



## First Aid Policy

<b>Person responsible</b>	Bursar/Head of Learning Enrichment
<b>Last update</b>	September 2023
<b>Frequency of Review</b>	Annual
<b>Date of next review by Governors</b>	Autumn 2023

## Introduction

**This policy has been drawn up with reference to the Department of Education Guidance of First Aid and is applicable equally to the School and Reception (EYFS) and Preschool.**

St Christopher's The Hall aims to ensure that arrangements for first aid provision are adequate to cope with all foreseeable major incidents. The number of certified first aiders will not, at any time, be less than the number required by law and a first aider will be on site from when the building opens to when the building closes. They are given updated training as required. This includes training on action necessary if a child suffers an epileptic seizure or an asthma attack. There will always be one qualified First Aider on site.

## First Aid Provision

All EYFS staff are trained in Paediatric First Aid, which is renewed every 3 years. All Staff are provided with Emergency First Aid at Work training; the School uses an experienced, accredited First Aid trainer to provide First Aid courses on site in school.

Auto injector (EpiPen) training and monitoring are the responsibilities of the Learning Enrichment Department and given to all staff regularly.

## First Aid Kits and Emergency Asthma Kits

Supplies of first aid materials are kept locked in the School's Medical Room. Playground first aid kits are maintained with weekly checks. All staff are responsible for notifying the Learning Enrichment Department when stocks are running low for replenishment. Portable first aid kits are taken on educational visits and are available from the Medical Room. Inhalers, Auto injectors (epipens) and other prescribed medication are taken on trips where required.

School Emergency Asthma Kits are checked monthly by the Learning Enrichment Department - inhalers and spacers are cleaned, primed and checks are recorded in the Asthma Folder.

## First Aid Procedures

Within lesson times, sick or injured pupils will be escorted to the School Office for first aid treatment. During morning and lunch break, minor bumps and grazes will be treated by staff members on duty. For more serious injuries, a member of the Learning Enrichment Department will be available for first aid treatment throughout the morning break, whilst at lunch time students will be escorted to the School Office for first aid treatment.

Pupils with any form of head bump or injury will be given a red wristband and a courtesy phone call home will be made by either the treating staff member or the School Office. Staff will continue to monitor the pupil within class. Any pupil who develops vomiting, severe headache, confusion or any other extreme symptoms after a head bump will be monitored by staff in the Medical Room. A phone call home will be made to organise to have the pupil collected from School.

When a **serious** accident or injury occurs, the Head, Deputy Heads and Learning Enrichment Department must be informed, who will in turn will inform the parents and ask that the child is collected as soon as possible. If deemed necessary, an ambulance will be called and arrangements will be made to meet the parents at the hospital.

## Recording of First Aid Procedures

Any first aid treatment is recorded via Medical Tracker by the treating staff member. An email notification is also sent to parents. The administration of calpol, antihistamines and antibiotics are also recorded via Medical Tracker.

Serious accidents that require reporting to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) will be done so by the School Bursar.

## Calling the Emergency Services

Staff will call 999 for an ambulance when it is obvious that a child or adult is seriously ill and in need of immediate emergency care. This can include difficulty when breathing, suspected broken limbs, serious blows to the head and suspected concussion, loss of consciousness, severe bleeding, suspected heart problems, and severe allergic reactions.

Staff will need to be able to give the following information:

Telephone number:

School Location:

Name:

Brief description of symptoms:

Age of Patient:

Staff will also inform Ambulance Control of the best entrance to use and that the crew will be met.

## Individual Health Care Plans and Allergy Action Plans

When the School is informed that a pupil has a chronic health issue via the data collection sheets, an Individual Healthcare Plan (IHP) will be completed by the Learning Enrichment Department, in conjunction with parents and medical professionals. If the School is informed of a severe allergy, the parents will be sent an Allergy Action Plan to complete and return. A digital copy of these will be kept online, with a copy of the Allergy Action plan kept with each auto injector. The pupil's photo will be visible on the IHP and Allergy Action Plan. The Class Teacher, Learning Enrichment Department and Head Teacher will have a copy of the IHP and/or Allergy Action Plans. All staff will have access to these plans as well.

Any child with a chronic condition such as Diabetes/Epilepsy/ severe Asthma should have a Care Plan written by their Specialist Nursing Team, with the involvement of the School and family as appropriate. This must be shared with the Learning Enrichment Department.

IHPs will be updated and reviewed regularly throughout the year as needed. Allergy Action Plans will be updated at the beginning of each academic year, or as needed.

## Bodily Fluids and Spillages

Any spillage of bodily fluids should be cleaned with a solution of 10% bleach or similar disinfectant in hot water and left for half an hour. Pupils must not be allowed to touch any bodily fluids and adults should wear gloves at all times when dealing with accidents involving loss of bodily fluid. This is the responsibility of the Site Manager. Please refer to the Health and Safety policy for further information.

### Infectious Diseases

Parents should notify the school if their child has an infectious disease. In cases of diarrhoea and vomiting, children should be kept away from school for 48 hours from the last episode. In cases of other infections, the Learning Enrichment Department or a member of SLT will consult with the child's parents with reference to the *Guidance on Infection Control in Schools and other Childcare Settings*, Public Health England, April 2017.

### Administering Medicines In School

See separate policy for Administration of Prescribed Medications in school. This also gives details of the procedures for any child with a specific medical condition such as asthma, epilepsy, allergy, diabetes. Necessary medication will be kept under the control of the Learning Enrichment Department. These must also always be taken on outings and this **must be checked by the lead teacher before leaving the School.** All staff are trained on the use of Auto Injectors (epipens).

### Staff taking medication

If staff are taking medication which might affect their ability to care for children, they should seek medical advice and inform their line manager. Staff medication on the premises must be securely stored, and out of reach of children at all times. Please see the policies for the Administration of Medicines and the Staff Handbook.