

Summerhouse Primary Pupil Referral Unit First Aid Procedure

First Aid

The following staff have taken the four day First Aid at Work course and are certified first-aiders:

Leeanne Yee
Stefani Rangelova
Chris Marcelle
Meshach Nugent
Tunde Disu

The first aid boxes are kept in:

- The Admin Office in the main building
- The cupboard under the sink in Sapphire class (Annex Building)

If no first-aider is available the first aid box may be used by any member of staff. A written note of what has been used and for what purpose should be entered in the book kept in each first aid box.

The Premises Officer is responsible for maintaining first aid supplies.

Medication

Parents are asked to inform summerhouse if their child suffers from any ongoing medical conditions.

Staff are not permitted to give children un-prescribed medication such as aspirin.

Prescribed medication may only be administered to a child if a parent makes a written request stating the dosage and time of delivery. The Headteacher must give their written agreement to do so.

Medication is generally kept in the office in a locked filing cabinet in an envelope bearing the child's name. However, in cases where a child's medication is retained at Summerhouse for emergency use it may be kept in the kitchen cupboard for speedier retrieval.

The school nurse has trained staff in the use of the epi-pen and provides individual care plans for children who could go into anaphylactic shock. The care plan and epi-pen are kept in a labelled kitchen cupboard and all staff are made aware of this.