

Downe Primary School

First Aid Policy

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Introduction

Downe Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

Downe Primary School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Medical Policy
- Educational Visits and School Trips Policy

The administrative team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Aims

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

All staff will use their best endeavours, at all times, to secure the welfare of the pupils. Anyone on the school premises is expected to take reasonable care for their own and others' safety.

The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

First Aiders

The school is obliged to have a nominated, qualified first aider who is normally on the premises when school is in session.

Each school also has a number of staff trained in Paediatric first aid. A central record of this is stored at the individual schools office.

First Aid Boxes

First aid bunnies can be found in appropriate locations throughout the schools.

The Approved Code of Practice states that the official first aid box “should contain a sufficient quantity of suitable first aid materials and nothing else”. The following items are recommended:

- A medical alert/general first aid handbook
- Individually wrapped sterile adhesive dressings
- Sterile eye pads with attachment
- Triangular bandages
- Sterile coverings for serious wounds
- Safety Pins
- Medium sized sterile un-medicated dressings
- Extra large sterile un-medicated dressings
- Plastic gloves

Sterile water or sterile normal saline in disposable containers needs to be kept near the first aid box where tap water is not available.

The lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

First Aid boxes are located in the following areas:

- Main office
- Staff Room
- Class rooms

First aiders

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the school business manager.

Each classroom’s first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.

The current first aid appointed person is Chloe Scripps.

First Aid on Educational Visits

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the school business manager before the event is organised.

Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

It is important that teachers in charge of children on outings should have a first aid bag to carry when travelling. These should include:

- Medical preparations for cleaning the wound
- Sterile dressings (adhesive) various sizes
- Triangular bandage and supply of safety pins
- Plastic gloves
- Brief guide or notes on first aid
- Mobile phone

Injuries to Staff/Adults

Minor injuries can normally be dealt with by the casualties themselves, but nevertheless should be recorded on an incident form. This needs to be completed with either the Head or Deputy. Any injuries of a more serious nature should be referred to the First Aider. These too should be recorded on the same form. The Health and Safety Officer should also be informed immediately if the accident was in any way due to a defect of the premises or other related reason.

If, in the opinion of the First Aider the casualty should go to hospital, transport should be arranged. If possible another member of staff should accompany the casualty to hospital. If it is necessary to inform the next of kin, the staff member should remain until their arrival.

Injuries/Accidents Concerning Children

Minor Injuries

Minor injuries are dealt with by Teaching Assistants, Midday Supervisors, or First Aiders as appropriate. They are recorded on an incident slip which is given to the class teacher to be taken home by the child on the same day, and entered into the accident books kept in the First Aid boxes.

More Serious Injuries

More serious injuries, including all head, tooth and lip injuries should be reported to the First Aiders immediately. If required they should call on the help of other adults. All visible head injuries should be reported to parents verbally and by an accident form.

Parents should be called as soon as possible and informed of the situation.

If the First Aiders feel, in consultation with the class teacher, that the child would be better at home, the parent or emergency contact should be asked to collect him/her as soon as possible. If a child is particularly distressed he or she should be able to wait at the office under supervision, rather than in the classroom until collected.

If the first aider feels that the child should go to hospital they may call an ambulance if necessary. The parents should be contacted and asked whether they can come to school immediately to accompany the child or whether they will go directly to the hospital. If the latter is the case then a member of staff should accompany the child to the hospital and wait until the parent arrives. A second call to the parent will be required after the ambulance has arrived to confirm which hospital the casualty will be taken to.

Medical Information

A Medical file containing information about individual children who have specific medical needs, is kept in the first aid folder in the school office. This information outlines the needs of the child and action that should be taken in event of an incident. This should include the child's photo. Duplicate copies of this information are within an orange file in the child's classroom and in the staffroom.

Care Plans

Children with extreme medical needs have specific care plans written for them in conjunction with the school's first aider, the parent, the school nurse, and a medical specialist. This information is kept in the school office.

Asthma

All children should have their inhalers in school at all times during the school day. They should be kept in the child's classroom and taken outside during playtime..

