

# Chapelford Village Primary School



## First Aid and Illness at School Policy & Procedures

### DOCUMENT STATUS

Version	Date	Action
1	Spring 2013	New policy
2	Autumn 2014	Revised policy and adopted by Chapelford Village Primary Governors
3	Spring 2017	Updated and adopted by Governors
4	Summer 2018	Updated to reflect Compliance Education as competent persons
5	Spring 2022	Revised policy improving procedures post COVID-19

## **Statement of intent**

**Chapelford Village Primary School** is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## **Objectives**

- To appoint the appropriate number of suitably trained people as appointed persons and First Aiders to meet the needs of the school.
- Have the required amount of staff within Early Years in line with the Statutory Framework for Early Years Foundation Stage (2021)
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, and act upon any identified risks.

## **Procedure**

First aid provision will be always available while people are on the school premises and also off the premises while on school visits.

## **Risk Assessment**

In accordance with the school's Health and Safety Policy, the annual risk assessment of all school buildings and facilities will pay particular attention to:

- Practical activities
- The use of machinery
- Storage of hazardous substances
- The use of equipment for sports and physical education

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

A judgment will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

Specific consideration will be given to staff or students who have special health needs or disabilities.

In determining the level of provision, the Headteacher and Senior Leadership Team will consider:

- the provision during lunch times and breaks
- the adequacy of the provision to account for staff absences
- the provision of first aid for off-site activities and school trips
- the provision for practical lessons and activities, e.g. science, D&T, physical education etc.

### **Duties and Responsibilities**

The Governing Body is responsible for adopting the health and safety policy and ensures that it covers anyone on the premises including the Headteacher and teachers, non-teaching staff, pupils and visitors (including Contractors).

The Headteacher must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. They should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff are informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need.

All staff are expected to do all they can to secure the welfare of the pupils.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE.

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors

**The Headteacher is responsible for ensuring this happens.**

### **First Aid Materials, Equipment and Facilities**

First Aid container will be:

- marked with a white cross on a green background.
- located near to hand washing facilities.
- stocked in accordance with HSE recommendations.

Portable first aid containers will be available for all school trips and for sporting and other activities that take place over 200 metres from school buildings.

Where it is known that staff or students engaged in an out of school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs, e.g. a supply of insulin or an adrenaline-pen.

**Labelled First Aid Boxes are located in:**

- Each classroom
- Staff Room
- School Hall
- Medical Storage Room

**A First Aid Bag contains:**

- Sterile non-woven swabs, melolin wound dressings, plasters.
- Scissors, micropore
- Triangular bandage/eye pads
- Large / medium bandages and powder free gloves
- Sterile water
- No medicine/tablets are to be kept in the first aid bags.

In addition to the First Aid boxes in classrooms, each named first aider will have a portable first aid kit to carry on them at all times.

**Information and Notices**

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first aiders will be prominently displayed in the staff room and in various locations around school.

The school will make every effort to ensure that first aid notices are clear and easily understood by all.

Information on the school's first aid provision will be included in the staff handbook.

Information on the school's first aid provision will be provided in the induction pack given to new and temporary staff.

**Hygiene and Infection Control**

All staff will:

- follow basic hygiene procedures.
- be aware as to how to take precautions to avoid infections, e.g. COVID-19 etc.
- have access to single use disposable gloves and hand washing facilities.

The school will ensure adequate and appropriate stock levels of PPE is provided for all staff:

- Gloves – Are to be worn to protect your hands.
- Face Masks/Coverings – Are worn to protect/prevent the spread of a respiratory virus when close contact with another person cannot be avoided.
- Eye Protection or Shields – Are worn when there is a risk of bodily fluids splashing up into your face.
- Aprons – Are worn to protect your clothing from becoming soiled.

Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment. Instructions on the disposal of all used dressings or equipment will be included in first aid containers.

