



First Aid in School

February 2024

Approved by Chair _____

Review Date _____

Values

The Governors and Executive Head Teacher of SHINE Academies accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, pupils and visitors within the schools.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the Trust will be in accordance with the Authority's guidance on First Aid in schools.

Statement of organisation

The Trust's arrangements for carrying out the policy include nine key principles:

1. Places a duty on the Governing body to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Records all occasions when first aid is administered to employees, pupils and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in school which require First Aid treatment.
8. Provide information to employees on the arrangements for First Aid.
9. Undertake a risk assessment of the first aid requirements of the school

Arrangement for First Aid

Materials, equipment and facilities

The Trust will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

Each school has an appointed person to support with First Aid. The appointed person will:

- Regularly check that materials and equipment are available.
- Order new materials when supplies are running low.
- Be responsible for the arrangement of adequate First Aid training for staff.

First Aid Boxes will be available to EYFS, KS1, LKS2 and UKS2. These will be stored where they are visible and easy to access. First aid bags will be kept ready for use for staff to take out on school trips, sports events or any other out of school experiences. These will be signed in and out of the office. It is the responsibility of the adults using these first aid kits to notify the appointed person if stocks in the trip bags are running low.

Responsibility to regularly check First Aid Boxes located in the corridors or classrooms lies with staff working in the classes. If First Aid boxes need replenishing the appointed person should be immediately notified and extra supplies should be requested.

For dealing with accidents/incidents on the playground staff should follow the 'First Aid Rota'. Any major accident needs to be reported to the appointed person. If an ambulance is called, the Headteacher needs to be notified immediately, (or the person in charge, e.g. Deputy Head of School, Assistant Head of School).

The Appointed Person(s)

Currently the appointed person in each school is:

Busill Jones:

Crowmoor Primary: Peter Reynolds

Lodge Farm:

Villiers:

Northwood Park Primary: Alexandra Giles.

These appointed people will regularly check that materials and equipment are available. They will order new materials when supplies are running low. The appointed person is also responsible for the arrangement of adequate First Aid training for staff.

First Aid Boxes must be stored where they are visible and easy to access. Two small first aid bags will be kept in the School office, for staff to take out on school trips, sports events or any other out of school experiences. These will be signed in and out of the office. It is the responsibility of the adults using these first aid kits to notify the appointed person if stocks in the trip bags are running low.

Responsibility to regularly check First Aid Boxes located in the classrooms lies with staff working in the classes. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested. There is a proforma for this located in the Medical Room* (* This may vary school to school).

Any major accident needs to be reported to the appointed person. If an ambulance is called, the Head Teacher must be notified immediately (or the person in charge, e.g. Deputy Head of School, Assistant Head of School).

Record Keeping A

First Aid and Medicine files

These files are kept in each classroom whilst medication is being administered to a child. Upon the completion of the medication, these forms are passed onto the main school office to be filed under the specific child's documents. The contents of these files are collected at the end of the academic year by the office manager and kept together for a period of 3 years as required by law. The school follows the HSE guidance on reportable accidents/ incidents for children and visitors.

Employees/staff

The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek First Aid from any of the qualified First Aiders. All First Aid treatment to staff should be recorded on an accident form that can be obtained from the office and reported to the appointed person. In case an accident/incident results in the individual being taken to hospital, where they receive treatment and are absent from work for 3 days or more, the appointed person needs to be notified. The appointed person and the Headteacher will review the accident/ incident and will decide if it needs to be reported to the HSE.

Notifying parents

The school uses 2 different forms for parent notification. These are:

- Accident form
- Phone call to parents

The forms can be found in the First Aid Room. Copies can also be obtained from the school office or from the appointed person.

Arrangement for Medicine in schools

Administering medicine in school

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions are kept in class medical folders, the Medical Room and on file in the main school office. Children with Medical conditions must have a care plan provided by the appointed person, signed by parents/guardians. These need to be checked and reviewed regularly.

Medications kept in the school for children with medical needs are stored in the main office fridge or in the classroom in a clearly marked first aid box out of the reach of children.

For further information on pupils with medical conditions in school please see the 'Supporting Children with Medical conditions policy'.

All medicines in school are administered following the agreement of a care plan signed by a Parent/Carer.

Short term prescriptions

Medications, such as the short term use of antibiotics or painkillers, can be administered only if the parent/guardian fills out the 'Individual Health Care Plan' on the day the request is made. The form can be obtained from the school office. There are also hard copies in the classroom 'First Aid and Medicine Folders'. Parents need to give the completed form to the school office together with the medication. The office is to notify the person responsible for medicine, who will pass the medication on to relevant class room staff member and will discuss further action. A completed copy of the 'Parental consent form for administering medicine' form must be kept in the First Aid and Medicine file. However, staff should encourage parents to administer medicine at home.

