



# St Nicolas and St Mary CE Primary School

## First Aid Policy

*Journey together,  
guided by God,  
to do the best we can.*

Reviewed: March 2020

Next Review Date: March 2022

### **Rationale**

First aid must be provided to any person to whom we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate. Contractors who work on site must provide their own first aid.

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend to emergency first aid provision, the administration of all medicines and dealing with asthma and head lice. (see separate policies)

- The school will do everything possible to ensure that any child with medical problems is given access to the curriculum and that they receive as full an education as possible
- Teachers are not obliged to administer/ supervise pupil's medication
- Emergency action may be needed, both in school and on outings. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care
- Prime responsibility lies with parents/ carers who are the main source of information

### **Entitlement**

- Pupils with medical needs have a right to a full education
- Pupils need proper care & support
- Staff can consider
  - whether to be involved with a pupil's medical care
  - having appropriate training
  - working to clear guidelines
  - legal implications
  - concerns regarding the support of children with medical needs

### **Aims**

- To assist parents with medical care of their children
- To provide appropriate emergency first aid when necessary
- Educate staff & children regarding special medical needs
- Adopt / implement DfE / West Sussex LA guidance
- Arrange training for staff willing to support children with medical needs
- When necessary, liaise with medical services in support of children with medical needs
- Ensure access to broad, balanced curriculum
- Maintain appropriate records: all children have their medical needs recorded. These records are updated annually and when informed of changes by parents

**Medication** – see Medicines in School Policy.

### **First Aiders**

Only first aiders and appointed persons should administer first aid. Training for First Aiders and appointed persons is formally updated by attending appropriate courses when required. It is the responsibility of the School Business Manager to arrange adequate first aid training for staff. In accordance with DfE and West Sussex LA guidelines and the requirements of the Early Years Foundation Stage Statutory Framework (EYFSF) the school has a minimum of 5 First Aiders including two with 'First Aid at Work' (FAW – 3 day course or 2 day renewal), three with Paediatric or Early Years First Aid (EYFA – 2 day course specialising in first aid for children up to 5 years)) or equivalent. At all times when children under 5 are at the establishment, or on an off-site visit organised by the establishment, there must be enough paediatric first aiders to meet the supervision ratio requirements of the EYFSF.

It is a requirement in the Early Years Foundation Stage (EYFS) that newly qualified early years staff (with full and relevant level 2 or level 3 childcare qualification) also need to hold a current EYFA (either full or emergency Paediatric First Aid) certificate in order to be included in the required staff-child ratios in an early years setting.

This must be undertaken within a three month 'grace' period after starting work with a new employer. EYFA training certificates must be displayed at the setting.

In an emergency involving numerous casualties additional First Aiders can be requested from Buckingham Park School Tel: 01273 453515, St Peters School Tel: 01273 454066.

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help. If the first aider is in any doubt whether a casualty requires professional medical assistance, he or she should refer to the First Aid Manual, call 999 or phone NHS 111. Urgent treatment should not be delayed in order to consult with parents or carers. The current first aid manual is the 9th edition published by Dorling Kindersley Limited in 2009 (ISBN 978 1 4053 3537 9). First aiders should adhere to the procedures in the First Aid Manual.

Anaphylaxis awareness and epi-pen training sessions are regularly undertaken by all staff (if there are pupils on roll who require epi-pens) meaning that at any one time most staff are trained in these areas. Asthma training is undertaken on an ad-hoc basis, or annually where there are children with severe asthma on roll.

### **Defibrillator**

We have a defibrillator located in the corridor outside the school office. The defibrillator provides verbal instructions for its safe use and training is not required. The diode to show that it is functioning correctly is checked by a member of the office team once a month.

### **First Aid Kits**

First Aid Kits can be found in the following locations:

- Medical Room
- Staff Room
- Nursery
- Education Trip kits are also kept in the medical room
- Rainbow Kitchen
- Sunshine Kitchen (for use by Chartwells' staff)

These are stored where they are visible and easy to access. A member of the office team checks the First Aid boxes, Educational Visit first aid kits and general stock of first aid equipment monthly. Responsibility to regularly check the First Aid Box located in the nursery lies with nursery staff. It is the responsibility of all staff to notify the appointed person if stocks are running low, so that it can be restocked.

### **First Aid for Pupils**

#### **Allergic reaction**

Staff are trained in recognising the signs of serious allergic reactions and in the administration of Epi-Pens. Information about children with allergies e.g. plasters is kept in the classroom and in the first aid room. In the case of an allergic reaction, staff should follow the guidance on the child's Health Care Plan.

#### **Asthma - see Asthma Policy**

#### **Cuts**

All open cuts should be covered after they have been cleaned using a wipe and fresh water. Anyone treating an open cut should wear the gloves provided.

#### **Head injuries**

Any bump to the head is treated as serious. All bumped heads should be treated with an ice pack. The child should be given a head bump wrist band. The adults in the child's class-room should keep a close eye on the child. If the accident happens at break times and it is a bad bump, the first aider should speak to the teacher in the class so that the adults in the class can keep a close eye on the child. All bumped head accidents should be recorded in the accident book. Parents should be called if the child has a serious cut on the head, a bad bump or there are obvious signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital.

