



Chapelford Village Primary School

First Aid & Illness at School Policy

This policy is linked to:

- Asthma Policy
- Supporting Children with Medical Conditions

Learn

Achieve

Respect

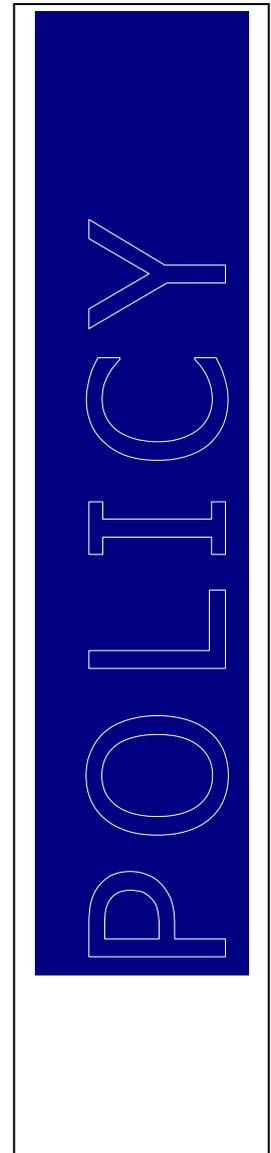
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DOCUMENT STATUS

Version	Date	Action
1	March 2013	New policy
2	November 2014	Revised policy and Adopted by Chapelford Village Primary Governors
3	March 2017	Updated and adopted by Governors
4	June 2018	Updated to reflect Compliance Education as Competent persons





Chapelford Village Primary School First Aid & Illness at School

It is Chapelford Village Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put procedures in place to meet this responsibility.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To comply with the Health and Safety 1st aid regulations (1981) that requires qualified first aiders to administer first aid in the workplace.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

Objectives

- To appoint the appropriate number of suitably trained people as appointed persons and First Aiders to meet the needs of the school.
- In Early Years all newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting.
- 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.

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. She 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.

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. Using the Call log for Calls to Home - **Appendix B**
- 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 Injury (also see Minor Accident Flowchart - Appendix C)

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 above.
- A member of staff will administer first aid 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 parents on collection or if the child remains in school placed in their book bag.
- All head bumps/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**).
- 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 Major Accident, Incident or Illness (also see Major Accident 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. 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).

- 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 (from this point on, the provisions of the Health Protection's infectious and communicable disease advice will govern the child's return to the School).
- If the First Aider assesses that the injury is not major, but minor: See Minor Injury section
- All accidents will be recorded in the First Aid book. With regard to children in Early Years, the school will notify Ofsted of any serious accident, illness or injury to or death of, any child while in our care, and of the action taken. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the accident occurring. 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 Live Well 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 and what first aid was given
- 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

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. These forms need to be signed by a senior leader and reported to WBC via the online Accident and Incident Reporting System.

Accident and first aid treatment records can be used to help the Health and Safety committee 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.

Premises Governor Committee, who hold Governor Responsibility for Health and Safety, are informed of all accidents reported to HSE.

First Aid Equipment and Provision

First Aid Boxes are located in:

- Staff room, Medical Room, Community Kitchen, Meeting Room.
- First Aid Bum bags complete with first aid equipment, are located in the Medical Room for offsite visits. All emergency details for school visits will be provided and placed in this bag for outings.
- First Aid boxes and bum bags stored in the Medical room are used daily by Mid-Day Assistants

First Aid Boxed should contain:

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized (approximately 12cm x 12cm) and Large sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- Disposable gloves

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.

