

## **Swinemoor Primary School**

### **First Aid Policy**

This policy should be read in conjunction with:-

- Managing Medicines in School
- Asthma Policy
- Children with Medical Conditions
- Equality Policy
- SEN Policy
- Educational Visits Policy

Note also the specific risk assessments for injuries and fire.

We take account of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015) and Supporting Pupils at School with Medical Conditions (2015) in this policy.

The overarching principle of this policy is to ensure that children with specific medical needs are not excluded from mainstream education or activities because of their condition and that any medication is administered safely by appropriately trained staff. There is a clear link here with the Equalities Act 2010. Therefore, anyone with a named condition that affects aspects of personal development must not be discriminated against.

**The nominated First Aiders in school are: Mrs S Cooper and Mrs A Stansfield**

**The qualified Paediatric First Aiders are: Miss A Rodgers, Ms C Stanley, Miss K Hobson and Mrs A Stansfield**

**At least one Paediatric First Aid trained member of staff will be on site at all times when children are present in school.**

**All staff have received First Aid at Work training and are qualified to administer first aid where necessary.**

Note that the first aid equipment is kept in the corridor outside the main office and the photocopy room. First aid boxes, available in classrooms, are clearly marked with a white cross on a green background.

**Playground** - before and after school; morning and afternoon breaks

**One member of staff on duty to ensure they take a first aid bag out with them**

If a child is injured on the playground and the injury is of such a nature that first aid can be administered on the playground, any staff member may undertake this during the breaktime period. Any injury requiring a note home and/or accident form **MUST** be completed by the person administering first aid and, if required, handed in to the office as soon as possible. The child's class teacher must also be informed at the end of breaktime so that parent's can be informed if necessary. Injuries requiring a note home may include, but not be limited to: substantial grazes and cuts, any injury requiring an ice pack, any head injury or injury to the face. Please see below for further information about injuries that need to be included in the accident book.

If the child cannot be moved, due to possible concussion or back injury, send 2 children into school to request for assistance from one of the nominated First Aiders (inform the children who they are looking for and where they are likely to find them), who will then take the decision as to moving child

**Playground – lunchtimes**

If a child is injured on the playground during KS1 lunchtime the injury is dealt with by Mrs S. Cooper (already on duty)

If a child is injured on the playground during KS2 lunchtime the injury is dealt with by Mrs A. Stansfield (already on duty)

If the child cannot be moved, due to possible concussion or back injury, Mrs S. Cooper or Mrs A Stansfield to begin the necessary first aid and send for further assistance via additional adults or 2 sensible children where appropriate.

**Any injury requiring the use of an ice pack MUST be followed with a note home to parents/carer informing them of the injury sustained, no matter how small.**

Head injuries (however small), open wounds and more serious injuries should be recorded in the ACCIDENT BOOK, which is to be found in the school office. A record of all treatment given should also be kept. Head and back injuries, which are deemed not to be serious should be notified to parent by telephone in order that the situation can be monitored if needs be. When it is deemed that medical attention by a doctor is required, the parent should be immediately informed and requested to collect child to take them to surgery/hospital. If a parent is unavailable or unable to attend quickly, the school acts in 'loco parentis' and takes above action. HSE procedures are followed when necessary.

## **Classroom**

Should an incident occur during class time either:

i) class teacher/support staff administer first aid themselves.

If this is not possible

i) send child for one of the nominated First Aiders named above OR

ii) ensure class is monitored by another member of staff and take child to First Aider

iii) log injury

If a child is ill during school time and is considered to require more attention than the teacher can provide, then the parent should be contacted and asked to take the child home.

## **Medicines**

All medicines are kept in the school office. The school adopts the "Managing Medicines in Schools and early years settings" document (March 2005) and has a separate 'Managing Medicines in School' policy.

The school is inclusive and accepts that children with medical needs have the same rights of admission as other children. These children may require extra care and be in receipt of a health care plan. Access to children with disabilities will be continually improved. Children should be allowed to participate in sporting and extra curricular activities where ever possible, unless there is a clear health and safety risk.

## **Roles and Responsibilities**

### **Parents**

Only one parent needs to request that medicines are administered, but this needs to be in writing. Staff need to be aware of who has parental responsibility. Children in the care of the authority will have individual arrangements which will need to be considered. Sufficient information will need to be provided by parents to the school regarding medical needs or special care. The school has individual health care plans for pupils with medical needs. These are completed by the parent with the help of school staff. Copies are passed on to all relevant staff. Confidentiality is expected. A copy of the form is at the end of this policy.

### **Local Authority**

The LA have a policy for health and safety and they take out an Employers Liability Insurance. It is the duty of the LA to offer training to staff.

### **Governors**

Governors should agree policies for the school and consult with all parties regarding the policy.

