



Name of Policy:

**First Aid Policy**

<b>Reviewed Edition</b>	Oct 2020
<b>Next Review</b>	Oct 2022
<b>Person responsible for updating policy</b>	SLT/OFFICE

# Contents

General Statement .....	3
Aims and Objectives .....	3
Administration of Medicines (Please see Administration of Medicines Policy).....	4
First Aid Materials, Equipment and First Aid Facilities.....	4
Intimate or Invasive Treatment .....	4
Training of Staff.....	4
Educational Visits .....	4
Travelling First-Aid Containers .....	4
First Aid for Clubs .....	5
Treatment for Serious Medical Conditions .....	5
Action Plan for Emergency Situations .....	5
Individual Treatment Plans .....	5
Medic-alert - bracelets/necklaces.....	6
Emergency Assistance .....	6
Record Keeping .....	6
Head Bumps .....	6
Infection Control.....	8
Coronavirus – Covid 19 -Additional Information & General Virus Control .....	8

## **First Aid Policy (Also refer to Administration of Medicines Policy)**

### **General Statement**

Children who are unwell should not be in school and should not return until they are able to participate fully in the curriculum as normal.

If, however, a G.P. has advised that a child can recommence whilst still taking medicines, our school will take the GP's advice.

In other cases of children with a chronic illness, in order to lead as normal and happy a life as possible it may be necessary for them to take prescribed medicines during school hours.

### **Aims and Objectives**

Parents are encouraged to provide schools with sufficient information about their children's medical condition and any treatment or special care needed at the admission stage and keep the school informed of any new changing needs.

Children who are unwell should be sent to the school office where first aid will be administered by a member of the office staff in the First Aid Room. There is a chair and bed for them to sit or lie on as the need requires. A member of the office team will look after them and phone the parent/guardian if deemed necessary. If they are unavailable, and the child is too poorly to stay at school, the second emergency contact number will be used.

At lunchtime, the school office staff take their lunch break between 12.30 and 1.00pm. First Aid is, therefore administered for minor injuries by the appointed first aid mid-day supervisor in the playground. For injuries requiring more attention, the mid-day supervisor should notify the Senior Mid-day Supervisor by walkie-talkie and accompany the child to the office to administer medical treatment. For more serious injuries, when a child should not be moved, the mid-day supervisor should send an urgent medical request via walkie-talkie to the Senior Mid-day Supervisor and to a member of the office staff or a senior member of staff. If a child requires medicine during the lunch break, a mid-day supervisor should accompany the child to the first aid room for their medicine. However, if it is considered to be a low level condition, a child may be escorted by a buddy.

The administration of medicines is the responsibility of the parent. However, in the following circumstances parents may provide medicine for a member of school staff to oversee the administration to children:

- The condition is chronic and can only be controlled by administration of drugs during the day. For example such conditions might be asthma, ADHD, epilepsy.
- The condition is acute, can only be controlled by the administration of drugs during the day but a medical practitioner has advised a return to school.

In these circumstances the following persons will be responsible for administering medication:

A member of the office/club leader /teaching staff or the appointed medical first aider on a visit.

If parents ask for a member of staff to administer a medicine, they are asked to sign and complete a Pupil Medical Form. This form is countersigned by the Headteacher and filed in the Medical Information File. Parents are advised that in the case of antibiotics the school may agree to oversee the administration of medicine if it is prescribed four times a day. It remains the child's responsibility to remember to visit the school office at the required time for the medicine.

Advice regarding action to be taken for minor injuries is gathered from the Surrey Health and Safety Manual - Section G or the Surrey County Council website [www.surreycc.gov.uk](http://www.surreycc.gov.uk)

## **Administration of Medicines (Please see Administration of Medicines Policy)**

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

The First Aid Room is located next to the office and is equipped with a bed, sink, and a dressing disposal unit, fridge for medicines and fully stocked cupboards which are clearly labelled. Children's medicines are also kept in the First Aid Room.