### **School's Body Spillages Procedure:**

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are provided within each first aid kit.
- Sponges and water buckets must never be used for first aid to avoid the risk of contamination.
- All body fluid spillage's (Vomit, Diarrhoea and Blood) must be cleaned immediately. This is vital so spread of infections is reduced. Disposable gloves, mask and an apron should be worn. They must be kept for this purpose only. Following use, gloves, mask and apron must appropriately discarded.
- Absorbent granules should be dispersed over the spillage and left to absorb for a few minutes then swept up in accordance with bio-hazard kit instructions. Wash the affected area with warm water and detergent and dry. Once spillages have been cleaned, dispose of the contents as detailed within the bio-hazard kit instructions.
- Hands must be washed and dried after removal of protective gloves.

### **Procedures for Sick Children (refer to Flow Chart Appendix A)**

If a child becomes ill in school, the following procedures will be followed:

- If a child informs a member of staff that they feel unwell the member of staff will monitor the child and rule out any common reasons by ensuring that they have been to the toilet, that they are hydrated and that they are warm/cool enough. The member of staff will check that there is nothing worrying the child. Staff will also check that there is no known condition on medical lists for this child. Following initial checks, the member of staff (if not the child's class teacher) will contact the teacher/DHT and then they will decide whether symptoms may require a call home. If this is the case, they will contact the office and a call will be made home. – This call will be logged in the office.
- If symptoms suggest that they do not require a call home, then the teacher will continue to monitor in class. The child will be monitored and should the symptoms worsen a call home will be made. If in any doubt a call will be made to parents to discuss the pupil.
- If a child has sickness or diarrhoea in school, they will be sent home immediately; children should not return to school for 48 hours after their last case of sickness/diarrhoea.
- The child will be made comfortable while they wait to be collected and supervised by an Adult.
- If contact cannot be made with parents, then staff will contact the emergency contacts provided by the parents on the admissions form.
- If parents/ emergency contacts cannot be reached the child will be made comfortable and monitored and staff will continue to try to make contact.
- Any child who becomes ill in school must be collected by an adult within the school day or at the end of the school day. (No child feeling unwell should be allowed to

leave school without an adult.)

- If necessary, a first aider will be consulted for advice on an illness.
- In the case of an emergency when the child's health is at risk an ambulance will be called and a member of staff will accompany the child to hospital. Parents/ authorised adult will be contacted. As soon as possible a senior member of staff will be informed.

### **In the event of a Minor accident / injury (also see Minor accident / incident flowchart – Appendix B)**

When a child reports an injury or an injury is witnessed the following procedures will be followed:

- The member of staff will assess the injury/context of the injury and act accordingly. If the injury is not minor the member of staff will contact a qualified First Aider for advice or action. See Major Accident section below.
- A member of staff will always ascertain where the injury is and ask the child for consent to look at the injury and provide the appropriate care. If the child does not consent we will contact parents.
- A member of staff will administer the appropriate care for a minor injury. This may be cleaning up of a graze and/or applying a plaster. (Pupils will be checked for any ongoing medical issue or allergy to plasters). Cold compress will be applied to any bumps or bangs to the head or face. The member of staff/first aider will complete the accident book and ensure that this is given to the teacher responsible, the teacher will ensure that parents are informed on collection or if the child remains in school placed in their book bag.

### **In the event of a Major accident, incident, illness or head injury (see major accident / incident flowchart Appendix C)**

- All head injuries must be recorded and parents will be notified by telephone as soon as possible. All bumps to the head, no matter how minor are treated as serious. All bumped heads should be treated with an ice pack. The child's teacher will be informed and keep a close eye on the progress of the child. All bumped head incidents will be recorded in the accident book and a Head Injury Letter issued to parents on collection of their child. (Appendix D).
- For all accidents where a child has sustained an injury that is not a critical event e.g. possible fracture, deep laceration, the First aider in attendance will seek assistance from a second first aider. Parents will be contacted to come and collect the child and advised of the appropriate care when they have left the school – e.g. visit to pharmacy, walk in centre.
- The school will follow Compliance Education's accident reporting procedure – (forms and further advice are held at the school office) they will in turn report any accidents to the HSE where necessary.

