



V A T T A N A C V I L L E

Nursing and First Aid Policy

Reviewed: May 2024
Review Frequency: 2 years
Next Review: May 2026
Governor sign off: Yes/No

1. Introduction

The King's School, Vattancville is committed to providing a safe and healthy environment for all students, staff, and visitors. This policy outlines the roles and responsibilities related to nursing and first aid within the school, ensuring prompt and effective medical care when needed.

2. Objectives

- To ensure that first aid is administered promptly and effectively to anyone who is injured or becomes ill while at school.
- To provide clear guidelines on the roles and responsibilities of school nurses and first aiders.
- To comply with relevant health and safety legislation and guidelines.

3. Roles and Responsibilities

3.1. School Nurse

- Provide medical care and health advice to students and staff.
- Maintain up-to-date health records for all students.
- Develop and implement individual healthcare plans for students with specific medical needs.
- Administer medications as prescribed and ensure secure storage of all medications.
- Conduct health screenings and immunization programmes.
- Educate the school community on health and wellness topics.

3.2. Designated First Aiders (All staff that received first aid training)

- Provide first aid to injured or ill individuals.
- Attend regular first aid training and refresher courses.
- Maintain first aid supplies and ensure they are readily available.
- Complete and submit accident/incident reports.
- Assist in emergency situations and coordinate with the school nurse.

3.3. Staff Members

- Familiarize themselves with the school's first aid procedures.

- Know the location of first aid kits and the nurse's office.
- Report any medical emergencies or accidents immediately to the designated first aider or school nurse.
- Accompany students to the nurse's office if they require medical attention.

4. First Aid Procedures

4.1. Responding to Incidents

- Assess the situation to ensure it is safe to approach.
- Provide immediate assistance based on the level of training.
- Contact the school nurse or designated first aider for additional help.
- If necessary, call emergency services (911) for severe injuries or life-threatening conditions.

4.2. Minor Injuries

- Treat minor injuries such as cuts, bruises, and sprains using the first aid kit.
- Clean wounds with antiseptic and apply dressings or bandages as needed.
- Monitor the injured person for any signs of complications.

4.3. Serious Injuries and Emergencies

- Do not move the injured person unless there is immediate danger.
- Keep the person calm and comfortable while waiting for professional medical help.
- Provide CPR or use a Defibrillator if trained and it is necessary.
- Inform the individual's emergency contact as soon as possible.

5. Medication Administration

5.1. Prescription Medications

- Medications must be provided in their original container with clear labeling.
- Parents/guardians must complete a medication administration form.
- The school nurse will administer medications according to the prescribed dosage and schedule.

5.2. Non-Prescription Medications

- Over-the-counter medications will only be administered with written consent from parents/guardians.
- Follow the recommended dosage instructions on the packaging.

6. Record Keeping

- Maintain detailed records of all first aid treatments, including the date, time, nature of the injury/illness, and the treatment provided.
- Keep a log of medications administered, including the student's name, medication, dosage, and time.
- Ensure all records are confidential and stored securely.

7. Health and Safety Training

- Provide regular first aid and CPR training for designated first aiders and interested staff members.
- Conduct health and safety workshops to educate staff and students on emergency procedures, injury prevention, and wellness.

8. First Aid Equipment and Facilities

- Ensure first aid kits are stocked and easily accessible in key locations throughout the school, including classrooms, the gym, cafeteria, and playground.
- Maintain an up-to-date list of first aid kit locations and contents.
- Regularly check and restock first aid supplies.
- Provide an adequately equipped nurse's office for medical care and privacy.
- Ensure first aid kits, appropriate to the trip are put together and provided for all trips going outside school.

9. Review and Monitoring

- Review the Nurse and First Aid Policy annually and after any significant incident.
- Monitor the effectiveness of first aid procedures and make improvements as needed.
- Involve the school's health and safety committee in the review process.

10. Communication

- Communicate the Nurse and First Aid Policy to all staff, students, and parents/guardians.
- Make the policy available on the school website and in the staff handbook.
- Provide regular updates on any changes to the policy or procedures.

11. Conclusion

By adhering to this Nurse and First Aid Policy, The King's School, Vattancville aims to ensure a safe environment where prompt and effective medical care is provided. All members of the school community share the responsibility for health and safety and are encouraged to familiarize themselves with these procedures.



School Medical Form

Student Information:

- Full Name: _____ Date of Birth: _____
- Grade/Class: _____ Teacher: _____

Parent/Guardian Information:

- Full Name: _____ Relationship to Student: _____
- Phone Number: _____ Email Address: _____
- Emergency Contact (if different from above):
 - Full Name: _____ Phone Number: _____

Medical History:

Primary Care Physician: _____ Physician's Phone Number: _____

- **Any existing medical conditions?** (e.g., asthma, diabetes, epilepsy)

- **Allergies:** (Please list all known allergies, including food, medication, and environmental)

- **Current Medications:** (Please list all medications your child is currently taking)

- **Immunizations:** (Please confirm that your child is up to date with all required immunizations)

Emergency Medical Information:

- Does your child have a health care plan or special medical needs? (e.g., diabetes management plan, allergy action plan)

- Instructions for managing medical emergencies: (Please provide any specific instructions for managing your child's medical needs in case of an emergency)

Authorization and Consent:

- **In the event of a medical emergency, do you authorize school nurse to seek medical attention for your child?** (Please circle one)
 - Yes / No
- **Do you consent to the sharing of this medical information with relevant school staff members for the purpose of ensuring your child's safety and well-being?** (Please circle one)
 - Yes / No

Parent/Guardian Signature: _____ Date: _____