



First Aid Policy

(incl COVID-19 addendum)

Adopted: October 2018
Review: June 2019
Review: _____ October 2020
To be reviewed: _____ October 2021

Safeguarding:

At Willen Primary School, safeguarding and child protection is paramount and we are fully committed to ensuring the welfare and safety of all our children. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any student in distress and are confident about applying the processes to avert and alleviate any such problems. If any behaviour is a concern in relation to safeguarding Willen Primary School procedures and processes will be followed at all times in accordance with the Child Protection Policy. Any concerns will be referred to the Designated Safeguarding Leads; Carrie Matthews, Kim Cole, Sarah Orr or Hayley Gates as procedures state.

Aims and Principles

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. It is our policy to ensure that appropriate first aid arrangements are in place for our staff, pupils and visitors. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment. This policy should be read in conjunction with the school Health and Safety Statement, Medicines and Drug misuse policy and the DfE "Guidance on First Aid for Schools".

First Aid Training

A member of staff becoming a full First Aider will be given full training in accordance with current legal requirements. The school maintains an up-to-date list of those employees who have undergone full and emergency first aid training. This list is displayed in the First Aid room and the certificates of training are held in personnel files. Their qualifications will be updated in line with any new regulations as and when required. All staff will be informed of the First Aid arrangements within the school and made aware of this policy as part of their induction.

First Aid Equipment

A first aid room with a fixed locker store for medication, a bin for waste materials and a wash basin is available for incidents occurring on the school site. This room is located near to toilet facilities and an external phone line for emergency calls. Details of children with severe medical conditions are kept in the first aid area, including a copy of their care plan. All asthma pumps are stored in Year Group lockers in the medical room. In addition to this portable first aid kits are provided for off site visits. The checking and ordering of stock is carried out by the First Aiders, who fill the boxes around the school, dispose of any out of date items and ensure that enough stock is maintained to supply the school.

Accident Procedures

During playtimes and lunchtimes injuries that require first aid treatment should be dealt with in the first instance by a member of staff on duty who will decide whether to send the child to the Conservatory or the Medical room for treatment. Minor incidents should be dealt with, wounds cleaned etc, and the child returned to the playground when possible and practical. Persons administering first aid should wear disposable gloves where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body. Any dressings or materials which have been in contact with body fluids (blood, vomit etc) must be disposed of in the designated bin in the medical room. This is emptied regularly by an appointed contractor. During lesson time if no trained member of staff is present, and the injury cannot be dealt with, the child should be sent to the office, accompanied by another child or adult. All injuries are recorded including a brief description of the incident via Behaviour watch.

If a child has an accident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. Once an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. If parents cannot be contacted, a member of staff will accompany the child and stay with them until the parents arrive. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for parents to collect their child.

Illness

Children who feel unwell should be sent to the school office if no available member of classroom staff is available. If the class teacher has concerns they should seek advice from one of the school First Aiders. The decision to send a child home will be made by the Head teacher or Deputy Head Teacher only.

Vomiting and Diarrhoea

There are sick bags in the First Aid room for children who feel unwell. Sawdust, mops and buckets may be found in the cleaner's cupboard and in the medical room. Vomit must be treated as a biohazard and the area must be thoroughly disinfected. If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 24 hours after the last symptom has elapsed.

Chicken pox and other diseases and rashes

If a child has any of these infections, they will not be able to return to school for a prescribed period of time.

Head Lice

Staff do not examine children for head lice. If we suspect a child has head lice we will inform parents and ask them to examine them. The expectation is that parents will treat their children's hair. The school newsletter/email will be used as a tool to give parents general information on head lice or for an examination request to certain year groups or the whole school.

First Aid Policy: COVID-19 addendum

- see Suspected C-19 Procedure (see separate doc)

- **general first aid is carried out where possible in shared areas, to prevent children travelling to medical room.**