Medications

Only named, prescribed medications relating to a treated health condition which need to be taken during the school day are permitted to be administered at school. These should be given in at the school office by a parent and the appropriate form signed. Medicines needing to be taken three times daily are no longer administered in school they should be taken at breakfast time, home time and bed time. Prescribed medicines should be kept in their boxes and may only be administered by a trained first aider.

Training has been given to staff on the administration of these medicines

Storage of medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent to arrange for safe disposal when they are no longer required. An emergency supply of medication should be available for pupils with medical conditions that require regular medication.

Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

Illness

When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

Allergies in school

This policy has been written with advice from the Department for Education, Asthma UK, the Local Education Authority, local healthcare professionals, the school asthma nurses and the governing body.

The Pioneer Academy recognises that there are pupils in this school with a wide range of allergies, some of them very serious and potentially life threatening. The Pioneer Academy schools positively welcome all pupils with allergies. We encourage pupils with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, parents and pupils. Supply teachers and new staff are also made aware of the policy. All staff have written information on what to do in an emergency and are aware that a pupil's health care plan is held in the main office.

Key responsibilities

School staff have a responsibility to:

- Make all members of staff aware of children's individual needs and what to do in an emergency.
- Understand the school allergy/anaphylaxis policy.
- Know which pupils they come into contact with who have allergies.
- Know what to do if allergies are triggered and in an emergency.
- Allow pupils with allergies immediate access to their medication.
- Tell parents/carers if their child's allergies have been triggered.
- Ensure pupils have their allergy/anaphylaxis medication with them when they go on a school visit or out of the classroom including local area walks.
- Be aware that there is a potential stigma of having allergies and the possibility of bullying from this.
- When holding special events at school, staff are to be aware when purchasing food to ensure everything is nut free etc so that all children can participate
- Ensure that all specialist teachers have an up to date allergy register

Parents/carers have a responsibility to:

- Tell the school if their child has any allergies.
- Ensure the school has complete and up-to-date information on their child's allergies, triggers, symptoms and any relevant medication.
- Inform and supply the school with labelled, well within expiry date medication that their child requires
- Tell the school about any changes to their child's medications, what they take and how much.
- Inform the school of any changes to their child's allergies (for example, if their symptoms are getting worse or changing)
- Ensure their child has the knowledge, skills and understanding to help them manage their condition.

Pupils have a responsibility to:

- Be pro active in understanding their allergies, symptoms and triggers.
- Where possible avoid triggers and remove themselves from the area.
- Know where their medicine is kept.
- Tell a member of staff promptly if they feel unwell or require their medicine.

Allergy/Anaphylaxis Medicines

- Immediate access to medication is essential.
- Pupils with allergies are encouraged to be aware and pro active in managing their condition, by knowing their symptoms, being aware of triggers and knowing where their medicine is kept in the classroom and by informing a member of staff as soon as they require their medication.
- The allergy medications are kept in the pupils classrooms in a clearly labelled box and a copy of the care plan (where appropriate). Liquid medicines like Piriton are kept in the school office to be administered by trained staff only.
- All medication must be labelled with the child's name including canisters and bottles and supplied in the prescription box preferably at least 12 months from the expiry date by parents/carers.

Record Keeping

- At the beginning of each school year or when a child joins the school, parent/carers are asked if their child has any medical conditions including allergies.
- Parents/carers are also asked to update and inform the school if their child's medicines change, or how they take them changes during the year.

School Food Policy

The school meal providers contracted by The Pioneer Academy schools have a policy that nuts and nut derivatives are not used as ingredients in either kitchen prepared dishes or bought in products but cannot 100% guarantee against airborne contamination.

Out of school visits and activities

- Teachers/staff in reception, KS1 and KS2 must take class medication with them including a copy of the care plan, (where appropriate) and ensure medication is complete and up to date. Any adult or group leader with the child must be made aware of their condition.
- Staff need to be mindful of possible triggers while on a visit.

School Environment

The Pioneer Academy does all that it can to ensure the school environment is favourable to pupils with allergies and as far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with allergies. If a particular substance is found to trigger a pupil's allergy they will be encouraged to leave the room and go into another classroom or the school office to alleviate potential risk.

Attendance & falling behind in class work because of allergies.

If a pupils attendance is affected or they are frequently tired because of their allergies the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate, the teacher will talk to the SEND coordinator regarding the pupils needs. The Pioneer Academy recognises that it is possible for pupils with allergies to have special education needs.

