



## FIRST AID POLICY (inc EYFS)

***Policy Reviewed: August 2023***

***Next review date: August 2024***

### **Introduction**

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.

It is our policy to ensure that appropriate first aid arrangements are in place for our staff, pupils and any visitors to our premises. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment.

This policy should be read in conjunction with the school Health and Safety and Administering Medication policies.

### **First Aid Training**

All permanent staff are given full training in accordance with current legal requirements (i.e. all staff attend a basic course every three years). There is additional paediatric training for all members of the Foundation team (in accordance with EYFS requirements). The school maintains an up-to-date list of those employees who have undergone emergency first aid training. All staff will be informed of First Aid arrangements and made aware of this policy as part of their induction.

### **First Aid Equipment**

First aid kits are available throughout the School, a list is displayed in the School office, staff room and all classrooms. First Aid kits are located in the staffroom, kitchen, medical room, boiler room (for use of the midday supervisors on lunch duty) and 2 in the store cupboard outside the school office (these are in school rucksacks ready for residential trips or taking the children off site). Teaching Assistants are to ensure that the first aid boxes are checked and re-stocked before the start of each term (on INSET day). The first aid boxes contents will be checked according to the HSE (Health & Safety Executive) recommended guidelines.

In the First Aid cupboard, which is opposite the kitchen and Head's office (The key is kept in the kitchen) are pupil medications, this must be locked at all times.

Records must be kept of pupils being given liquid paracetamol and, on no account, must liquid paracetamol be given to a pupil more than once in any one day. Photographs of the pupils with allergies and lists of pupils whose parents have not given permission for paracetamol to be given to them are kept in the First Aid cupboard. These photographs and lists are to be updated every term by the School Office. Medicines sent by parents so that they can be given to pupils throughout the day are also kept in this locked cupboard. Medicines must only be given to pupils if parents have completed the Medicine form in the School Office.

Repton School have a defibrillator in their medical centre, which is next door to St Wystan's School. A second defibrillator is located at the front of Repton Village Hall.

### **Accident Procedures**

The patient should be given all possible reassurances and, if necessary, removed from danger. Onlookers should be sent away to reduce anxiety. The Staff Room can be used to attend to and comfort a pupil who is mobile. The School Office is a designated area for administering First Aid, in minor cases such as cuts and bruises and children who are sick.

During playtimes and lunchtimes injuries that require first aid treatment should be dealt with in the first instance by the supervisors on duty, if minor this can be in the playground. For injuries that require closer attention another first aider is sought.

Minor incidents and accidents should be dealt with, wounds cleaned etc and the child returned to the playground when possible and practical. Persons administering first aid should wear disposable gloves where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body. Any dressings or materials which have been in contact with body fluids (e.g. blood, vomit etc) must be disposed correctly in the yellow bags contained within the first aid kits.

During lesson times if no trained member of staff is present, and the injury cannot be dealt with, a message should be sent to the School Office, requesting assistance.

All injuries must be recorded in the School Office using the appropriate Accident Forms. There is a decision to be made whether parents are contacted at that point. Additional information for head injuries is also sent home if necessary. Accident Forms are reviewed by administrative staff to check for repeat injuries or frequent injury sites.

In a situation where a pupil needs to be isolated or needs to lie down, they will be escorted to and supervised in the Medical Room by a member of staff. There is a sink in the room and access to an emergency toilet across the corridor. This is short term measure until either a parent or the ambulance service arrives.

If hospital attention is required, one of the following options must be taken, depending on the urgency of the case.

- the first responder should dial 999 for ambulance service
- contact the pupil's parent so that he/she can take the child
- a member of staff transports a pupil to hospital. This will only be done on a voluntary basis and members of staff using their own cars are covered by the school's insurance policy.

In all cases where hospital attention is required, parents must be contacted immediately.

No pupil casualty will be allowed to travel to hospital without a parent or member of staff, nor will any adult casualty if there is any doubt about their fitness to do so.