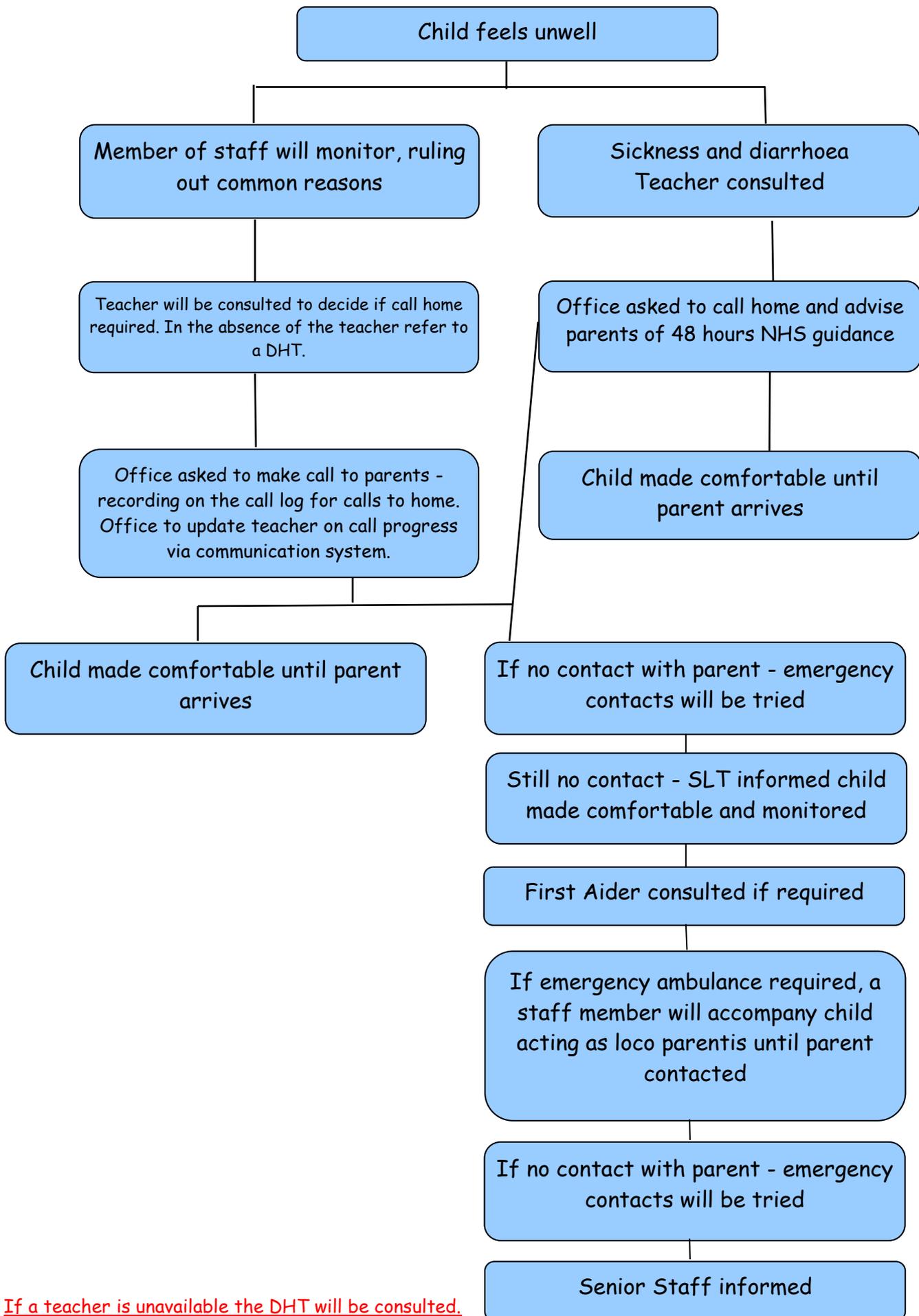
The checking and ordering of stock is carried out by a named member of staff, who will check and refill the first aid boxes around the school, dispose of any out of date items and ensure that enough stock is maintained to supply the school. Time will be allocated to the member of staff to carry out this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



If a teacher is unavailable the DHT will be consulted.

