

First Aid Guidance

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10.09.2020	0.1	Scheduled Review by Internal Lead	Information added re pandemic situations. J Bowman	Existing TSSMAT policy
05.10.20	0.2	Scheduled Review by Board Lead	No Changes	
16.10.20	1.0	Scheduled Review	Ratified by Board	
12.09.23	1.1	Scheduled Review - Internal Lead	Name change from Illness & Accidents to First Aid.	
19.09.23	1.2	Scheduled Review - Board Lead	No changes	

29.09.23	2.0	Scheduled Review - Board	Ratified	
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Illness & Accidents Policy

At The Staffordshire Schools Multi Academy Trust we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents or carers must complete the **Medical Form** when their child joins the Trust and/or Care Club, requesting permission for emergency medical treatment for their child in the event of a serious accident or illness.

We will record any accidents or illnesses, together with any treatment given, on an **Incident Record** or **Accident Record** form as appropriate, which the parent or carer will be asked to sign when they collect the child.

The Staffordshire Schools Multi Academy Trust cannot accept children who are ill. If any children are ill when they first arrive we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the Trust until they have fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

In times of pandemic, children showing relevant symptoms should not be sent to school, and will be sent home if symptoms develop once in school, in line with the Pandemic Flu policy where relevant, and any Government guidance.

First aid

All Trust Schools, and Care Club have designated First Aiders on site at all times. The designated First Aider has a current first aid certificate and has attended a 12 hour paediatric first aid course. We will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

The location of the first aid box and a list of qualified first aiders are clearly displayed within each Trust school. A designated First Aider regularly checks the contents of the first aid boxes to ensure that they are up to date, appropriate for children, and comply with the Health and Safety (First Aid) Regulations 1981.

The Headteacher or Care Club Supervisor will ensure that a first aid kit is taken on all outings and that at least one member of staff on the outing holds a current paediatric first aid certificate.

All accidents involving EYFS children will be recorded on the EYFS Accident Form. All accidents involving bumped heads will be communicated to the parent/carer by email before the end of the school session.

Procedure for a minor injury or illness

The first aider present will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury. In all cases the relevant accident form will be completed by the staff member. For accidents involving a bumped head, an email will be sent to the parent/carer, which will include a link to an acknowledgement form.

- If a child becomes ill, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.

- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible.
- Where a child bumps their head, or suffers a minor injury which the school deem it important that the child's parents are informed prior to the end of the school session,

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider present will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's **Medical Form** with them and will consent to any necessary treatment (as approved by the parents on the **Medical Form**).
- We will contact the child's parents or carers with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child.
- After a major incident the manager and staff will review the events and consider whether any changes need to be made to the Trust's policies or procedures.
- We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (e.g. broken limb, amputation, dislocation, etc. – see the HSE website for a full list of reportable injuries).

Communicable diseases and conditions

If a case of head lice is found, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on the Trust's premises, we will inform parents and carers as soon as possible.

If there is an incident of food poisoning affecting two or more children attending a Trust school, or Care Club, the Trust will inform Ofsted as soon as possible and within 14 days at the latest.

If there is an outbreak of a notifiable disease at the Trust, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted.

Useful contacts

Health Protection Unit: 0344 225 3560 option 2

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Accident or injury [3.50-3.51] and Food and drink [3.49].

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	5 days from first appearance of rash
Cold Sores	None. Avoid contact with sores
Conjunctivitis	24 hours or until the discharge from eyes has stopped
Diphtheria*	Until certified well by doctor
Diarrhoea and Vomiting	48 hours after symptoms cleared
Glandular Fever	Until fully recovered
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	Until certified well by doctor
Hand, Foot and Mouth disease	While rash and ulcers are present
Hepatitis A*	Until certified well
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until the skin has healed
Influenza	Until recovered
Measles*	5 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	Until treatment has been given
Pertussis* (Whooping cough)	21 days from the onset or 5 days from commencing antibiotic treatment
Poliomyelitis	Until certified well by doctor
Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given
Rubella* (German Measles)	5 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever*	5 days from start of the treatment
Shingles	Once rash has stopped weeping
Slapped Check, Fifth Disease	None
Streptococcal infection of the throat	3 days from the start of the treatment

Threadworms	None
Tonsillitis	None
Tuberculosis*	Until certified well by doctor
Typhoid*, Paratyphoid*	Until certified well by doctor
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

* Denotes a notifiable disease.

If in any doubt contact local health services for further information.