

## **Summerhouse Primary Pupil Referral Unit First Aid Procedure**

### **First Aid**

<b>FIRST AIDERS</b>		
<b>NAME</b>	<b>LEVEL</b>	<b>EXPIRY DATE</b>
Leeanne Henry	First Aid at Work	16/06/2024
Justin Ford	Emergency First Aid at Work	10/10/2024
Chris Marcelle	Schools First Aid	03/02/2025
Jubril Tunde Disu	Schools First Aid	06/02/2025
Meshach Nugent	Schools First Aid	31/03/2025

The first aid boxes are kept in:

- The Admin Office
- Diamond Class
- Ruby Class
- Emerald Class
- Amethyst Class
- Sapphire Class
- Kitchen
- PDC Room
- Therapy Room

If no first-aider is available, the first aid box may be used by any member of staff. A first aid report should be entered on ScholarPack detailing the need for first aid and what treatment was given/offered.

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 first aid cabinet in the kitchen 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 the first aid cabinet in the kitchen, all staff are made aware of this.