### **In the event of a Critical accident, incident or illness (also see critical accident / incident flowchart – Appendix E)**

In the event of such an event, the following procedures will apply:

- In the first instance, a First Aider will be notified and take responsibility for deciding upon the appropriate action. An additional First Aider will be requested to support. The First Aider will assess the situation and decide whether the child needs to go straight to hospital and whether they can administer first aid. The First Aider will check against child's records for any known medical issues. If the child needs to go straight to hospital, an ambulance will be called. The parents/carer will also be contacted. A

member of staff will accompany the child to hospital (if the parent is unable to arrive quickly)

- When the situation has been assessed only four adults will be in attendance; 2 x First Aiders, 1 x SLT, 1 x TA or Teacher who knows the child well.
- If the child does not need to go straight to hospital but their condition means they should go home, the first aider will administer any first aid and the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.
- If the First Aider assesses that the injury is not critical, but major: See major injury section
- All accidents will be recorded in the First Aid book. School will also notify local child protection agencies of any serious accident or injury to, or the death of any child while in our care, and will act on any advice from those agencies.
- The school will follow Compliance Education's accident reporting procedure (forms and further advice are held in the school office) – they will in turn report any accidents to the HSE where necessary. The Business Manager/Headteacher and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the School's policies or procedures, and act accordingly, making suitable adjustments where necessary.

**Medication** – please see: Supporting Children with Medical Conditions Policy

**Sun Protection** - Leaders and staff understand the dangers posed to children and themselves by over exposure to the sun. In hot weather, parents/carers are encouraged to apply long-lasting sun cream to their child before school. Children will also be encouraged to wear a hat when playing outside in the sun. In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside. If the weather is exceptionally hot then the Headteacher may take further precautions such as limiting the time outside.

### **Exclusion of sick children from school**

We understand the needs of working parents and do not aim to exclude children from school unnecessarily. However the decision of the school is final when requesting the exclusion of a child for illness or infection. Decisions will take into account the needs of the child and those of the group.

- Children with infectious or contagious diseases will be excluded for certain periods. If a member of staff suspects that a child has an infectious or contagious disease, they will request that parents consult a doctor before returning the child to school.
- On very rare occasions if an illness or disease can put a member of staff or unborn child at risk then the Headteacher will make a decision after seeking medical and HR advice.
- We recommend that no child may attend the school while suffering from one of the communicable diseases and they should be excluded for the minimum periods recommended. Please see guidelines to illness/communicable diseases provided by the Health Protection Agency.
- Coughs and colds do not normally require the child to be excluded but this depends on the severity and how the child is able to cope with the school routine.
- If a child appears unwell we may ask that the child is taken home. Although exposure of children to a communicable disease is not in itself sufficient reason to require their exclusion from school, any child who comes into contact at home of diphtheria,

poliomyelitis, typhoid and paratyphoid fevers will be excluded.

- A child who has sickness or diarrhoea whilst at the school is to be collected immediately and it is recommended by the NHS Guidance that the children remain absent from school for 48 hours following the last bout of sickness or diarrhoea. If the sickness is not linked to sickness and diarrhoea and for example is related to reflux, then an exception will apply. A senior member of staff will make this decision.
- To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents who will be requested to take their child from school to be seen by a doctor.
- Chicken Pox – children need to be absent from school for a minimum of 5 days from the onset of the rash. After this time, if all the spots have dried and scabbed over, the child can return to school.
- Parents will also be contacted if their child develops a rash or suspected thrush. This will need to be checked by a Doctor whose advice should be followed.

Our school has a duty to protect pregnant workers and vulnerable children from diseases that could affect their health.

### **Record Keeping**

The Headteacher or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include: -

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness – (what, how and why) and what first aid / treatment was provided.
- The office need to keep copies of all call logs – ensuring that they are completed with details if the child is collected.
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of the first aider or person dealing with the incident
- All forms need to be in legible English in the event that further investigations need to be carried out.

There is an accident reporting book for every class which will be completed for any incidents during the day (excluding lunchtimes) for children in each class. At lunchtime there is an accident book allocated to each year group and this will be completed by the Mid-Day Assistants, these will be located in the Medical room. Old books are stored in the school central stock room.