Appendix B
Call log for Calls to Home



Name	Class	Date

Full details of reason for call to parent

Authorised by -

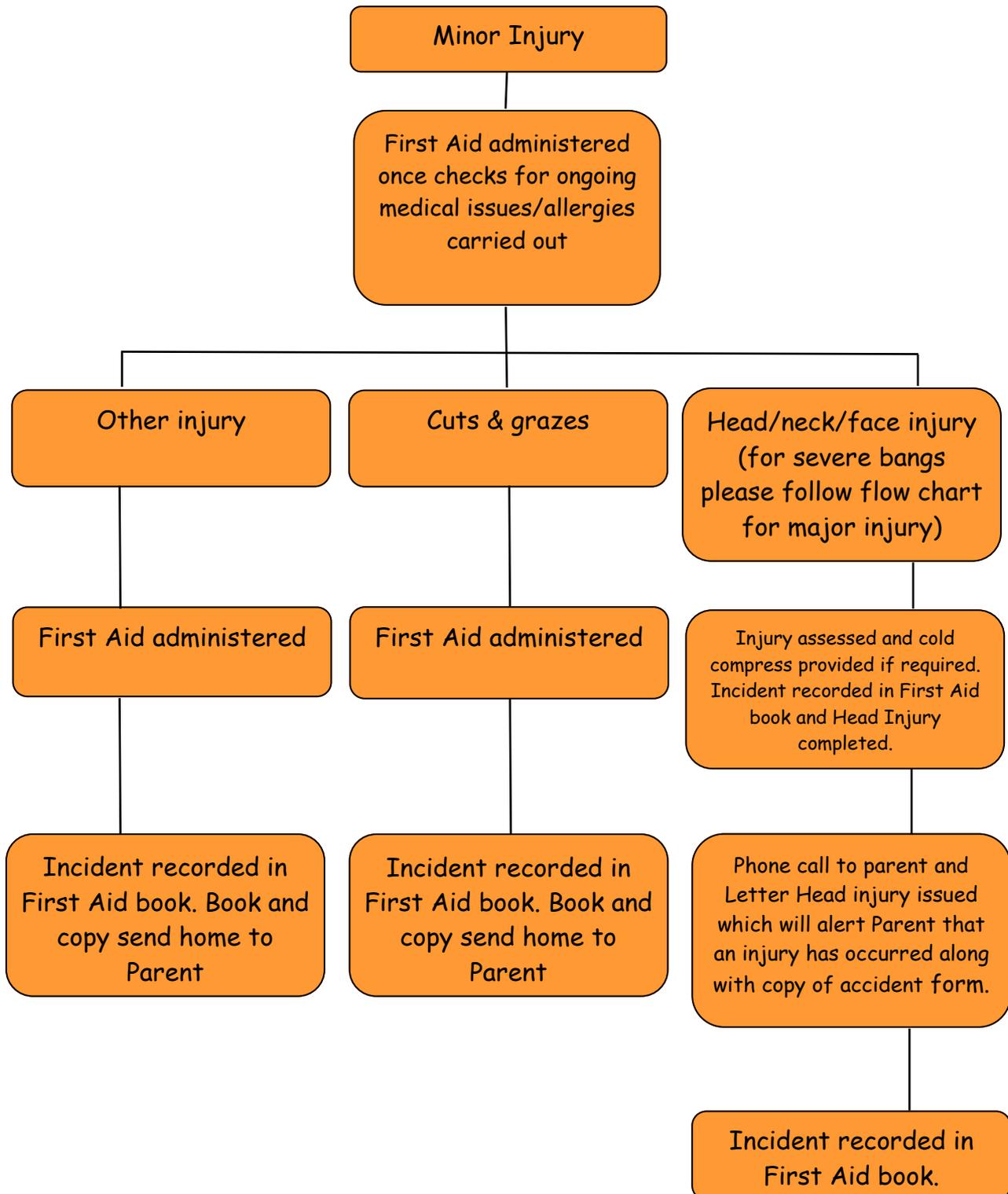
Phone no called	Time	Outcome	Initials

Child collected and signed out on Inventory -

Appendix C

In the Event of a Suspected Minor Injury

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



Appendix D
Head Injury Letter



Head Injury Letter

Dear Parent/ Guardian

Your child has sustained a head injury at school today at approximately.....am/pm and has been monitored since the accident and we have not identified anything that caused concern up to the time of them going home.

Description of how head injury occurred

.....

.....

.....