It is the responsibility of the office staff to ensure the First Aid Room is fully stocked with a full range of equipment recommended by the HSE and should include:

Sterile adhesive dressings, eye pads, triangular bandages, safety pins, individual sterile wound dressings, disposable gloves and gauze pads and first aid procedures.

### **First Aid for Minor Injuries**

If a child has a minor injury/ graze during the school day they should be sent to the office for first aid treatment. First Aid for minor injuries at lunchtime is administered by the First Aider Lunchtime Supervisor on the playground. All minor injuries must be recorded in the First Aid book either in the office or by the Lunchtime Supervisor. Only water should be used to clean grazes and cuts. A First Aid Wristband should be issued to children for more serious grazes and bumps and if felt appropriate parents should be telephoned to be informed of the injury. All first aid, however minor, must be recorded in the First Aid Book.

### **Intimate or Invasive Treatment**

If there is a need to administer intimate or invasive treatment, two of our named people will be present. This will ease practical administration of treatment as well as minimise the potential for accusation of abuse. Staff will protect the dignity of the child as far as possible.

### **Training of Staff**

First Aid Training is co-ordinated by a member of the Office Staff. All Class Teachers, Head, Deputy Head, Office Staff and Senior mid-day supervisor should attend First Aid Training every three years. At the discretion of the Headteacher, further Teaching Assistants and Mid-day Supervisors will have the opportunity to take part in a First Aid Course depending on availability.

Epipen, epilepsy and diabetes training is also arranged through the School Nurse at the beginning of the academic year for teaching staff, mid-day supervisors and teaching assistants where appropriate.

A record of the training organisation is kept along with names of those trained, date trained, date of expected retraining, date carried out.

Where possible, a minimum of two people will be trained in each individual case to allow for absences.

### **Educational Visits**

Careful consideration is given to the medical needs of pupils when plans are being made for educational visits. Staff are advised to refer to Surrey Education Services Guidelines for Educational Visits and Outdoor Education Activities (**Part 1, Section 3**) for further guidance. Before any off-site activities are undertaken the appointed first aider should assess the level of first aid provision needed. The Appointed First Aider should take a fully stocked First Aid Bag or Bags depending on the number of children / groups of children attending the visit. The Visit Leader should ensure there are sufficient First Aid Trained members of staff for the size of party.

### **Travelling First-Aid Containers**

It is the responsibility of the Appointed First Aider for the trip to check and record the children's medical needs before the date of the trip. Any appropriate life-saving medicine for those children that may need it

should be handed to the Appointed First Aider with full instructions. A date is set for parents to meet the Appointed First Aider 3 days before the commencement of a Residential Trip. The medicines should remain in the care of the appointed first aider at all times. (Any exception to this would be at the request of the parents and written permission given prior to the trip for a child to carry their own medicine.)

Epipens must remain in the clearly named container during the visit. Copies of care plans are contained within this box. The children with Epipens should remain in the group with the Appointed First Aider for the trip. It is the responsibility of the appointed first aider to take an adequate first aid kit and a cool bag to keep medicines at the required temperature and to record any First Aid incidents / or administration of medicines. All medicines should be signed in and out of the school office by the appointed first aider of the trip and returned to the First Aid Cupboard.

Most medicines should remain below 25 degrees Celsius. A variety of different sized first aid medical bags are available in the First Aid Room.

### **First Aid for Clubs**

All Club Leaders who run a sporting or exercise club should be in possession of a current First Aid Certificate. For other Club Leaders, it is helpful but not essential to have a First Aid Certificate. In the event of an injury it is the responsibility of Club Leaders to either administer First Aid or to seek help from a member of staff. The office is manned by a member of staff who is First Aid Trained until 4.30pm every day or 5pm on a Monday, Tuesday and Thursday. At all other times a Club Leader should seek help, if required, from a member of the Teaching Staff.

It is the responsibility of the Club Leader to obtain children's medical needs and medicine requirements on their initial parent letter. If a child has a medical condition that requires medicine, Epipen or inhaler the Club Leader should speak to the School Office about the location, storage and administration of the medicine.

