

Ashurst Wood Primary School

First Aid Policy

To be used in conjunction with:

Medicines in School Policy, Medical Conditions Policy – supporting pupils with, Asthma Policy



The little School with a Big Heart

Reviewed: March 2022

Next Review: Spring 2 2023

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Introduction

In accordance with statutory requirements and guidelines, Ashurst Wood Primary School provides first aid for staff, pupils and visitors. (*Contractors who work on site must provide their own first aid.*) First aid is available at all times when pupils and staff are on site, and to groups who are involved in off-site activities or are otherwise in the establishment's duty of care.

First Aid Personnel

The school meets the minimum requirements for first aid personnel trained at appropriate levels. All appointed first aiders hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation.

First Aiders are provided as follows:

Qualification Level	Statutory Number	Actual Number
First Aid At Work (FAW) (3 Day)	1	3
Emergency FAW (2 day)	1	2
EYFS Paediatric (2 day)	1	1

The lead first aider in the school is Mrs Tracey Mumford

Letters of Appointment

The Headteacher will provide a formal letter of appointment to staff who agree to provide first aid, upon issue of their certificates.

Contacting First Aiders

The Mid day meal supervisors, most TAs and most teaching staff have had basic first aid training. In the case of minor first aid needs, when the adult available has supervisory duties such as on the playground, the person requiring first-aid will be treated in situ. Each classroom and MMS has been issued with a small first aid kit for minor cuts and grazes. This kit also contains a small first aid log. Treatment for head bumps or worse should be sought from the staffroom. If still more serious injuries have occurred and it is not appropriate to move the person for fear of further injury then additional support will be sent for either by an assisting adult or by a responsible child. Requests for additional support are, in the first instance, directed to Mrs Mumford

In case of possible bone fracture, head, neck or back injuries, additional support will always be sought to ensure that shared and effective judgement can be made as to how to proceed quickly without compromising the safety and supervision of other individuals. However, first aid will always be given immediately and not withheld whilst additional support is called.

Provision of First Aid

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. We ensure that there are sufficient suitably qualified first aiders and adequate first aid facilities to ensure that immediate assistance will be provided to casualties and an ambulance will be summoned when appropriate.

During educational visits and off site activities first aid equipment is always carried, including facilities to deal with travel sickness. At least one member of staff accompanying any such trip will have undertaken appropriate first aid training. The lead member of staff always carries a charged mobile phone.

In any case of injury or sickness a record is made in the First Aid Log, Classroom/MMS Log within the appropriate small first aid kit or specific Off-Site Activities First Aid Log. In case of serious injury

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or illness the appropriate return will be completed and submitted to the county services, OARS (On-line Accident Reporting Form). Records are regularly checked to monitor for any patterns in injury or accidents which may be due to the school environment so that they may be addressed appropriately.

Appropriate Practice

First Aiders are responsible for assessing injuries or ill health and use their training to decide upon the most appropriate response. This may involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or making an emergency call to summon an ambulance. In non-urgent situations where the guidance contained in the First Aid Manual is insufficient, they can also contact NHS Direct. **Urgent treatment should not be delayed in order to consult with parents or carers.**

Indemnity

WSCC employees who hold a valid first aid qualification are indemnified by the county council's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

Calling the Emergency Services

Any member of staff acting in response to injury or sickness may call the emergency services if they consider it necessary. School details are found by the phone in the office.

Pupils with Medical Conditions

If a pupil with a medical condition is likely to need special emergency treatment this will be highlighted to all staff including the lead first aider and all staff with immediate responsibility of care. The designated nurse from the school nursing service can assist in preparing an Individual Healthcare Plan (IHP) for such pupils if necessary. Pupil Individual Healthcare Plans (IHPs) are made available to first aiders and a copy will be provided to any medical practitioner providing emergency medical treatment to such pupils.

Children who have particular health issues are listed in the IHP folders found in the staffroom, medical area, classrooms, classroom offsite folder and MMS's cupboard. Where these conditions are severe or potentially life threatening a photograph of the child and details of their condition including emergency response will be provided in the folder. (See Appendix 1 for IHP)

Occasionally we have children on role who may require emergency medication e.g. epi-pens. In this case they are stored in a safe but easily accessible manner and full instructions and training for their use are provided to staff as appropriate.