A School First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child 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 / 112) or NHS Direct on 111 / 0845 4647

Yours faithfully

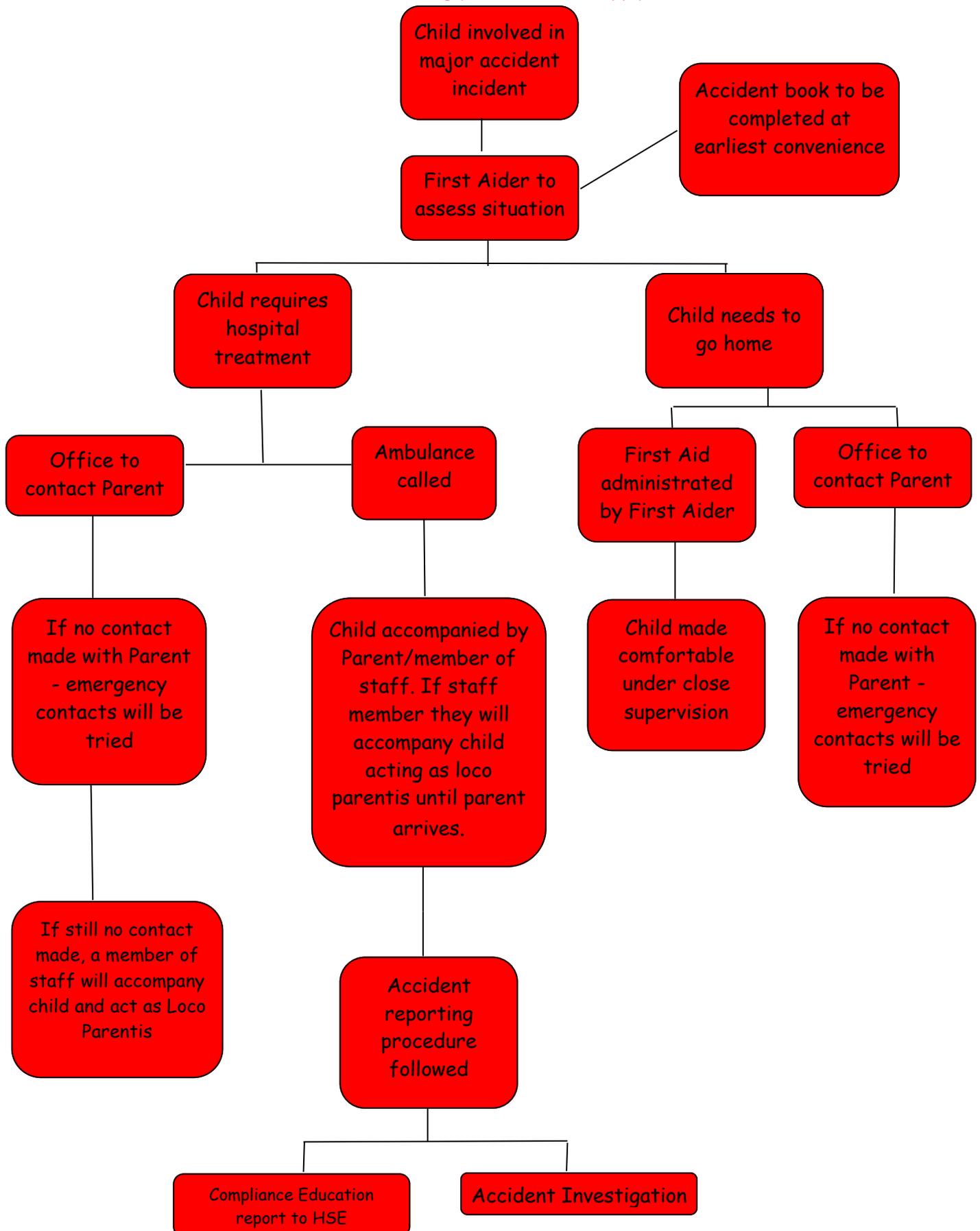
Mrs Hewson
Headteacher

Appendix E

In the Event of a Suspected Major 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 major accident, incident or illness occurring at the school.

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





Chapelford Village Primary School

FIRST AID AT WORK TRAINED FIRST AIDERS

Miss Horn	Mrs Buckley - Office Manager
Miss Hardman	Mrs Bowyer -Support/MDA
Miss Saxon	Mrs Lenihan - MDA
Mrs Marshall	Mrs Westwood - MDA
Mrs Prescott	Mrs Moran - MDA
Mrs McManus	Mrs Cross - MDA
Mrs Law	Mrs Patel - MDA
Mrs Mercer	Mrs Ellison - MDA
Mrs Chesterman	Mrs Zaky - MDA
	Mrs Baguley - The Zone



All staff receive Emergency First Aid Training on a 3 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.