For major accidents, a further HSA form must be completed within 24 hours of the accident. These forms are located with the accident books in each location or from the office on request. Accident and first aid treatment records can be used to help the Local Governing body and Health and Safety advisor to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Local Governing body who hold Governor Responsibility for Health and Safety, are informed of all accidents reported to HSE.

**Emergency Asthma Kit** is held in the Staff room – refer to Asthma Policy for further guidance and procedures.

**Defibrillator** is located in the community corridor and is checked regularly by an appropriate



and competent person.

No medicine/tablets are to be kept in the first aid boxes. Any short-term medication will be held in the staff room which is locked and only accessible by staff.

Any inhalers/Epi-Pens will be stored in the child's classroom in line with their Individual Health Care plan.

There is a room for medical treatment, and care of pupils during school hours which is close to a wash basin and lavatory located by Pod 1.

Annually the office will produce a list that contains details of children with medical conditions and share this with class teachers. A master list is held by the School Business Manager in the Individual Health Care Plan File.

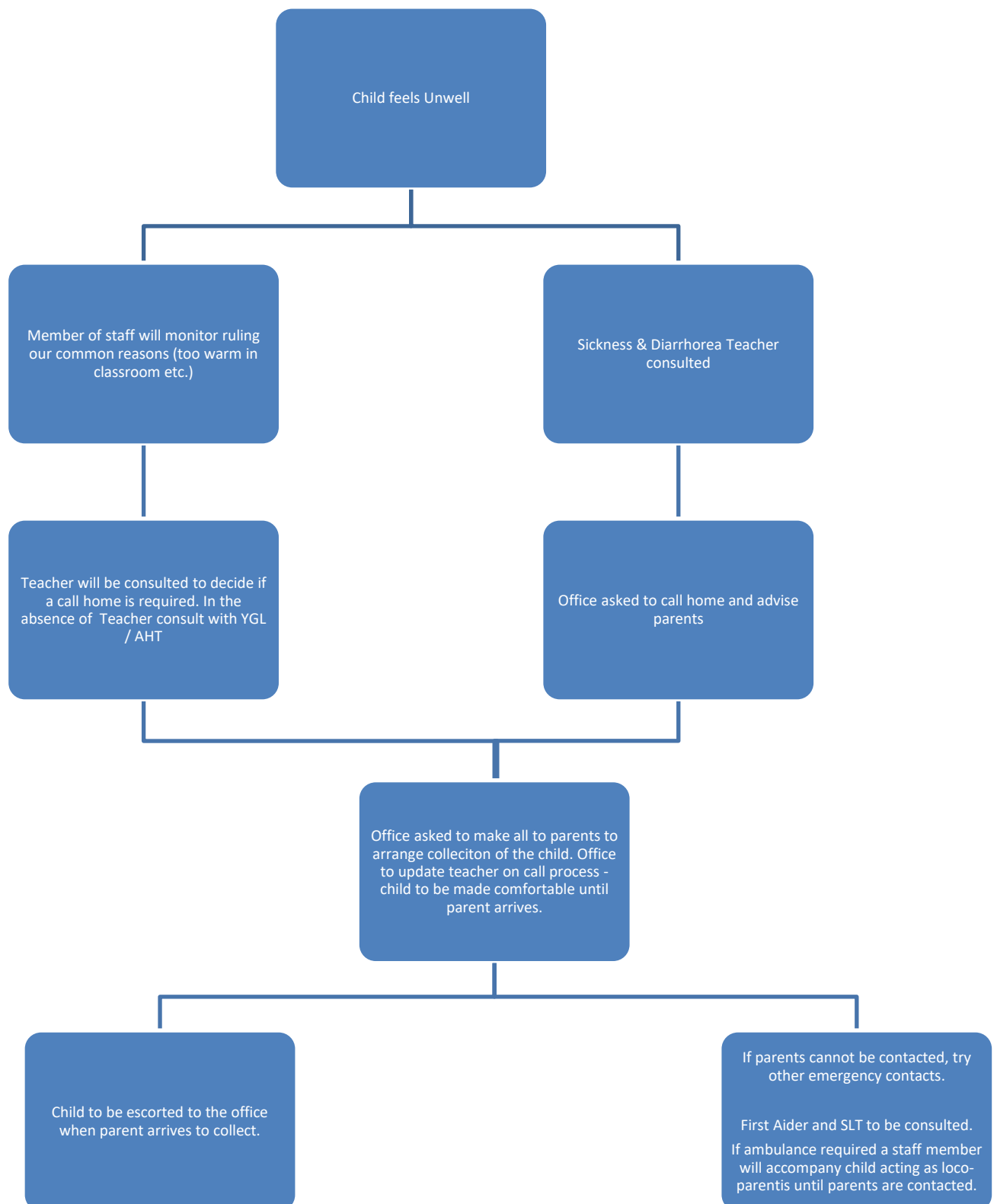
The checking and ordering of stock is carried out by a named member of staff, who will check and refill the first aid boxes around the school, dispose of any out of date items and ensure that enough stock is maintained to supply the school. Time will be allocated to the member of staff to carry out this role. The member of staff responsible will also ensure that First Aid training and records for this are maintained.