## Headteacher

The head is responsible for putting the policy into practice and for making all parties aware of the policy and procedures for dealing with medical needs. Individual health plans need to be agreed between the head and parents as necessary. The head should ensure that staff are fully aware of children with medical needs

## All

All individuals in school should know what to do in the case of an emergency. Children or other adults inform staff (including TAs and LTAs) and the emergency services are called. A member of staff should always accompany a child to hospital and stay with the child until the parent arrives.

## Inhalers

Inhalers are kept in the school entrance and are at all times readily accessible. Some children will need their inhaler with them at all times. They should be taken outside for PE to ensure their swift availability. Inhalers should always be taken on visits in the care of staff.

## Impacts on Disabled people

1. Ensure that disabled children and their parents have been consulted on how they want the procedure or administration of medicine carried out
2. Ensure that dignity is maintained
3. Are enough staff effectively trained in the necessary procedures. If not, this needs to be addressed very quickly
4. Do staff know what to do in the case of a medical emergency?
5. Ensure that the form overleaf is completed
6. Ensure that all staff who need to know do know
7. Ensure that a specific risk assessment is in place if necessary
8. Try to encourage disabled pupils to self administer medicines (e.g. insulin) if possible
9. We must support the development of self-esteem of disabled pupils

## Further information

N.B. Gloves are available for blood related injuries. Yellow clinical waste bags are available at the school office for contaminated wipes and other items.

Staff Injuries should be logged in the booklet in the office (form BI 510). These are retained on separate sheets in line with data protection recommendations.

## First Aid Boxes

First aid boxes should contain a sufficient quantity of suitable first aid material, and should not be used to store any other items. The contents of the boxes should be replenished as soon as possible after use. The contents must NOT be used for any purpose other than to support the administration of first aid. The person responsible for ensuring there is adequate first aid stock, including the appropriate management of expiring stock such as checking best before dates is **Miss N. Robinson**.

After use, the First aid boxes should be returned to their designated site.

Dressings should **not** be reused.

September 2022

## Individual Health-Care Plan for a Pupil with Medical Needs

Name\_\_\_\_\_

Date of Birth\_\_\_\_/\_\_\_\_/\_\_\_\_

Condition\_\_\_\_\_

Photograph here

\_\_\_\_\_

\_\_\_\_\_

Class\_\_\_\_\_

Date\_\_\_\_/\_\_\_\_/\_\_\_\_

Review date\_\_\_\_/\_\_\_\_/\_\_\_\_

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### Contact information

Family Contact 1

Family Contact 2

Name\_\_\_\_\_

Name\_\_\_\_\_

Telephone (work)\_\_\_\_\_

Telephone (work)\_\_\_\_\_

Telephone (home)\_\_\_\_\_

Telephone (home)\_\_\_\_\_

Relationship\_\_\_\_\_

Relationship\_\_\_\_\_

### Clinic / Hospital Contact

Name\_\_\_\_\_

Telephone \_\_\_\_\_

### GP

Name\_\_\_\_\_

Telephone\_\_\_\_\_

Describe condition and give details of pupil'd individual symptoms:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daily care requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe what constitutes an emergency for the pupil and the action to be taken if this occurs:

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Follow up care:

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Who is responsible in an emergency (state if different on off site activities):

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Who sees this form (please tick the box/es):

Administration team ☐

Class teacher ☐

Group teacher ☐

All teachers (including supply) ☐

Teaching Assistant ☐

School nurse ☐

Home/School Worker ☐

Parents ☐

Signed \_\_\_\_\_parent/guardian

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**REQUEST FOR SCHOOL TO GIVE MEDICATION**

Dear Head Teacher,

I request that ..... (FULL NAME OF CHILD) of Class ..... be given the following medication:

.....

.....

at the following times during the day: .....

**Expiry date** .....

The above medication(s) has/have been prescribed by the family doctor. They are clearly labelled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be delivered personally to ..... and accept that this is a service which the school is not obliged to undertake.

**Signed** ..... **(Parent/Guardian)**

**Address** .....

..... **Post Code** .....

**Date** .....

**Note:** Medication will not be accepted in the school unless this letter is completed and signed by the parent or legal guardian of the child and administration of the medicine is agreed by the Head Teacher. The Head Teacher reserves the right to withdraw this service.

**FOR OFFICE USE ONLY**

i) Date ..... ☐ ii) Date ..... ☐ iii) Date ..... ☐

iv) Date ..... ☐ v) Date ..... ☐ vi) Date ..... ☐

**LONG TERM MEDICATION ONLY:**

Is this medication to be administered long term: Yes ☐ No ☐

If yes, has sight of (and a copy taken) the original diagnosis letter or health care professional confirmation been taken and kept in the file: Yes ☐ No ☐