



**GRANGE SCHOOL**  
*A Culture of Continuous Improvement*

# First Aid Policy 2023 - 2024

Compiled by: <b>School Nurse</b>	Approved by: <b>Head of School</b>
Signature: 	
Date: <b>October 2023</b>	
Next Review Date: <b>October 2024</b>	

# First Aid Policy

- Grange School has a well-equipped sickbay, staffed by qualified nurses.
- There is a nurse on duty in the sickbay every school day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.
- All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the school.
- The sick bay keeps records of all accidents and injuries, and has a procedure in place for ensuring that they are reviewed regularly in order to, where possible minimize the likelihood of recurrence.
- The nurse on duty will contact the parent should a pupil require collection following an accident.
- The nurses will contact you if your child suffers anything more than a trivial injury, or if he/she becomes unwell, or if there is any concerns about his/her health. Please, do not hesitate to contact either of the nurses in the clinic at any time if you wish to advise of any concern that you may have relating to your child's health.

## DEALING WITH BODY FLUIDS

Gloves are worn by the nurses when dealing with body fluids to prevent cross-infection.

## PUPILS WITH PARTICULAR MEDICAL CONDITIONS

- Parents are required to inform the school clinic of any medical conditions or food allergies affecting their children and the teacher of the particular child notified.
- Should one of these pupils leave the school premises on an away match or school trip, the nurse will include their medications, including their names with the first aid kit.
- Brought- in- drugs are kept in a locked cupboard in the clinic. Their expiry dates are recorded and parents will be sent a reminder when a replacement is required.

## ASTHMA

Every pupil suffering from asthma should have a spare inhaler kept in a locked cupboard in the sickbay, in addition to the one they have on them. Expiry dates are recorded and parents will be sent a reminder when a replacement is required. Expired inhalers will be sent back home to be replaced by a new one.

## **OTHER MEDICAL CONDITION**

The parents of any pupil with a specific medical condition will be invited to discuss and keep in close contact with the nurses. This will ensure that the child is confident that he/she can come to the clinic at any time. Important details are highlighted in their medical records.

## **MEDICAL CARE**

- An ill child does not benefit from being in school. Therefore, all sick children should be kept at home. The following are indications for a child not to be brought to school:
  - a. Fever
  - b. Vomiting
  - c. Severe flu/cough/Sore throat
  - d. Diarrhea
  - e. Any contagious illness e.g. measles, chickenpox, conjunctivitis/pink eye, skin rash etc. or any Covid 19 symptoms.
- If necessary your child will be provided basic first aid and medication administration according to school policy.
- Pain relief medication will be administered based upon your child's level of discomfort and nature of discomfort. Dosage will be determined by your child's weight and/or age.
- Injury assessment and intervention will include the use of topical skin antiseptic and anti-itch medication as appropriate.

## **CARE OF STUDENTS WHO BECOME UNWELL AT SCHOOL**

- The relevant academic and pastoral staff will be informed in confidence, of any condition that is likely to affect a child in any area of school life.
- Any ill or injured child will be seen in the first instance by the school Nurse for assessment/ treatment, parents may be called to collect the child if it is deemed necessary to send their child home or to the hospital.
- In the event of an emergency requiring immediate medical care beyond first aid, the school Nurse will attempt to contact the parents of the child involved, while the child is being transported to our retainership

hospital. It is the responsibility of the parents to settle any medical bill accrued at the hospital.

## **EXPECTATIONS OF PARENTS/GUARDIANS/CAREGIVERS**

Parents are expected to:

- Cooperate with the school on health matters.
- Parents/ Guardians must complete a medical form when registering their child/ward.
- It is the responsibility of the parents to update the school nurse if there is any change in their child/ward's medical history.
- Inform the school of the health need of the child at enrolment or when health condition develop or change. Such record will be kept in student files in the office and sickbay.
- Liaise with child's medical practitioner about the implication of any health condition for their schooling and convey advice or information from the medical practitioner to the school. Documentation such as individual care plans developed by medical practitioner must be given to the school to be kept in the students file in the sickbay/office.
- Inform by way of a letter from the parent or family doctor, the school if your child is at risk from participating in any sport or physical activity.
- It is the responsibility of parents/ guardians/ care giver to drop off/ pick up students' medication at/from the sickbay; and not send medications by way of the children.

## **EXPECTATION OF STUDENTS**

Students are expected to:

- Contribute to the provision of a healthy and safe school environment.
- Cooperate with the nurse/staff in managing their health.
- As relevant to the individual, develop the understandings and skills needed to progressively manage their now health.
- Ensure that medication is taken for the purpose for which it is intended by the person for whom it is intended.
- Ensure that they do not keep medication in their possession at any time, except asthma inhalers.

## **ADMINISTRATION OF MEDICATION**

- At Grange School, our policy concerning medication must be followed for the protection of all our pupils.
- If your child has a medical condition which necessitates regular access to medication, please inform the nurses, so that an appropriate regimen can be devised.
- The School must be informed if a child is on any special treatment; parents are advised to submit the doctor's prepared Individual Care Plan of their child/ward, if there is any. e.g. in the case of asthmatics.
- A medication authorization form must be completed by parents/guardian before such medicine can be administered to the child. These forms are readily available in the school sickbay.
- All medication must be taken to the Nurse/Sickbay by parents/guardian, it must NOT be sent through a child. It must also be picked up by an adult.
- All left over medications will be discarded at the end of each term.
- The first dose of all medication and twice daily medications should be administered at home.
- No child is to keep/administer any medicine (this includes over the counter and prescription medicine) on their own at any time, except the asthmatics who are allowed to keep an inhaler on them. Likewise children who are prescribed Epipens are required to have them on their person at all times. (The nurse must be informed please).
- All medications must be sent in their original containers and duly labelled.
- Non-prescription medicine must have the pupils name written or taped on the container.
- Contact the School Nurse if you have any health concern, enquiry or have any confidential issue to discuss about your child/ward.

## **TOURS AND VISITS AWAY FROM SCHOOL**

- Pupils with medical conditions are identified for each trip, and the trip leader informed.
- Inhalers and extra medical supplies/equipment will be made available.
- A separate medical form will be required to be completed prior to each school trip.
- The nurse will arrange and ensure necessary vaccines are taken prior to international trips.
- A nurse will accompany all international trips.

Nurse Adeosun [f.adeosun@grangeschool.com](mailto:f.adeosun@grangeschool.com)  
Nurse Akinyemi [t.akinyemi@grangeschool.com](mailto:t.akinyemi@grangeschool.com)  
Nurse Gbolahan [f.gbolahan@grangeschool.com](mailto:f.gbolahan@grangeschool.com)

#### **EMERGENCY CONTACT NUMBERS AND VENUES:**

In case of severe illness, injury or accident, Grange School will contact the Emergency service/s that is most relevant to the situation.

#### **Retainership Hospitals:**

Duchess International Hospital  
22A Joel Ogunnaike Street,  
GRA, Ikeja, Lagos  
**Phone:** 0708 067 0806

Deseret International Hospital  
2 Sobo Arodiodu Street GRA, Ikeja

This policy will be reviewed annually.