**A current list of First Aid trained staff is shown in Appendix F.**

## Appendix A

### Procedures for Sick Children

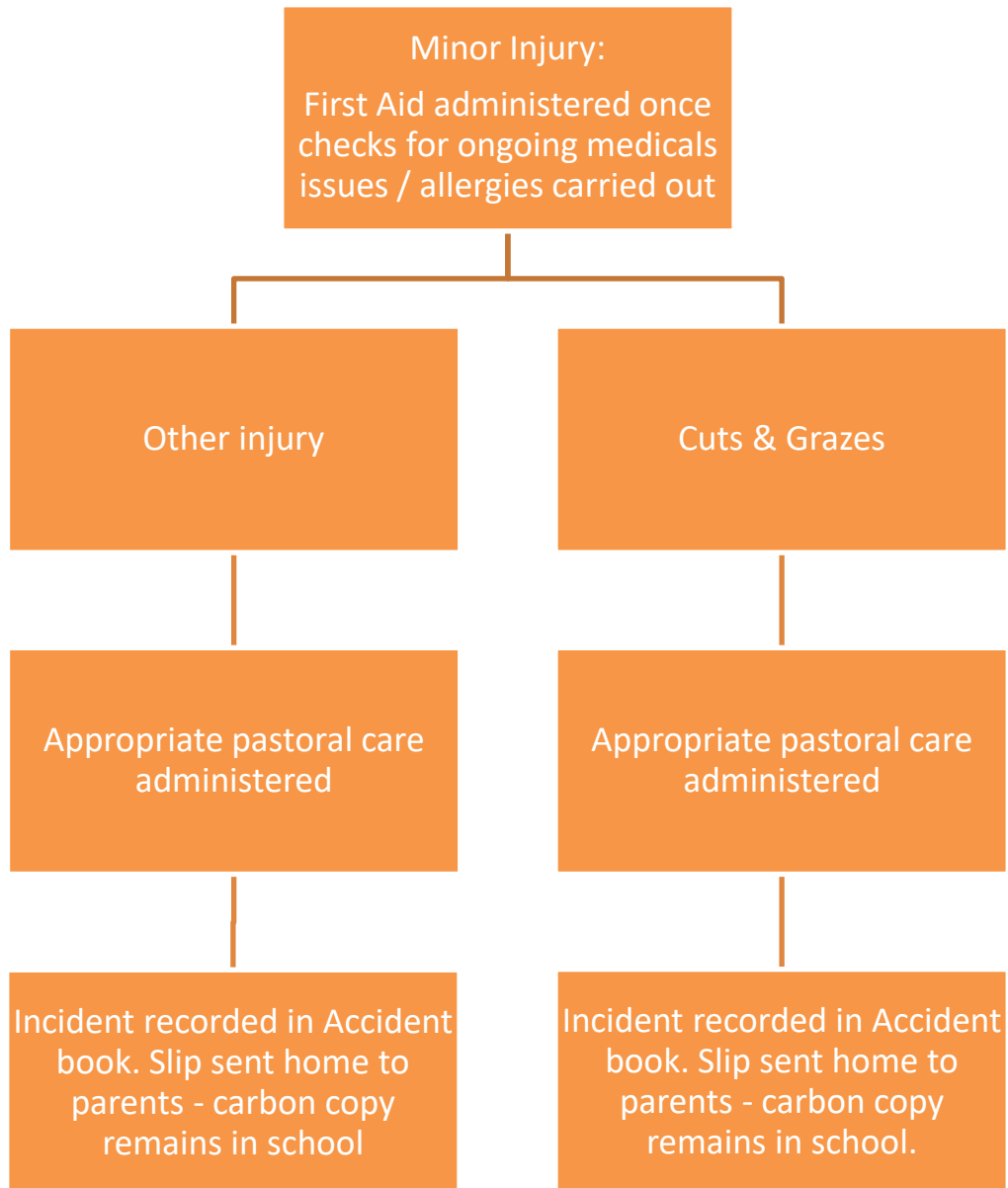
If a child becomes ill in school the following procedures will be followed:



**Appendix B**

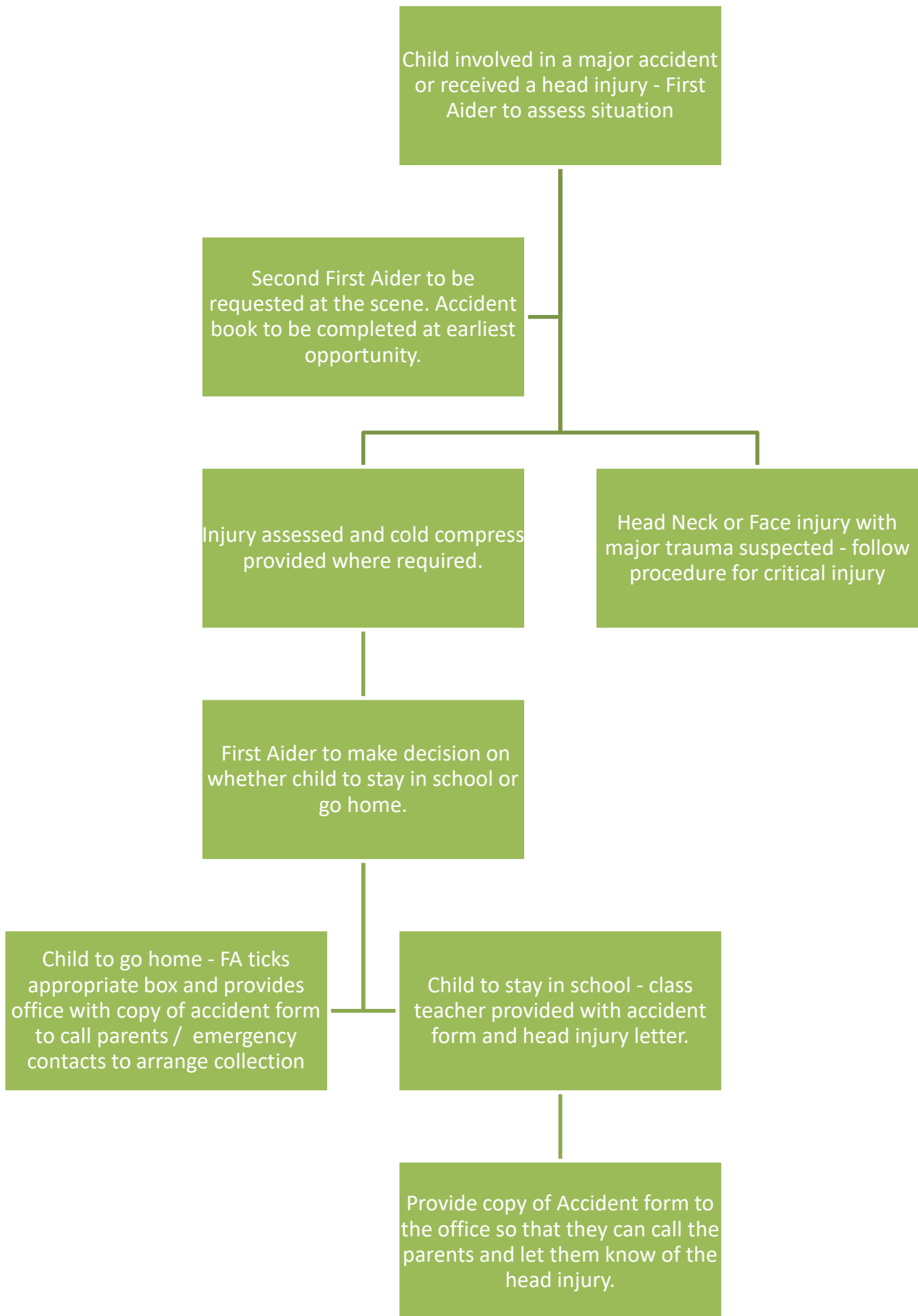
**Procedure in the event of a suspected minor accident/injury**

