



# Stillness Junior School Special Edition Newsletter First Aid

November 2023

**Welcome to our special edition newsletter.** This edition focusses on our first aid procedures at Stillness Junior School.



Hello, my name is Miss Peterkin and it is my pleasure to introduce myself as the First Aid Lead for Stillness Junior School.

My duty as the First Aid Lead, is to ensure that our system is kept to the highest standard and I am very proud of how we manage first aid here. We aim to ensure that all our children are treated with the utmost care and affection when receiving first aid.

## Stillness Junior First Aiders

Our First Aiders will soon start to undertake their duties. Each First Aider is someone that their class members believe to be a caring, sensible, kind and helpful person.

The role of a pupil First Aider alongside a staff member, will be to assist with simple first aid duties and tasks such as:

- Being supportive to an injured child
- The collection and distribution of first aid boxes, bum bags, hi-vis jackets and first aid supplies such as plasters and gloves
  - Help to stock take

Pupil first aiders will not:

- Administer medicines
- Treat an injured child
- Log any injuries.

It is our duty to care for your children. In any school, accidents can happen; which is why we ensure we have a number of certificated first aiders on hand to cope with any foreseeable injuries. Having staff who are equipped with first aid, helps to enhance the health and safety of everyone within the school.

Each classroom has their own first aid box which I check regularly and replenish immediately. Extra supplies are held in the medical room if needed.

At break and lunchtimes each trained first aider on duty wears a high Viz jacket and carries a green bum bag. The bag contains foil blankets, mouth shields, gauzes, bandages, plasters and medical wipes – everything we need to treat an injury.

We are able to confidently treat cuts, bruises and minor head injuries.

In cases where children need to be treated for major cuts, nose bleeds or head injuries, we have a medical room manned with a trained first aider. They will ensure the correct procedures are always followed.

All head bump injuries are logged; parents/carers are called or emailed, informed of the injury and given the option to come and collect their child or let them remain in school if written permission has been given. The pink head injury advice sheet explains clearly signs and symptoms to look out for. If your child sustains a head injury, a white first aid wrist band is also placed on the child so that parents and after school club are aware the child has received first aid during the school day. A copy of all paperwork is also given to the child to take home.

All other minor injuries are cleaned and logged and parents are not always informed. However, paperwork and wrist bands are still given.

If you have any medical enquiries or concerns please email me on [medical@stillnessjs.lewisham.sch.uk](mailto:medical@stillnessjs.lewisham.sch.uk)

## Medication

It is really important that medication is kept up-to-date in school whether short term or long term.

We send notifications via email two months before medications are due to expire, but it is essential that parents also keep up to date with their child's medication.

All medication must be clearly labelled from the pharmacy/doctor with your child's:

- ✓ full name in original packaging/box
  - ✓ date of birth
- ✓ medication expiry date.

We will not be able to give any medication without this information.

A Notification of Medication Form should also be completed along with any care plans or any other information about the medication from the Doctors and given in to the office or emailed to [medical@stillnessjs.lewisham.sch.uk](mailto:medical@stillnessjs.lewisham.sch.uk).

If your child no longer requires medication or does not need to be on the allergies list, please let us know and provide us with a letter from the Doctor so we can update our systems.

We are only able to give children age related calpol and antihistamine if parents have signed the permission form. Please ask at reception for a form.

Your child will receive a white wrist band if they have been treated for first aid. However, there may be times when you will receive a telephone call. We will always call home for any head or facial injuries, anything above the shoulders, vomiting, nose bleed or if we generally feel that your child is unwell. If your child has vomited we will ask you to collect them and keep them home for **48 hours** in line with our school policy.

## 6 Rights of Administration

Right *Person*

Right *Time*

Right *Medicine*

Right *Route*

Right *Dose*

Right *to Refuse*

You can read in full our Administering Medication Policy which is available on our school website:

[www.stillnessjs.lewisham.sch.uk](http://www.stillnessjs.lewisham.sch.uk)