In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

It may be appropriate, depending on the seriousness of the injury, to report to the Health and Safety Executive (0845 300 9923) in order to comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

### **Medical emergencies**

In the case of a medical emergency (where an ambulance is called) or when a pupil is required to be isolated and/or to lie down, they should be taken to the Medical Room. The Medical Room has a bed and running water. The staff toilet is opposite and can be used in this instance as an emergency pupil toilet – staff must be alerted to not use the toilet at this time. Pupils must be fully supervised by an adult whilst in the Medical Room.

### **Illness**

Children who feel unwell should be sent to the School Office (for younger children they should be sent with an accompanying note from the teacher explaining the nature of the child's illness). The decision to send an unwell child home will be checked with the class teacher and a member of the school leadership team.

The use of the medical room would be permitted if the child needs to use the toilet facilities or lie down.

### **Vomiting and diarrhoea**

There are buckets in the Boiler room/cupboard outside school office, for pupils who feel sick. Absorbent powder, mops and buckets may all be found in this rooms. Vomit must be treated as a biohazard and the area must be thoroughly disinfected.

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed. This includes if this happens at home.

### **Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox etc, a member of staff will look at their arms or legs. To look at a child's back or chest would only be done if the school were concerned about infection to other children. In this case another adult would be present and would not be completed without the child's consent.

If a child has any of these infections they will need to stay off school for a prescribed period of time. The Headteacher or School Office will advise timescales in accordance with “Guidance on infection control in schools and other childcare settings” produced by Public Health England.

### **Head lice**

Staff do not examine children for head lice. If we suspect a child has head lice we will inform parents using our email message system or App and ask for them to be examined.

### **Sun Care**

During the Summer Term and on other sunny days, parents are requested to apply ‘All-Day’ suncream to their children **before** the children arrive at school. Children are welcome to bring cream for reapplication, as long as they are able to do so independently. Sun hats are available to purchase from the school office and parents are reminded of this throughout the Summer Term. There is a sun cream dispenser at the main school gates in case a parent/guardian needs to apply in the morning before school.

### **Intimate Care**

A separate policy is in place for dealing with instances of personal or intimate care and a log is kept by staff.

### **Pastoral Care:**

There may be occasions that children state that they are unwell or require First Aid but actually require ‘pastoral care’. Incidents requiring ‘Pastoral Care’ should be treated as follows:

- If an incident occurs during a teaching session, a member of staff in the class / year group should take ‘Pastoral’ care of the child ensuring his/her well-being
- If an incident occurs at playtime the teacher on duty should take ‘Pastoral’ care of the child ensuring his/her well-being. It is the duty teacher’s responsibility to inform the child’s class teacher.
- If an incident occurs at lunchtime the lunchtime supervisor should take ‘Pastoral’ care of the child ensuring his/her well-being. If they require additional support, they will seek the support of the Headteacher, Deputy Head or a member of the teaching staff. It is the lunchtime supervisor’s responsibility to inform the child’s class teacher.

If any member of staff is unsure whether a child is unwell, requires First Aid or requires pastoral care then they are encouraged to send them to the School Office.

It is the class teacher’s responsibility to inform parents of significant pastoral care needs.

### **Seeking Professional Help**

St Wystan's is situated next to Repton School Health centre. Contact telephone number: 01283 559325. This service can be used to seek advice for both physical and mental health.

### **Insurance**

St Wystan's School is insured for incidental treatments, this includes administration or supervision of medication orally, topically, by injection or by tube, and the application of appliances or dressings.

### **Policy Development and Review**

This policy document was produced in consultation with the school community, including school staff and Governors.

This document is freely available to the entire school community. It will be reviewed on an annual basis at General Purpose Committee.

### **Review:**

**This policy will be reviewed on a regulation rolling programme.**

Reviewed by	Natasha Lomas		
Date Reviewed	Aug 23		
Date of Next Review	Aug 24		
Governing Body Approval	Yes/No	Signed/Dated	
Website/App	Yes/No	ISI	Yes/No
Staff Handbook	Yes/No	Parent Handbook	Yes/No