

*Greenleys Junior School*



LEARNING *for* LIFE

# First Aid & Illness at School Policy

<b>Date of Approval:</b>	<b>01 October 2020</b>
<b>Date of Next Review:</b>	<b>October 2022</b>
<b>Signed: Executive Headteacher</b>	<b>M Talbot</b>
<b>Signed: Chair of Governors</b>	<b>M Hall</b>

## Document History

Date	Change Reference	Summary of Change
10 August 2020	Page 3	Details of current first aiders in school

**NOTE: Any First Aid measures put in place due to Covid-19 guidelines can be found in the school's Risk Assessment and Protective Measures Plan – September 2020. Details have not been updated in this document.**

## **First Aid and Illness at School Policy**

### **Introduction**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

To support supply staff a guidance pack will be issued by the office team on entry.

It is our policy to ensure that appropriate first aid arrangements are in place for our staff, pupils and visitors. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment.

This policy should be read in conjunction with the school Health and Safety Statement, Medicines and Drug misuse policy and the DfE "Guidance on First Aid for Schools".

### **First Aid Training**

A member of staff becoming a full First Aider will be given full training in accordance with current legal requirements.

The school maintains an up-to-date list of those employees who have undergone full and emergency first aid training. Currently, 3 members of staff (First Aiders) hold paediatric certificates. Their qualifications will be updated in line with any new regulations as and when required. Their certificates are held in their personnel file.

All staff will be informed of the First Aid arrangements within the school and made aware of this policy as part of their induction.

### **First Aid Equipment**

A first aid area with a fixed locker store for medication, a bin for waste materials and a wash basin is available for incidents occurring on the school site. This room is located near to toilet facilities and an external phone line for emergency calls. Details of children with severe medical conditions are kept in the first aid area, including a copy of their care plan.

All asthma pumps are stored in Year Group boxes in the medical room.

In addition to this, each year group has its own first aid kit and portable first aid kits are provided for off site visits. A medical pack is taken out at lunch times by Midday staff.

The checking and ordering of stock is carried out by the First Aiders, who fill the boxes around the school, dispose of any out of date items and ensure that enough stock is maintained to supply the school.

### **Accident Procedures**

During playtimes and lunchtimes injuries that require first aid treatment should be dealt with in the first instance by the member of staff on duty. For injuries that require closer attention, children should be sent in to the first aid room and one of the trained First Aiders will be called.

Minor incidents should be dealt with, wounds cleaned etc., and the child returned to the playground when possible and practical. Persons administering first aid should wear disposable gloves where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body. Any dressings or materials which have been in contact with body fluids (blood, vomit etc.) must be disposed of in the designated bin in the medical room. This is emptied regularly by an appointed contractor.

During lesson time if no trained member of staff is present, and the injury cannot be dealt with, the child should be sent to the office, accompanied by another child or adult.

All injuries are recorded including a brief description of the incident. Head injuries/bumps require a letter home informing parents or a phone call if concerned.

If a child has an accident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. Once an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. If parents cannot be contacted, a member of staff will accompany the child and stay with them until the parents arrive.

In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for parents to collect their child.

## **Illness**

Children who feel unwell should be sent to the school office. If the class teacher has concerns they should seek advice from one of the school First Aiders. The decision to send a child home will be made by the Head teacher or deputy Head Teacher only.

## **Vomiting and Diarrhoea**

There are sick bags in the First Aid room for children who feel unwell, as well as in each year group. Sawdust, mops and buckets may be found in the cleaner's cupboard. Vomit must be treated as a biohazard and the area must be thoroughly disinfected.

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 24 hours after the last symptom has elapsed.

## **Chicken pox and other diseases and rashes**

If a child has any of these infections, they will not be able to return to school for a prescribed period of time.

## **Head Lice**

Staff do not examine children for head lice. If we suspect a child has head lice we will inform parents and ask them to examine them. The expectation is that parents will treat their children's hair. The school newsletter will be used as a tool to give parents general information on head lice or for an examination request to certain year groups or the whole school.

## Pastoral Care

There may be occasions that children state they are unwell or require first aid but actually require 'pastoral care'. Incidents requiring 'pastoral care' should be treated as follows:

If an incident occurs during teaching time, a member of staff supporting the class/year group should take 'pastoral care' of the child ensuring his/her well-being.

If an incident occurs at playtime the member of staff on duty should take 'pastoral care' of the child ensuring his/her well-being. It is the member of staff's responsibility to inform the child's class teacher.

If an incident occurs at lunchtime the member of staff on duty should take 'pastoral care' of the child ensuring his/her well-being. If they require additional support the member of staff should seek support from the lunchtime supervisor. It is the member of staff's responsibility to inform the child's class teacher.

It is the child's class teacher's responsibility to inform parents of significant pastoral care needs.