If a child suffers a minor injury in school the following procedures will be followed:



Appendix C

In the event of a suspected major accident/incident/head injury



**Appendix D**  
**Head Injury Letter**



**Head Injury Letter**

Dear Parent/ Guardian

Your child has sustained a head injury at school today, please see attached accident slip. Your child received First Aid from a qualified first aider and your child has been monitored since the accident and we have not identified anything that caused concern up to the time of them going home.

A School First Aider assessed your child, and provided more information on the attached accident slip. Although no problems were detected at the time, we advise that you observe your child closely for the next 24 hours for any of the following symptoms:

- Lasting headache that gets worse or is still present over six hours after the injury;
- Extreme difficulty in staying awake, or still being sleepy several hours after the injury. It is fine to let children go to sleep after a slight bump to the head, but you should check on them regularly and make sure you are able to wake them.
- Nausea and vomiting several hours after the injury;
- Unconsciousness or coma;
- Unequal pupil size;
- Confusion, feeling lost or dizzy, or difficulty making sense when talking;
- Pale yellow fluid or watery blood, coming from the ears or nose (this suggests a skull fracture);
- Bleeding from the scalp that cannot be quickly stopped;
- Not being able to use part of the body, such as weakness in an arm or leg;
- Difficulty seeing or double vision;
- Slurred speech; and
- Having a seizure or fit.

If any of these symptoms are present, particularly loss of consciousness (even for a short period of time), you should call an emergency ambulance 999 or NHS Direct on 111

