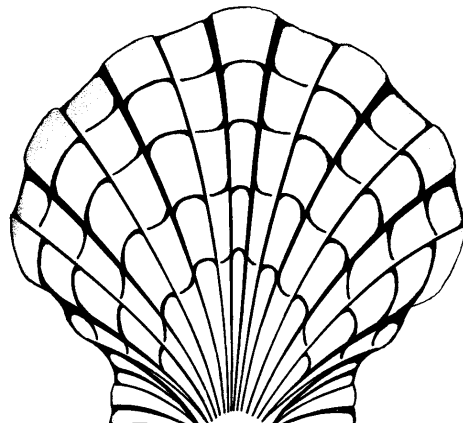


NAZEING PRIMARY SCHOOL



***POLICY ON CHILD
WELFARE***

POLICY ON CHILD WELFARE

Asthma

1. Parents must inform the school (when completing the school data form) if a child suffers from asthma.
2. Those children who have inhalers must bring one to school at all times. All inhalers should be marked with the child's name. They will be kept in the welfare room.
3. Parents should keep a spare inhaler at home.
4. In more severe cases parents are requested to inform the school of any special action staff should take.

Administration of Medicines

When a child is fit to return to school, but needs to finish a course of antibiotics - action -

Parent administers the medicine at lunch time, although some prescribed medicines can be administered at the discretion of the Headteacher.

Parents may contact the Welfare Assistant to administer prescribed medication to children suffering from hayfever. All hayfever medicines are to be kept in the welfare room and clearly labelled with the child's name.

Children with stomach upsets, sickness and diarrhoea **should not be in school** as these complaints are extremely infectious. Guidance from Public Health England for schools and other childcare settings recommends that a child should be kept away from school or nursery for 48 hours from their last episode of diarrhoea or vomiting.

If children complain of headlice, parents are informed by school newsletter or teachers' parents texts and advice may be sought from the school nurse service and suitable action should be taken.

Epi-pen

A list of children who need an epi-pen is located in the welfare room. All epi-pens are kept in the filing cabinet in the Welfare Room. Staff are trained in the use of the epi-pen. A spare epi-pen is kept in the child's class.

Contact Telephone Numbers

The office, welfare room and foundation classes will have a contact number for emergencies in case the parent / guardian cannot be reached.

Notification of Absences

Parents are asked to inform the school on the first day of absence with the reason for the absence and to confirm the reason in writing on the child's return.

Authorised Leave of Absence

Forms are issued on request to parents wishing to take their child out of school during term time. A record is kept of the amount of time any one child is absent under these circumstances. Only cases where there are exceptional circumstances will be authorised by the Headteacher.

FIRST AID IN SCHOOL

Accidents/ Illness

Accidents are dealt with by the nearest adult. If first aid is needed the First Aider takes over. A duty first aider is based in the Welfare Room every playtime. If the injury sustained is serious, the Headteacher or Deputy Headteacher will be sent for. All accidents must be recorded on the school's welfare record. Any injury to the head will be reported to the parents and the class teachers informed. If a child feels unwell, they are accompanied to the welfare room by another child or adult.

Wounds should be washed in running water only or cleaned with a medicated non-alcoholic wipe – no creams or lotions. Wounds should be patted dry with paper towel / kitchen roll then covered with a plaster.

Plasters First check that the child is not allergic to plaster by looking at the list of allergies in the welfare room. If allergic, wound should be covered with a dry sterile dressing, if necessary.

The first aid box should only contain bandages, assorted sterile dressings, water medicated wipes, plasters and safety pins.

Splinters can be removed at the discretion of the trained welfare assistant or should be covered with a plaster and left for the parent / guardian to extract.

Objects in eyes or ears – flush out with cold water or saline. Do not attempt to remove manually. If flushing out does not work, parent / guardian to be called.

Stings, bites or sunburn – bathe in cold water. The Welfare Assistant can administer bite cream/after sun at parents discretion.

Gloves should be worn when dealing with any open wound, graze or sickness no matter how small the amount of blood involved.

Used dressings, gloves, etc to be placed in the first aid bin provided in the welfare room.

Location of First Aid Supplies

Welfare Room

Kitchen

Travelling First Aid kit, kept in welfare room, for use on educational visits etc.

Swimming Pool First Aid kit.

First Aiders

The Headteacher keeps an up-to-date register of qualified first aiders in school.

Review Date

This policy will be reviewed annually. Next review Autumn 2018.