Allergic reactions/Anaphylaxis

All staff who come into contact with pupils with allergies know what to do in the event of an allergic reaction and there are a number of staff who have up to date Epi Pen training in the event of an emergency. In the event of an allergic reaction the school follows where possible the child's own health care plan. The school office will be contacted by the adult in case of emergency. Remember the Ambulance Service would prefer several good intentional false alarms...to a late call.

Asthma in school

This policy has been written with advice from the Department for Education & Skills, Asthma UK, the Local Education Authority, local healthcare professionals, the school asthma nurses and the governing body.

The Pioneer Academy recognises that asthma is a widespread, serious but controllable condition affecting many pupils in this school. The Pioneer Academy schools positively welcome all pupils with asthma. We encourage pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils. Supply teachers and new staff are also made aware of the policy. All staff have written information on what to do in an emergency.

Key Responsibilities

School staff have a responsibility to:

- Understand the school asthma policy.
- Know which pupils they come into contact with who have asthma.
- Know what to do in the event of an asthma attack.
- Allow pupils with asthma immediate access to their inhaler.
- Tell parents/carers if their child has had an asthma attack.
- Tell parents/carers if their child is using their inhaler more than they usually would.
- Ensure pupils have their asthma medications with them when they go on a school visit or out of the classroom including P.E and local area walks.
- Be aware that a pupil may be tired because of symptoms.
- Be aware that there is a potential stigma of using an inhaler and the possibility of bullying from this.
- Ensure that all specialist teachers have an up to date allergies register.

Parents/Carers have a responsibility to:

- Tell the school if their child has asthma.
- Ensure the school has a complete and up-to-date school asthma card for their child.
- Inform and supply the school with boxed and labelled, well within expiry date inhaler with instruction leaflet and spacers that their child requires.
- Tell the school about any changes to their child's medication, what they take and how much.

- Inform the school of any changes to their child's asthma (for example, if their symptoms are getting worse or changing or they are sleeping badly due to their asthma)
- Ensure their child has the knowledge, skills and understanding to help them manage their condition.

Asthma Medicines

Immediate access to reliever medication is essential. Reliever inhalers are kept in classrooms in a clearly labelled box in an accessible place. All inhalers are taken to PE lessons and lessons outside of the child's normal classroom.

All inhalers and spacers must be labelled with the child's name including the canister and supplied in the prescription box preferably at least 12 months from the expiry date by parents/carers and kept in the class medical box.

School staff are not required to administer asthma medicines to pupils, except in an emergency or where children are too young to self-administer.

All school staff will let pupils take their own medicines when they need to.

Record Keeping

At the beginning of each school year or when a child joins the school, parent/carers are asked if their child has any medical conditions including asthma on their enrolment form.

From this information the school keeps its allergy register, which is available to all staff.

Exercise and activity – PE and games

Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and are able to confirm this from the asthma register. Teachers/staff should take the medical bag containing inhalers with them to the PE location for easy access. Pupils with asthma are encouraged to participate fully in all PE lessons. Teachers should remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up and cool down before and after the lesson.

Out of school visits and activities

Any adult or group leader with the child must be made aware of their condition. Teacher or First Aider will carry class medical bag with inhalers/Epi Pens etc. Staff need to be mindful of the effects of cold air on some asthma sufferers.

School environment

The Pioneer Academy schools do all that they can to ensure the school environment is favourable to pupils with asthma and has a definitive no-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma. If a particular substance triggers a pupil's asthma they will be encouraged to leave the room and go into another classroom or the school office to alleviate potential attacks.

Attendance & falling behind in class work because of asthma.

If a pupil's attendance is affected or they are frequently tired because of their asthma the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate, the teacher will then talk to the SEND coordinator regarding the pupils needs.

The Pioneer Academy recognises that it is possible for pupils with asthma to have special education needs due to their asthma.

Asthma attacks

All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack . In the event of an asthma attack the school follows the procedure outlined by Asthma UK in its school asthma pack. This procedure is visibly displayed in the school staffroom, and an emergency guide in every classroom (see attached copy).

Remember the Ambulance Service would prefer several good intentioned false alarms...to a late call.

What to do in an asthma attack