Yours faithfully

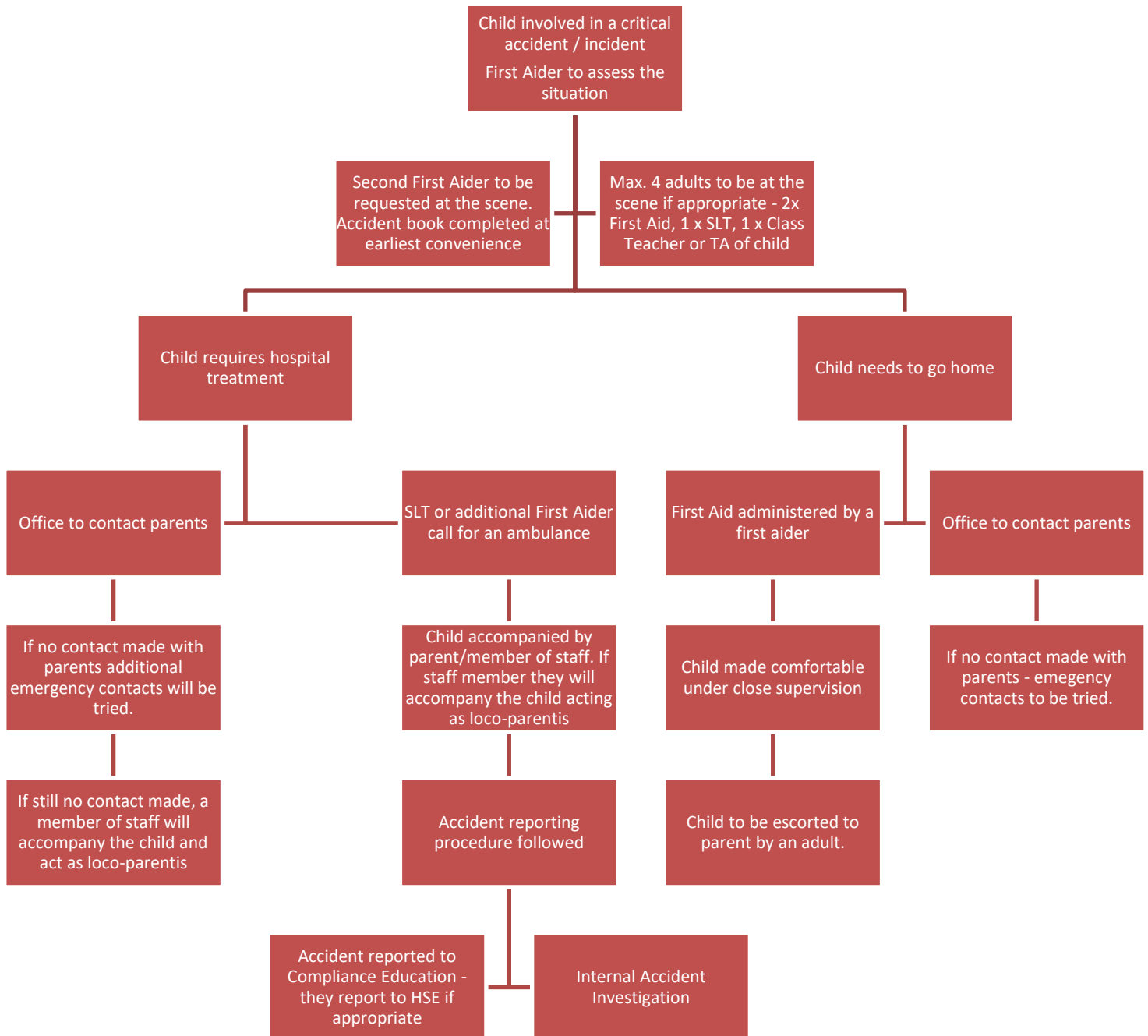
**Mrs Hewson**  
**Headteacher**

## Appendix E

### In the Event of a Suspected Critical accident, incident or illness

The School requests that parents/carers complete and sign an emergency medical treatment statement enabling any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a critical accident, incident or illness occurring at the school.

In the event of such an event, the following procedures will apply:



## Appendix F

### First Aid Certified Staff

## Chapelford Village Primary School

# FIRST AID AT WORK TRAINED FIRST AIDERS

<b>Mrs Buckley</b> Office Manager	<b>Mrs Bowyer</b> School Support/MDA
<b>Mrs Norman</b> Business Manager	<b>Mrs Lenihan</b> MDA
<b>Miss Saxon</b> EYFS Teacher	<b>Mrs Westwood</b> MDA
<b>Miss Hardman</b> EYFS Teacher	<b>Mrs Patel</b> MDA
<b>Mrs Mercer</b> Teaching Assistant	<b>Mrs Ellison</b> MDA
<b>Mrs McManus</b> Teaching Assistant	<b>Miss Marsh</b> MDA
<b>Miss Griffiths</b> Teaching Assistant	<b>Miss Tsang</b> Teaching Assistant
<b>Mr Capper</b> Teaching Assistant	<b>Mrs Beedham</b> Teaching Assistant



All staff receive Emergency First Aid Training on a three yearly cycle.  
The First Aid Boxes are located in the following areas Medical Stock Room - Learning Street.  
A defibrillator is available on site by the Community Entrance.  
Please ensure that an accident report for is completed and returned to the school office.