



First Aid Policy

This policy applies to Steephill School, including the EYFS setting.

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Authority	Health and Safety Committee Education Committee Finance and Strategy	Chair Michelle Pierce Chair Wayne Smith Chair Martin Levy
Date last reviewed	September 2023	

Policy Statement

The first aid policy forms part of the Health and Safety Policy for the school including EYFS. This policy also follows guidelines set out under [Health and safety on educational visits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits) and for pupils with medical needs as outlined in the Children and families Act 2014. There is at least one nominated person responsible for delivering First Aid on site during the hours 7.00am to 5.30pm.

The Head has overall responsibility for the implementation of this policy. He works together with the Bursar and the School Secretary to: ensure staff are suitably trained and are aware of pupils' medical conditions, their treatment and emergency procedures if appropriate; brief supply teachers; arrange first aid/medical cover; ensure that all healthcare plans are monitored; liaise with parents for updating information; complete risk assessments for those with medical conditions outside of the normal school day or environment.

First Aid Training is regularly updated by staff attending courses every three years with St John's Ambulance and Pulse, both recognised by The HSE and of a high standard. Also the number of staff with training is significantly higher than required, allowing for cover at all times. There is always at least one appropriately trained staff member on the premises when children are present. Training for specific medical needs is undertaken as needed. Staff are trained to be aware of all children's medical needs and a register is updated regularly and sent out to all staff. Briefing on an individual's needs takes place at regular staff meetings. Staff are aware that the responsibility of every child's health is with everyone.

Minor complaints are dealt with in the first instance by the adult on duty. In class time this will be the teacher and at break-times this will mean the duty supervisor. Supervisors and teachers on duty are expected to attend to the majority of incidents in the playground. First Aid boxes can be located easily by any adult in any part of the School.

If the injury or complaint needs assessing the child is sent to the main office, accompanied by one other child or adult as appropriate (e.g. in EYFS). First Aid can then be administered, if necessary, or a quiet place given for recovery.

Should the complaint be considered an emergency, help should be sent for to the Office and a First Aider will come directly to the child concerned.

In case of any illness or injury parents are notified by text and or by email together with any action taken or needed. Procedure for this is communicated to parents via the information booklets.

Medicines

Medicines need a letter from a parent or guardian stating dosage. The medicine is stored in the fridge or First Aid Box and administered by the Office staff. Each dose is recorded in the Medicines Book. Any medicines administered will be confirmed by text that day.

Location of First Aid Boxes

The main kit is in the office.

One in each minibus.

Pre School

Class 2

Class 3

Class 5P

Class 6

Art Room

Three mobile bags are used by lunch time supervisors which are kept in the hall.

For use by teachers during lessons there will be one box in each area of the school; every teacher should be aware of their location and contents.

First Aid kits are checked at the beginning of each term by the office staff for their quality and dates.

First Aid boxes are also kept in the main Office for use on school outings and trips. A First Aid kit must be taken on any excursion.

In each box there will be a list of children who need special awareness, such as asthma sufferers or allergies to peanuts etc.

Cover for First Aid 2023-24

Children under 5 are required to have a paediatric first aider on duty and it is ensured that one of the above is always available during the hours of 8.00am to 4.30pm. A paediatric first aider is always on a school trip, which includes anyone under 5 years old.

In case of an injury to the head a text is sent to the parents and an entry made in the First Aid Book. If a child is treated for an injury other than minor scratches etc, the incident has to be recorded in the First Aid book. Any major accident may be recorded in the official accident book. Ofsted will be informed of any major accidents involving a Pre School pupil. Ofsted will also be notified of any communicable diseases as defined by the Health Protection Agency.

First Aid Staff

Name:

Ashton Holly
Bardot Jean - PFA
Brimsted Gail - PFA
Clinch Louisa
Davis Josephine
Ellard Juliet
Goodwin Tracey - PFA
Hackett Tara - PFA
Harvey Lucy
Hannan April
Jewiss Christine
King Leanne
Latter Amanda - PFA
McColm Barbara
Millett Sam - PFA
Millward Helen
Neeson Chloe - PFA
Owens Lisa - PFA
Pearce Danniella - PFA
Poulter Rosi - PFA
Ray Paula
Reeve Lucy - PFA
Richardson Louise
Salmon Jackie
Shipman Julie
Smith Maria
Spender Sarah - PFA
Takk Luvi
Taylor Sian - PFA
Tucker Clare - PFA

Medical Room

If a child or adult needs a place to lie down whilst awaiting an ambulance or other collection, then they should be taken to the Pre School cloakroom. An inflatable bed is available there, together with access to a toilet and basin. The Pre School class should vacate the room and a qualified first-aider will attend to the patient.