**Also see policies on Medical Conditions, Administering Medicines, and Asthma.*

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Administration will be recorded using Template D or E (see Templates on the Website) and the parent/guardian informed. Parents/guardians are expected to remove any remaining medicine from school once the prescribed course has been completed.

Non-prescription Medicines

Under exceptional circumstances where it is deemed that their administration is required to allow the pupil to remain in school, the school will administer non-prescription medicines. The school will not administer alternative treatments i.e. homeopathic or herbal potions, pills or tinctures or

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nutrition supplements unless prescribed or recommended by a Doctor and detailed on an IHP or EHC as part of a wider treatment protocol. As recommended by the Government in 'Supporting Pupils at School with Medical Conditions December 2015' the school will also not administer aspirin unless prescribed. The storage and administration of non-prescription medication will be the same as prescription medicines.

If the relevant symptoms develop during the school day the school will administer the following non-prescription medications **providing we have received a signed consent form when your child is admitted to the school.**

Paracetamol (to pupils of all ages)

This and any other non-prescription medications will only be administered providing:

- The parent/guardian confirms daily the time the medication was last administered (to ensure correct time has elapsed between doses) and this is recorded on Template C;
- medication is licensed as suitable for the pupil's age;
- medication is suitable for the pupil e.g. if a child is asthmatic the medication is suitable for that condition;
- administration is required more than **3 to 4** times per day; therefore medication needs to be administered during the school day.
- medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions and/or PIL;
- medication is accompanied by parental/guardian consent and confirmation the medication has been administered previously without adverse effect - Templates C and C1.

Pupils will not be allowed to use lip balms in schools as many contain nuts and could be possible allergens.

**Also see policies on Medical Conditions, Child Health and Administering Medicines, and Asthma*

Headbumps

Parents will be informed in writing if their child receives a bump to the head at school. The note will give warning signs to look out for should the bump be more serious than expected, although the chance of serious injury is highly unlikely from a simple bump to the head. The note is not intended to alarm or worry parents. All such injuries will be seen by a qualified first-aider.

Intimate Care

In the case of a pupil being admitted whose normal daily requirements include a need for intimate care, an IHP with appropriate methods and agreed procedures will be drawn up in consultation with parents and medical services. Specific and appropriate staff will be trained to provide such care. If specialist equipment or facilities are required, these will be discussed with parents and the appropriate authorities prior to admission.

Hygiene and infection control

First Aiders must follow their training and maintain good standards for infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

First Aid waste must be disposed of in the 'Swabs and Dressings' waste bin which is collected and disposed of. When the need arises a 'Sharps' bin must also be provided

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Record keeping

All First Aiders should ensure that a record is made of all first aid treatment they give. This must include:

- the date, time and place of the injury or illness occurring;
- the name of the injured or ill person and their status, such as employee, pupil, client, visitor;
- details of the injury or illness and what first aid was given;
- what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties;
- the printed name of the First Aider or person dealing with the casualty.

Records should be kept according to the following schedule:

- pupils - 6 years from the date of 18th birthday;
- Employees and others - 6 years from the date of the accident.

First aid provided to pupils must be recorded separately from that provided to employees and others.

The record book for treatment is kept in the medical room at all times. Each class has a small playground first aid kit which includes a book to record any minor injuries or incidents. More serious incidents must be recorded though the West Sussex website. A copy is kept on file.

Off-Site Visits

Off-Site Care Plan folders containing IHPs, exist for each class, which are carried by staff on all off-site activities. IHPs will also be given to companies and individuals providing transportation for pupils to and from school. To cover the issue of confidentiality, parents of pupils with IHPs will sign a permission slip on the IHP master copy, to allow companies and individuals to carry the IHP. (See bottom of Appendix A).

Medicines/inhalers that are held in school, in case of need, will also be given to companies and individuals providing transportation for pupils to and from school. To cover the issue of confidentiality, parents of pupils with medicines/inhalers will sign a permission slip on the IHP master copy, to allow companies and individuals to carry the medicines/inhalers. (See bottom of Appendix A).

