



# **Ss Alban & Stephen Catholic Junior School**

## **First Aid Policy**

Agreed	October 2016
Reviewed	October 2018
Date for renewal	October 2020

## **First Aid and Medicine Policy**

The Governors and Head teachers of Saint Alban & Saint Stephen Catholic Junior School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

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 school will be in accordance with the Authority's guidance on First Aid in school.

Aideen Porter

**Acting Headteacher**

October 2018\_

Declan Jacob

**Chairperson of the Governing Body**

October 2018

## **Statement of organisation**

The school's arrangements for carrying out the policy include nine key principles.

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

## **Arrangement for First Aid**

### **Materials, equipment and facilities**

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

The Appointed Person: Currently the Appointed person is Mrs Katie Beverstock. She will regularly check that materials and equipment are available. She will order new materials when supplies are running low. The Headteacher is responsible for the arrangement of adequate First Aid training for staff.

Each Year Group, have their own First Aid Bag. These need to be stored where they are visible and easy to access – in Year Group Stockrooms. The school has a First Aid room located opposite the school office.

Each class have their own trip first aid bum-bags. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bags are running low.

Responsibility to regularly check First Aid Bags located in the Year Group stockrooms lies with staff working in the classes. If First Aid bags need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

Playground: There should always be a First Aid station when needed by the bench area in the main playground and by the bench area in the playground at the rear of the school. For dealing with accidents/incidents on the playground staff should follow the 'First Aid Flowchart' (appendix 1). The flowchart is displayed all around the school, in each classroom, office and next to the first aid stations. Any major accident needs to be reported to the appointed person: Mrs Katie Beverstock . In case of her absence these should be reported to Mrs Aideen Porter – Acting Headteacher. If an ambulance is called the Headteacher needs to be notified immediately, (or the person in charge, eg; Deputy Headteacher)

## Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe once this information has been checked with the office staff or the parent.

Any adult can treat severe cuts, however a fully trained first-aider must attend the patient to give advice. Minor cuts should be recorded in the accident file (stored in the First Aid Room). Severe cuts should be recorded in the accident file and parents informed by phone call. A major incident form need 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 CUT SHOULD 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 an ice pack. Children should receive 'I BUMPED MY HEAD' sticker which are located in the school office. The adults in the child's class-room should keep a close eye on the child. All bumped head accidents should be recorded in the accident file and reported to the child's class teacher. Children with a bumped head should be given a head injury letter to take home and the parents informed of the injury straight away.

Parents should be called if the child has a serious cut on the head, a large bump (egg) or there are obvious signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital. (St Albans City Hospital for minor injuries and Watford General for major injuries)

## Allergic reaction

All staff have/will be 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 care plan instructions. Please also see the section on 'Arrangements for Medicine at school'.

## Record Keeping

### First Aid and Medicine files

These files are kept in the First Aid Room in a file above the sink. The contents of these files are collected at the end of the academic year by the appointed person, 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:

- **Head injury form**
- **Major Incident form**

The forms can be found in the First Aid room. Copies can also be obtained from the school office.

### **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 is kept in the Teachers' files/ Inclusion folder/ First Aid-Medicine Record files and on file in the office.

Children with medical conditions have to have a care plan provided by the school nurse, 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 First Aid, in a white cabinet, clearly marked with the green cross, in the First Aid room. Each child's medication is in a clearly labelled container with their care plan. 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.**

## **Asthma**

Children with Asthma do not require a care plan. In order for children's Asthma pumps to be kept in school an 'Asthma Pump Record' booklet must be filled out. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly (at the end of each half-term) and inform parents should the pumps expire or run out. Asthma pumps must be clearly labelled with the child's name and stored in the class boxes along with their asthma record in the boxes under the sink in the First Aid room opposite the School Office. Asthma sufferers should not share inhalers.

## **Short term prescriptions**

Medications such as the short term use of antibiotics or painkillers can be administered only by the parent /guardian. They need to hand the medication to the school office. Medication may be administered in school if it is required to be taken four (4) times a day. 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 school office. 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 they should note this in records and inform parents/ carers or follow agreed procedures or the Care Plan.

## **Record keeping - Medicine**

Staff should record any instances when medicine is administered. This includes if children use their asthma pumps. 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 need to be recorded and the adult still need to sign the record sheet. Record books are in the child's personal plastic wallet.

## **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 Headteacher or Deputy Headteacher 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.

**Headlice**

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard letter should be sent home with all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

**Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox, measles etc; we will look at the child’s arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look.

For the inspection of other rashes the same procedure should be followed. If we suspect the rash to be contagious (such as scabies, impetigo, conjunctivitis, etc.) we need to inform parents and request that children are treated before returned to school. In most cases once treatment has began it is safe for children 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 problems early and began treatment early, thus avoid the further spread of disease/rash.

It is the HeadTeachers duty to decide if there is an outbreak of infectious disease and whether there is a need to report it to the local HPU (Health Protection Unit).

Last updated: October2018

Due for review: October 2020

Signed by:

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Chair of Governors