Epipen

A list of children vulnerable to allergic reactions is kept in the first aid boxes, the office and on the child's file. If a child is prescribed an Epipen an individual emergency pack containing their relevant medical details and two Epipens will be kept in the office. There are 16 members of staff that are trained in the use of Epipens. This training is renewed annually.

Practice and Procedures

Hygiene Procedures for disposal of bodily fluids

Sick bags and 'bodily fluid bags' are kept in the School Office together with the first aid kits. The sawdust for sickness is also in the Office with ample supplies kept as back up in the Storage Shed. Disposal of used items are in the sealed yellow bins. All staff dealing with any bodily fluids must wear gloves and wash their hands afterwards. The gloves should be put into sealed bags before disposal in the yellow bins.

In case of a child needing medicine during the School day

Any medicine needs a letter from a parent or guardian stating dosage. This letter will then be countersigned by the Bursar. The medicine is stored on the top shelf of the fridge or the office and is administered by the School Secretary or the Bursar. Each dose should be recorded in the Medicines Book.

Procedure in the event of illness

Children should not be brought into school if they are displaying signs of illness. If parents do bring children to school and staff feel that they are unfit for school, parents/carers will be contacted and requested to come and collect their child and requested not to return until they are symptom free.

If a child becomes unwell with vomiting and/or diarrhoea they must refrain from coming to school until 48 hours after the last episode of illness.

Allergies and other medical conditions

A register of children with allergies and other medical conditions is kept and updated every term or when new information is added. This register is distributed to all members of staff including the kitchen staff.

The kitchen staff take great care in preparation of food to ensure no child is exposed to a possible allergen. In case of severe allergic reactions to a particular food (notably kiwi and sesame) children are asked not to include this food in packed lunches when they are required for school trips.

Asthma

Children with asthma must have an inhaler in School. This is kept in the lockable cupboard in the Office together with the instructions and dosage for each child. Year 5 and 6 children can self-medicate and may carry an inhaler in their pocket, especially when out of school or performing strenuous activities. If a child has an asthma attack they should be accompanied to the Office immediately. They should be sat down quietly and given the correct dosage which is recorded in the medical book. If the attack is mild then the child can resume normal activities but the parent should be informed and encouraged to inform their doctor.

Should the attack be more serious then an ambulance is called immediately.

Emergency procedures

Where a first aider has cause for concern over a child's immediate welfare, the parents are normally contacted. If they are unable to collect the child in a period deemed appropriate by the First aider then an ambulance should be called. A member of staff must accompany the child if no parent is available. Examples may be broken bones, asthma or allergen attack.

In some circumstances the injury/condition may be deemed so severe that an ambulance should be called immediately. The parents must be informed at once and a member of staff accompany unless the parent has arrived. Examples may be broken neck or very severe asthma/allergen attack.

RIDDOR

The School is aware of its responsibility to inform the Health and Safety Executive of any incidents which fall under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

These include:

- Accidents resulting in death or major injury
- Accidents which prevent the injured person from doing normal work for more than 7 days

For EYFS pupils, Ofsted will also be notified and will be notified of any instance in connection to medicines, which leads to such an event. A pupil's GP has the responsibility of reporting notifiable diseases and ensuring that a pupil is safe to return to school and not cause public health problems from infections. For pupils in our EYFS, notification will be made to Ofsted as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. Contact details for Ofsted are as follows: www.ofsted.gov.uk or by telephone on 0300 123 1231. These reporting procedures should be followed both during and outside of term time.

Medical Conditions and Individual Healthcare Plans

The Healthcare Plans are kept in the School office together with any relevant equipment or medication.

Healthcare plans need to include:

- Medical condition and triggers, signs, symptoms and treatment
- Medication and dosage and level of support needed for administration
- Special consideration that may need to be given, e.g. travel, time, diet etc
- Support for social and emotional needs
- Named person giving support and cover arrangements
- Named staff who need to be aware of needs
- Training required for specific medical need
- Written permission from parents for administering medicines
- Procedures for out of school activities or school trips
- Confidentiality issues if appropriate
- Emergency contact arrangements
- Emergency procedures

First Aid Book – Record Keeping

Minor incidents are treated by a qualified member of staff using one of the First Aid kits which are located around the school. More serious incidents and ALL head injuries are treated by the office staff, a record is then made in the Accident Book. Parents are informed of all head injuries immediately by text and if deemed necessary, other incidents/illnesses by telephone.

EYFS

Minor incidents are treated by a qualified member of staff and recorded on a first aid record sheet. Parents are informed of all incidents either in person, contact book or telephone. Head injuries are all treated by office staff, recorded in the main Accident Book and a text sent immediately.

Forest School

Minor incidents are treated by a qualified member of staff whilst in Forest School and recorded in the Forest School Accident Book. If a more serious incident occurs, then the child is brought to the office and treated as above. Forest School and the office keep in constant contact by remote control radio.