Staff will administer prescription medicines to pupils when required during offsite visits (the member of staff will have received Managing Medicines Training from a trained member of staff and must have completed the Competency Test). Parents should ensure they complete a consent form (Template B) and provide a sufficient supply of medication in its original pharmacist's container complete with the original Instructions for Use. Non- prescription medicines can be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc. should therefore be provided, if necessary, on prescription.

Commented [L1]: Check with Emma which form for off site visits

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

Pupils needing medicines that require particular administration must also be transported with a confident, trained administrator. Parents of these children will sign a permission slip allowing these administrators to give the medicines (See bottom of Appendix A)

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

**Also see policies on Medical Conditions, Child Health and Administering Medicines, and Asthma.*

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Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur involving a pupil who has an IHP, the emergency procedures detailed on the plan are followed, and a copy of the IHP is given to the ambulance crew. Should a medical emergency occur on an off-site activity, first aid is given, an ambulance is called and parents/carers are notified. The IHPs carried by staff, companies and individuals providing transportation of pupils to and from school will be passed to the ambulance crew. (See section above). Instructions for calling an ambulance are displayed prominently by the telephone in the school office.

Residential Visits

The school acknowledges the common law 'duty of care' to act like any prudent parent on residential visits. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

First Aid Materials, Equipment and Facilities

The main first aid kit is held in the bursar's office. A separate kit exists for Forest School activities with specific dressings etc. Smaller kits are available for taking offsite and for use during educational visits. These are stocked in accordance with training guidelines and contain appropriate dressings and sterile cleansing materials. A list of full contents is on the door of the first aid cupboard in the first aid room. Mrs Mumford is to be advised if stocks are used so that replenishments can be ordered. The ordering book is located in the medical room.

Medical Accommodation

The school has a dedicated medical area, in the bursar's office which is equipped with appropriate facilities for managing sick or injured children. This includes a dedicated sink with hot and cold water, soap and paper towels, disposable gloves, a range of first aid equipment, appropriate means for disposal of medical waste, a couch area with appropriate waterproof protection if needed, and blankets.

A copy of the Health Protection Agency poster "Guidance on Infection Control in Schools and Other Child Care Settings" is also displayed. A copy of the Eureka Asthma Emergency procedures poster is also displayed in the medical area.

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Templates/WS Forms

The West Sussex CC document containing templates of forms to cover most medical situations can be viewed on the school website under School Policies and Procedures and includes:

Commented [L3]: Check it's on website

Template A – Pupil Health Information Form (amended for AWPS)	3
Template B – Parent/guardian consent to administer short-term non-prescribed 'ad-hoc' medicines (amended for AWPS)	5
Template C – Parental consent to administer medicine (amended for AWPS)	6
Template C1 – Individual protocol for non-prescribed medication (amended for AWPS)	7
Template D – Record of medicine administered to an individual child	9
Template E – Record of medicine administered to all children	10
Template F – Staff training record – administration of medicines	11

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Template G – Contacting the emergency services	12
Template H Consent to administer non-prescribed medication on a school trip	13

For health and operational considerations the school has made amendments to Templates A,B and C. These amended forms will used instead of the WS proforma and will be reviewed annually with the policy.

Parent Communication

The school has drawn up guidelines for parents regarding common medical issues. These are in the Induction Packs sent to parents every September and are also available on the website.

Review

This policy will be reviewed annually.

PHOTO

Appendix 1

Individual Healthcare Plan

Name of school/setting	Ashurst Wood Primary School
Child's name	
Group/class/form	
Date of Birth	
Child's address	
Medical diagnosis or condition	
Date	
Review Date	

Family Contact Information

Name	
Relationship to child	
Home number	
Mobile number	
Name	
Relationship to child	
Home number	
Mobile number	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Please sign below to agree that the above information is correct and you give permission for copies to be displayed in discrete places around the school for emergency situations and awareness. You are also signing to give consent for your child's IHP and any required medication to be taken offsite during offsite activities and also to be carried by other companies and individuals to and from school in the event of an emergency.

Signed _____ Print _____ Date _____

If your child needs medicines that require particular administration, please sign below to give permission for trained administrators to give these medicines whenever necessary during off-site activities.

Signed _____ Print _____ Date _____

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Appendix 2



Minor Injury

Dear Parent/Guardian

..... had a
minor
injury today at

Injury:
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Treatment:
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If you are at all concerned by your child's injury,
you should seek advice from your GP or local
A&E department.