Medication may only be administered in school if it is required to be taken four (4) times a day or if specially instructed by a medical professional. Only medication prescribed by a GP, Hospital or Pharmacy and clearly labelled with the child's name, address and required dosage can be administered in school. Non-prescription medication or creams and lotions should not be administered in school.

Medications that need to be kept in the fridge can be stored in the Locked fridge found in the Medical Room. Children must always be aware of where their medication is kept. If a child refuses to take a medicine, staff should not force them to do so. Instead should note this in records and inform parents/carers or follow agreed procedures or the child's personalised care plan.

Record keeping – Medicine

Staff should record any instances when medicine is administered. This includes if children use their asthma inhalers. The records need to include, date and time of medicine administered, its name and the dose given, signed by the person responsible for administering the medicine.

Older children may take their own medicine under the supervision of an adult; this needs to be recorded and the adult still need to sign the record sheet. Record sheets are in the First Aid and Medicine folder stored in classrooms.

Class Teachers are required to make sure their Medical Folder is kept up to date and stored appropriately within their classroom. This is extremely important for those members of staff who cover classes and/or are present in a range of classes.

Calling the Emergency Services

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. The Head Teacher should be informed if such a decision has been made, even if the accident happened on a school trip or on school journey. If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Infection, diseases and allergies

Headlice

Staff do not touch children nor examine them for headlice. If we suspect a child, or children, have headlice, the school will inform parents/carers. A standard letter should be sent home with **all** the children in that class where the suspected headlice outbreak is. If staff have concerns over headlice, the school nurse can be contacted, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

If there are Safeguarding concerns, this will need to be reported to the Head of Safeguarding or the Safeguarding Deputies.

Chicken pox and other diseases involving rashes

If a child is suspected of having chicken pox, measles or other diseases involving a rash, a first aider will look at the child's arms or legs. The child's chest and back will only be looked at if the first aider is further concerned, and two adults should be present. The child should always be asked for consent to look at their chest or back.

For the inspection of other rashes, the same procedure should be followed. If the first aider suspects the rash to be contagious (such as scabies, impetigo, conjunctivitis, etc.) the school will inform parents and request that child is treated before returning to school. In most cases, once treatment has begun it is safe for child to return to school. If more than one child is suspected to have the same disease/rash in one class, a letter should be sent home to all parents in that class, to inform them as to allow them to spot symptoms early and began treatment early, thus avoiding the further spread of disease/rash.

It is the Head Teacher's duty to decide if there is an outbreak of infectious disease and whether there is a need to report it to the local PHPU (Public Health Protection Unit).

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat severe cuts; however, a fully trained first-aider must attend to the patient to give advice. Minor cuts should be recorded in the accident reporting books. Severe cuts should be recorded in the accident reporting books and parents informed by a phone call.

A major incident form needs to be filled out by the person dealing with the injury and given to the parents. Major injuries need to be reported to the appointed person.

Anyone treating an open wound/cut is advised to use rubber gloves.

Head injuries

Any bump to the head, no matter how minor, is treated as serious. All bumped heads should be treated with a cold compress, these are situated in the fridges of each corridor. Children should receive a medical slip stating that they have bumped their head **and** a courtesy phone call made to parents/carers informing them of their child's injury. The adults in the child's classroom should keep a close eye on the child. All bumped head accidents should be recorded in the accident reporting books. Children who have a concussion after a head injury will need to be taken to hospital.

Allergic reaction

All staff are trained in recognising the signs of serious allergic reactions and in the administration of Epi-Pens. In case of a less serious allergic reaction, a first aider should examine the child and follow the child's care plan instructions. Medicine for each child is located in the classroom medical cabinet. These cabinets are not locked to allow for emergency access. Each child who requires an epi-pen will have an individual action plan explaining how to administer the medication displayed in key areas around the school including, but not restricted to, their classroom, other prominent rooms around school eg: medical room, breakfast kitchen and dining hall.

Asthma

Children with asthma do not require a care plan. In order for children's asthma inhalers to be kept in school, an Asthma Care Plan must be filled out. It is the parents/carers responsibility to provide the school with up-to date asthma inhaler for their children. Adults in the classroom are to check the expiry date on the inhalers regularly (at the end of each half-term) and inform parents should the inhalers be close to expiry or run out.

Asthma inhalers should be kept in the child's classroom, clearly labelled along with an asthma book, with the teacher recording when and how much of the inhaler has been administered. Only blue (reliever) asthma pumps should be kept in schools. Inhalers should be collected and taken out on

school trips. An emergency inhaler is kept in each corridor's first aid box with a record book to log whoever has used this.

This policy will be reviewed annually unless there are any changes within the Trust.