Directrice Administrative: Sarah Silvestre

MEDICINE, INFECTIOUS DISEASES, INJURY & FIRST AID POLICY

Any changes to major accidents procedure should be copied into the Health & Safety policy

Medication

When the child joins the school and at the beginning of each academic year, all parents are asked to complete the medical form 'FICHE MEDICALE', which includes consent for medical treatment (consent for child to be taken to a hospital) and details of any medical conditions and allergies. **Staff must make themselves familiar with any medical conditions and allergies that children in their class may have.**

The school will not administer medication to children unless they have a chronic disease (e.g. diabetes, eczema, asthma). The only exceptions are Germolene and Arnica, which help with minor cuts and bruises and the parents have to give their authorisation to the administering of these ointments in the 'Fiche Medicale'.

If a child needs medication during school hours, parents must come to school at a time arranged with the head teacher or class teacher to give the child the necessary medicine. In exceptional circumstances, provided that a permission form (including dosage and storage conditions of required medicine) has been filled in by a parent/legal guardian, the teacher may administer medication. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. They should include the prescriber's instructions for administration.

When medicine is administered, there should be two members of staff present (not in the case of Germolene and Arnica) and at least one of them must have first aid training, be familiar with the child and his/her condition (one to administer the medication and the second person to witness and check that no mistakes are being made). All details must be added in the 'Administering Medicine Form' and the instructions should be followed in the 'Medicine Permission form'. Please note medicines cannot be given to pupils outside the normal school hours (9am to 3.30pm, Wednesdays 9am to 12.30pm).

At the head teacher's discretion, medicines may be administered for medical conditions that require long-term medication, e.g. asthma, cystic fibrosis etc. Children who are asthmatic and use inhalers must keep a named inhaler in the teacher's drawer for immediate use as necessary. Children must not carry medicines for reasons of safety.

Anaphylaxis is an extreme allergic reaction (e.g. nut, fish and dairy product allergies, allergic reaction to wasp and bee sting) requiring urgent medical attention. In its most severe form, it can be life threatening but it can be treated with medication. This may include antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

If a child who suffers from anaphylaxis joins the school, parents must be asked to ensure that an Epi-pen is available to staff whenever the child is at school. The Epi-pen will be locked away in the first aid kit and staff must seek appropriate training for its use.

It is the school's policy to place on the canteen wall, a list of children who have allergies. The notice should include the following:

- Name of Child
- Photo

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- What they are allergic to
- Appropriate response in the event of an allergic reaction

The notice has to be clear, easily visible and eligible to all.

Infectious Diseases

The school seeks to reduce the spread of infectious diseases and illnesses. Children and staff should not attend school when they have been diagnosed with an infectious disease or are suspected of having an infectious disease. If there is any doubt about exclusion for an illness or disease, staff should consult a medical adviser or a GP.

If the disease is identified at school, the parent or carer should be called and asked to take the child home or to hospital. **If it emerges that the child is suffering from a notifiable disease** (Notification of infectious diseases' is the term used to refer to the statutory duties for reporting notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010) **Health Protection Agency (HPA) and the local authority should be informed as soon as possible. The list of notifiable diseases can be found on:**

<http://www.hpa.org.uk/Topics/InfectiousDiseases/InfectionsAZ/NotificationsOfInfectiousDiseases/>

and is also in the ISI folder in the section on Medicines, Illnesses and Injuries.

First Aid Policy

This policy on First Aid Gives regard to the Health & Safety (First Aid) Regulations (1981) and the 'Guidance on First Aid for Schools'.

In our setting, staff are able to take action to apply first aid treatment in the event of an accident involving a child or an adult. At least one member of staff with current first aid training is on the premises or on an outing at any one time. However, the school aims to exceed regulations and have the more than 50% of staff trained in first aid (child) and at least one member of staff in each class. The first aid qualifications include first aid training for infants and young children as well as adults.

The first aid box is easily accessible to adults and is kept out of the reach of children. As the school has two buildings, there is a first aid box in each building. If staff use any items in the box, they have to notify the Deputy Head so that the items can be replenished.

Illness and minor accident (small cuts, small falls)

In case of accident or illness at school, unless insignificant, the parents will be contacted. No medication will be given without prior parental approval.

In case of **cuts** the wound should be cleaned with clear water while waiting for the parents or professional advice. If the parent has given their consent, Germolene or Arnica may be applied. Children who are unwell are sent home with their parents or carers to recover. In order to safeguard the children, the school requests – at the beginning of the year – a list of people that are allowed to collect the child from school.

In the case of **sickness and/or diarrhoea** we request that parents allow a 48 hours symptom-free period before returning their children at school, in order to minimise the spread of infections.

Parents are required to notify the school in writing if their child is not fit enough to participate in sports or games.

Sick Room

Where teachers and staff see signs of illness such as **fever and/or uneasiness**, the head teacher or deputy head will isolate the child as best as possible in the school office, installing him/her on a fold-out bed while an assistant/teacher calls a person on the school contact list to pick up the child. The school office has a sink and is in close proximity to a toilet.

Major Accident

When the child is admitted to the school, the parents sign a consent form allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary. As mentioned in point 3 below, the parents/legal guardians must be contacted as soon as possible and constantly kept up to date on developments.

If an accident occurs, all staff are required to react as quickly as possible and without panicking: the injured child needs to feel secure, to be reassured and to remain still so as not to worsen his injury and/or pain. The rest of the children should continue to be supervised.

1. Take first aid arrangements:

- Mouth to mouth (check responsiveness, clear and open the airway, check breathing, give 2 ventilations, check circulation, if present continue ventilations, if absent practice chest compressions)
- Direct pressure and dressing on severe bleeding.
- Do not move the casualty if suspected broken bones (unless exposed to immediate danger)
- Treat burns with cold water, apply a sterile dressing and refer to hospital.
- Loose foreign bodies in the eye should be washed out with clean cold water, should the foreign bodies still remain, cover the eye with a pad.

2. Ask a colleague to call “999”, give the telephone number, name and address of the school, describe the injury and explain the circumstances of the accident.

La Petite Ecole Française, (say French school if not understood)
73 Saint Charles Square,
London W10 6EJ
Tel: 020 89601278

3. Call the parents/legal guardians

4. Remain next to the injured child (never leave him alone!) until the rescue team arrives
A colleague takes responsibility of the other children, move them away from the scene and reassure them.

5. Report all details in the “Incident Book”.

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on **0345 300 9923** (opening hours Monday to Friday 8.30 am to 5 pm).

THE HEAD TEACHER MUST NOTIFY THE LOCAL AUTHORITY (Childrens’ Services) AND THE DfE OF ANY SERIOUS ACCIDENT, ILLNESS OR INJURY TO, OR DEATH OF, ANY CHILD WHILST IN THE CARE OF THE SCHOOL AS SOON AS POSSIBLE AND WITHIN 14 DAYS OF THE INCIDENT.