



## First Aid Policy



### 'Every Child, Every Chance, Every Day'

<b>Reviewed By</b>	Amanda Hunt	Policy Owner	November 2018
<b>Approved By</b>	Cate Gregory & Annette Hixon	Headteacher	November 2018
<b>Ratified by</b>	Carl Brooks	Governor	December 2018
<b>NEXT REVIEW</b>			January 2021

## INTRODUCTION

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors, and the procedures in place to meet that responsibility. The policy works in line with the JEP Health and Safety policy. First aid provision should be available at all times while people are on the school premises and off the premises whilst on school visits. Overall responsibility for first aid arrangements lies with the Head teacher. The policy will be reviewed annually and as and when necessary.

### Shirley Infant School

**FIRST AIDER AT WORK:** Amanda Hunt, Cerys Bibb  
**Paediatric First Aid:** Lucy Farmer, Kelly Sweetnam, Cate Gregory, Clare Powell

### Shirley Junior School

**FIRST AIDER AT WORK:** Russell Hack, Rob Davies

The first aiders must complete a training course relevant to both adults and children and achieve a valid certificate of competence. The First Aider at Work and the Business Manager will monitor the number of first aiders and alert them to the need for refresher courses and arrange training. An up to date list of first aiders will be posted in the office and alongside the location of the first aid boxes.

## LOCATION OF FIRST AID BOXES & FIRST AID POSTS

### Shirley Infant School

**Main First Aid Post** School Administration Office

**Portable First Aid Post** Main Playground & Year R Playground  
Suitable for applying water to small grazes or collecting first aid supplies

### Shirley Junior School

**Main First Aid Post** School Administration Office

**Portable First Aid Post** Main Playground  
Suitable for applying water to small grazes or collecting first aid supplies

## **PROCEDURE FOLLOWING AN ACCIDENT/ INCIDENT**

The accident book must also be filled in at all times (other than basic tlc). All the sections must be filled in and as much detail added as possible included.

In case of an accident/ incident on the school premises the procedures are at all times as follows:

- A first aider is called to deal with the incident, if the person can walk take them to the nearest first aid post to be treated. Basic attention e.g. washing a small graze can be performed at the portable first aid posts during lunchtime. The appropriate child's teacher must then be notified.
- The first aider administers first aid and records it in the accident book, which is kept in the school. Details must include date, time, place of event, full description of what happened, what first aid was given. The person dealing must also sign and date the entry. Accident records must be kept for 3 years.
- If a child has a **bump to** the head they must be given a First Aid Slip to pass on to parents/ guardians. In severe cases, a call must be made to parents/ guardians. The teacher will also notify the person collecting the child at the end of the day. The pupils name will be logged on the bumped head board in the school office and the child provided with a bumped head sticker to ensure all staff are aware of the incident in case the child develops other symptoms during the day.
- In the case where a child requires non-urgent hospital treatment parents/ guardians are to be informed immediately and arrangements made for the parents/ guardians to collect their child.
- If the case is serious or life-threatening paramedics will be called immediately, if a child has an incident requiring urgent hospital treatment the school is responsible for calling an ambulance to ensure the child receives urgent medical treatment. This should be by either the First Aider at Work or school office staff depending on location of incident. Once arranged the parents/guardians must be informed and provided with details of where the child has been taken (if they will not arrive at the school in time to accompany the child). A copy of the pupils record card will be given to paramedics or parents to take to the hospital with them. A member of staff will accompany the child at all times if a parent or guardian is not available.
- If in the case CPR is needed this will be given by the First Aiders at Work or any other member of staff who are CPR Trained until a member from the Ambulance Service arrives.
- If an injured person is unable to stand independently or move freely the person should not be moved or lifted, a member of staff should remain with the injured person at all times, while another member of staff should alert the First Aider at Work and show them to the location.
- If any of the following injuries are experienced then a JHS1 (pupil) or JHS2 (adult) form must be completed and sent to the H&S Manager at JEP Central Services, who will report this to RIDDOR. This is a statutory requirement under the reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995.
  - fracture
  - strain/sprain

- burn
  - amputation/dislocation
  - loss of sight
  - eye injury
  - hypothermia
  - need for resuscitation
  - loss of consciousness
  - swallowing of harmful substance
- It is essential that parents/guardians provide the school with up to date contact names and telephone numbers and that these are clearly kept on file in the school office.
  - A clear and up to date record should also be kept of those pupils who have special medical needs. An individual health care plan can help the whole school identify necessary safety measures to support pupils with medical needs appropriately and ensure they are not put at risk. **Parents/guardians have prime responsibility for their child's health** and should provide the school with information about their child's medical condition in conjunction with the GP/Paediatrician. The school nurse can also provide support, information training when required. Such information will equip staff and first aiders with the knowledge of what to do should that child require urgent medical attention relating to their condition. Where appropriate, Epipen training will be conducted in liaison with the school nurse.

## MANAGING MEDICINES

All medicines must be handed into the school office by a parent or guardian and a medicine administration form must be completed and signed. The office administers medicine at 10:30am, 12:00noon or 2:30pm for Shirley Infant school and 10.40am and 12:00noon for Shirley Junior School in order to co-ordinate with the children's break times and ensure minimum disruption to lessons. The administration of medicine must always be witnessed by two members of staff and recorded on the medicine administration form.

Short term prescription medicines should only be brought to school if it is detrimental to the child's health not to have the medicine during the school day. If the period of administering medicine (excluding asthmatic inhalers) is 8 days or more, there must be an individual Health Care Plan.

The school will not accept medicines that have been taken out of the container as originally dispensed, nor make changes to prescribed dosages.

With a parents' permission, the school will administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber (i.e. Calpol) following the same guidelines as detailed above. When a child falls ill or has an accident during school hours, the office may contact the parent and offer to provide either paracetamol, ibuprofen, piriton or aloe vera gel. If the parent agrees with this action, the school will record the authorising parents details, quantity of medicine, date and time of administration and this must be witnessed by two members of staff.

Some medicines prescribed for children (e.g. Methylphenidate, known as Ritalin) are controlled by the Misuse of Drugs Act. Members of staff are authorised to administer a controlled drug, in accordance with the prescriber's instructions. The school will keep them in a locked non-portable cupboard, to which only staff with the key can access. In case of an emergency a notice will be displayed on the cupboard detailing where the key can be located. A full review will be done if a situation arises and a Health Care Plan needs to be put in place.

Prescribed medicines should always be provided in the original container and should include

- \* Name of the child
- \* Name of medicine
- \* Dose
- \* Method of administration

- \* Time/frequency of administration
- \* Any possible side effects
- \* Expiry date

The school will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits this may extend to reviewing visits policy.

It is the parent/carers responsibility to provide the Head teacher with sufficient written information about their child's medical needs. Parents are expected to work with the Head teacher to reach an agreement on the schools role in supporting their child's medical needs. The school will ensure that there are sufficient members of staff who manage medicines and provide appropriate training.

**The school will refer to the DFES guidance document when dealing with any other particular issues relating to managing medicines. The school will look at each case individually as the need arises and put a Health Care Plan in place.**

All staff members have a responsibility to read the first aid policy and to be aware about the school's first aid arrangements. It is the responsibility of the head teacher to ensure this information is available to all staff (induction pack, handbook). It is the responsibility of the head teacher to ensure that all this information is available to all staff and to parents and guardians on request.

For further guidance please see the full JEP Health & Safety Policy