Signed
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Date
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Minor Injury

Dear Parent/Guardian

..... had a
minor
injury today at

Injury:
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Treatment:
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If you are at all concerned by your child's injury,
you should seek advice from your GP or local
A&E department.

Signed
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Date
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Appendix 3

Head Bump

Name

Time

Details of injury
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Your child had a head bump at school today. Children often bump their heads with no further consequences. The school informs parents when their child had bumped their head so they can monitor their child once they get home from school. This is because it is possible for a more serious internal injury to occur without obvious symptoms for several hours.
The chance of a serious injury is highly unlikely from a simple bump to the head. This letter is not intended to alarm or worry you. It is intended to provide information that could prove vital in exceptional circumstances.

For your guidance, symptoms of serious head injury are listed below:

- Child seems disorientated
- Impaired or loss of consciousness – in this case your child should be taken to East Surrey Hospital in Redhill as they are the only local hospital with a paediatric facility.
- Intense headache
- Vomiting
- Slow, noisy breathing
- Unequal or dilated pupils
- Weakness or paralysis to one side of the body
- High temperature/flushed face
- Drowsiness
- A noticeable change in their personality or behaviour e.g. irritability
- A soft area or depression of the scalp
- Clear fluid or watery blood leaking from their ear or nose
- Blood in the white of their eye
- Distortion or lack of symmetry of the head or face

If your child displays any of the above symptoms, you should seek immediate advice from your GP or local A&E department.

Signed

Date

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ASHURST WOOD PRIMARY SCHOOL
LIST OF FIRST AIDERS
As of February 2022

First Aid at Work (3 day)

Caroline Smethurst	20.10.20 – 19.10.23
Tracey Mumford	29.09.21 - 28.09.24 (refresher due 28.09.23)
Ellie Bizios	29.09.21 - 28.09.24 (refresher due 28.09.23)

Emergency First Aid at Work (1 day)

Thomas Longley	24.09.20 – 23.09.23
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Forest School First Aid (2 day)

Caroline Smethurst	20.10.20 – 19.10.23
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Paediatric First Aid (EYFS) (2 day)

Meena Purba	20.10.21 – 19.10.23
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Emergency Paediatric First Aid (1 day)

Becky Barker	17.09.21 – 16.09.24
Anita Apps	27.09.21 - 26.09.24
Hayley Davis	27.09.21 - 26.09.24
Sally Edwards	27.09.21 - 26.09.24
Lisa Hobby	27.09.21 - 26.09.24
Louise Newman	27.09.21 - 26.09.24
Teresa Edwards	27.09.21 - 26.09.24
Shaida Ali-Hazell	27.09.21 - 26.09.24
Sophie Pearce	27.09.21 - 26.09.24
Katie Stuart	27.09.21 - 26.09.24
Ed Gowers	27.09.21 - 26.09.24
Lorna Tjong	27.09.21 - 26.09.24

ASHURST WOOD PRIMARY SCHOOL

Anaphylaxis Awareness Training

As of October 2021

Meena Purba – 20.09.21 (Online)

Tracey Mumford	29.09.21 - 28.09.24
Ellie Bizios	29.09.21 - 28.09.24
Becky Barker	17.09.21 – 16.09.24
Anita Apps	27.09.21 - 26.09.24
Hayley Davis	27.09.21 - 26.09.24
Sally Edwards	27.09.21 - 26.09.24
Lisa Hobby	27.09.21 - 26.09.24
Louise Newman	27.09.21 - 26.09.24
Teresa Edwards	27.09.21 - 26.09.24
Shaida Ali-Hazell	27.09.21 - 26.09.24
Sophie Pearce	27.09.21 - 26.09.24
Katie Stuart	27.09.21 - 26.09.24
Ed Gowers	27.09.21 - 26.09.24
Lorna Tjong	27.09.21 - 26.09.24

Managing Medicines and Child Health in Schools

Date: 11th March 2019 (County Training)

Mrs Lisa Hobby
Mrs Tracey Mumford

In House Training Managing Medicines in School – September 2020

Lou Newman
Lynn Beedle
Shaida Ali-Hazell
Gemma Blake-Hatton
Hayley Davis
Anita Apps
Lorna Tjong
Caroline Smethurst