### **Treatment for Serious Medical Conditions**

Some children suffer from chronic medical conditions which may require urgent action to prevent a possible life threatening situation from developing. Our 'named staff' will do so, acting 'in loco parentis.'

We will ensure:

- Professional training is made before the school makes a commitment e.g. Epipen and diabetes training from the school nurse.
- All staff including Teaching Assistants will be given an up-to-date medical conditions list at the beginning of the Autumn Term.
- Teachers (including supply) normally coming into contact with pupils with such conditions should be made aware of them and be able to recognise the onset of the condition.

### **Action Plan for Emergency Situations**

In the classroom:

If urgent action is required in the classroom and the named person is required to administer emergency treatment or call an ambulance, the class teacher will call the emergency number 111 which alerts the school office, the Headteacher and the Deputy Headteacher asking them to come immediately. For outdoor activities, the class teachers must have a walkie-talkie.

### **Individual Treatment Plans**

The following medical conditions are commonly found amongst the school age population:

Anaphylaxis

Asthma

Diabetes

Epilepsy

Individual Care Plans for severe conditions are drawn up and provided by parents and where necessary, the School Nurse Team. All appropriate staff receives a copy of the Individual Care Plans which are also contained in individual Epipen holders in the First Aid area in the office. Photos and description of severe medical cases are displayed in the staff room.

The plans are reviewed periodically to allow for changing health needs of the pupils concerned.

### **Medic-alert - bracelets/necklaces**

Children who need to wear bracelets or necklaces to alert others to their medical condition in cases of emergency are to remove them temporarily for P.E. (unless they are wearing a sports medic-alert bracelet), and give them to their class teacher as these items can be a source of potential injury in games or practical activities.

### **Emergency Assistance**

If a child becomes unwell or is injured in an accident (other than minor cuts or bruises), a member of the office team will arrange for the parent/carer to collect them as soon as possible. It will then be the responsibility of the parent/carer to accompany the child to their GP surgery or hospital outpatients if necessary.

In some situations, e.g. suspected fractures, all eye injuries, serious head injuries, acute illness or other serious medical conditions that will not respond to first aid treatment, an ambulance will be summoned by a member of the office team and the parent/carer contacted.

Where a child has to be transported to hospital and it has not been possible to arrange for a parent/carer to accompany them, a member of staff will accompany them and remain at the hospital with them until a parent/carer arrives. As far as is appropriate the member of staff will wait for the parent to arrive to give consent to any form of treatment once at the hospital.

### **Record Keeping**

A file is kept in the medical room with:

- Administration of Medicines Policy
- First Aid Policy
- List of children with known medical conditions
- Pupil medication requests kept in Children's Medicines File
- Individual treatment plans
- Accident File is kept in First Aid Room for daily recording of Children's minor injuries (these are kept for a minimum of three years)
- A staff accident file is also kept in the First Aid room for the recording of any accidents incurred at work by a member of staff
- Administration of medicines list recording medicines administered during the day
- Mid-day Supervisors take out their own separate First Aid Bag. They also maintain their own accident book for minor injuries.
- For Serious Injuries where a child is sent to hospital the injury needs to be reported on the online Surrey County Council Incident Notification Form via [www.surreycc-safety.net/scc](http://www.surreycc-safety.net/scc). This is submitted to Surrey Health and Safety and Insurance Section.

### **Head Bumps**

For serious head bumps, once first aid has been administered, a record is made in the accident book and parents are informed by telephone and the child sent home/hospital. For minor head bumps, first aid is

administered, the accident book is completed and a Head Bump wristband or sticker is placed on the child's wrist so that the parent/carer is aware of the incident.

## Infection Control

### Coronavirus – Covid 19 -Additional Information & General Virus Control

- Staff must wear PPE when administering first aid.
- Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.
- Any pupil who displays signs of being unwell is immediately referred to the designated member of staff/school nurse.
- Where the school nurse is unavailable, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.
- Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.
- The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.
- The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.
- Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.
- Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.
- Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.
- If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.
- Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.
- Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.