#### **Head Lice**

In accordance with guidance from the Public Health England children with head lice need not be kept away from school. Advice given to parents is that treatment is recommended only in cases where live lice have definitely been seen. Close contacts should be checked and treated if live lice are found. Regular detection (combing) should be carried out by parents. Staff should not touch children and examine them for headlice. If we suspect a child or children have headlice we will inform parents/carers. A text should be sent with all the children in that class where the suspected headlice incidence is. Parents are signposted to further information from the school website.

### **Rashes and other infections**

The school follows the latest guidelines set out by Public Health England.

[www.gov.uk/government/organisations/public-health-england](http://www.gov.uk/government/organisations/public-health-england).

Staff should consult and follow the advice on the 'Guidance on Infection Control in Schools and other Childcare settings'. If we suspect the rash or infection to be contagious (such as scabies, impetigo etc.) we need to inform parents and request that children are treated before returning to school. If more than one child is suspected of having the same rash/infection in one class a letter should be sent home to all parents in that class, to help them to spot symptoms early and begin treatment, thus avoiding the further spread of the rash or infection. Staff must be informed of the identification of any infection.

### **Intimate Care – See also Intimate Care Policy**

All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their ability, age and maturity should be encouraged to act as independently as possible. Staff will always encourage children to attempt undressing and dressing unaided, however if assistance is required this will be given. Whenever children can assist in carrying out aspects of the care they should be encouraged to do so. Children will always be given the opportunity to undress in private.

The staff member will need to be respectful of the child's needs, preserving a high level of privacy, choice and control. The views of the child should be actively sought wherever possible and the staff member needs to be vigilant to the child's reactions as injuries are examined or first aid is administered. It may be advisable if a more familiar adult is involved with the child's care.

There is a high awareness of child protection issues. Staff behaviour must be open to scrutiny. Another member of staff should be in the vicinity and should be made aware of the task being undertaken. Staff are expected to make judgements if guidance is not available, in order to secure the best interests and welfare of the children in their charge. Such judgements should always be recorded and shared with a senior manager. In undertaking these actions individuals will be seen to be acting reasonably. Adults should always consider whether their actions are warranted, proportionate and safe and applied equitably.

For example, if a child has a rash we will look at the child's arms or legs. Chest and back will only be checked if there are concerns. We should call a First Aider and two adults should be present and the child's right to privacy should be maintained by finding an appropriate location e.g. drawing the blinds and closing the door in the medical room. The child should always be asked if it is ok to check their rash before asking them to lift any items of clothing, assistance with this will be given if required. If the child is anxious, staff should find an adult who is more familiar to the child to assist. Staff should tell the child exactly what they are doing and why and be sensitive to the child's reaction to this care.

### **Off –site visits**

A First Aider (either with Emergency First Aid at work or Paediatric First Aid - 2 day course as appropriate) accompanies parties on off-site activities unless reasonable access to another First Aider can be obtained at the location. Individual medical records of each child are taken by the teacher for school trips. It is the responsibility of the class teacher to ensure copies of health care plans, asthma inhalers and other essential medication is taken on school trips. A mobile phone is always taken on school trips.

### **First Aid for Staff**

The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek First Aid from any of the qualified First Aiders. Staff accidents should be reported via the online incident reporting system: <https://wscc.info-exchange.com>

### **Calling the Emergency Service**

In case of a major accident, it is the decision of the first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. The Headteacher or Associate Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school

journey. If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

### **Reporting accidents in School**

Minor injuries (such as scratches or bruises) experienced by pupils caused by play or inattention will be recorded in the medical book. Parents must be informed of the following incidents or accidents:

	<b>Children treated in the Nursery</b>	<b>Children treated in the School medical room</b>
Head bumps	Verbal at pick up or phone call if child is going to a club afterwards	Head bump wrist band
Where it involves a child in the EYFS	Verbal at pick up or phone call if child is going to a club afterwards	Text
More serious injuries	Phone Call	Phone Call
Biting / strangulation / dental incident	Phone Call	Phone Call

If a child is taken to hospital following an incident at school and requires hospital treatment or an ambulance is called then it is reported using the online accident reporting system by the school for WSCC and governors are informed.

### **Medical Book**

The accident book is located in the first aid room where incidents can be recorded if necessary, and as set out below:

- the date, time and place of incident;
- the name of the injured or ill person and their status e.g. pupil, employee, visitor.
- details of the injury/illness and part of the body affected
- what treatment was given
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- form of notification if applicable e.g. text to parents, phone call to parents, WSCC notified
- name and signature of the first aider or appointed person.
- sufficient notes on the causes of injury to enable managers to review risk assessments periodically.

The accident book for Little Fishes Nursery is located in the nursery where incidents can be recorded if necessary, and as set out below:

- the date, time and place of incident;
- the name of the injured or ill person and their status e.g. pupil, employee, visitor.
- details of the injury/illness and part of the body affected
- what treatment was given
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- form of notification if applicable e.g. verbally to parents at pickup, phone call to parents, WSCC notified
- name and signature of the first aider or appointed person.
- sufficient notes on the causes of injury to enable managers to review risk assessments periodically.

### **Accidents requiring hospital treatment**

If a child is taken to hospital following an incident at school and requires hospital treatment or an ambulance is called then it is reported using the online accident reporting system by the school for WSCC and governors are informed.

### **Monitoring and Review**

The implementation of this policy will be monitored when required, and at least annually. This policy will be updated following a review if required or on a biennial basis.



