

HAMPDEN GURNEY

Church of England Primary School

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Hampden Gurney C of E Primary School

First Aid and Illness Policy

Introduction

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 any visitors to our premises. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment.

First Aid Training

All permanent staff are given basic first aid training in accordance with current legal requirements (i.e. all staff have attended basic first aid training every three years). There is additional training for at least one member of the Foundation team (in accordance with EYFS requirements). The school maintains an up-to-date list of those employees who have undergone emergency first aid training.

All staff will be informed of First Aid arrangements and made aware of this policy as part of their induction.

First Aid Equipment

A first aid room with a fixed 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 displayed in the first aid room – including a copy of their care plan. In addition to this, portable first aid kits are provided for out of school visits.

The checking and ordering of stock is carried out by the First Aider and administration staff, who fill the boxes around school, dispose of any out of date items and ensure that enough stock is maintained to supply the school. There is no first-aid budget; stock is purchased on a need basis.

In the first aid room there is a current list of exclusion requirements for a variety of illnesses and conditions and this is kept up to date by the office staff.

Accident Procedures

- During playtimes and lunchtimes injuries that require first aid treatment should be dealt with in the first instance by the member of staff on duty.
- Each floor is equipped with First Aid boxes which are located in the classrooms.
- All incidents and injuries are to be recorded in the incident book located in each play deck or classroom.
- For injuries that require closer attention children should be sent to the medical room where the administration staff are based.
- Minor incidents and accidents 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 (e.g. 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 times 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 head bumps/injuries must be recorded (including a brief description of the incident) and parents will be notified.
- Any major accidents should be recorded in the Westminster Accident Book which is kept in the office. The class teacher should be informed.

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. When 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 arrived.

In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

Head injury

- Parents to be informed by telephone in every case. Parents are encouraged to collect their child from school, regardless of the seriousness of the injury.
- The child is to lie down or sit down immediately to prevent fainting.
- If the child has complained of a headache or appears pale, elevate the legs above the head while lying to encourage circulation and prevent fainting.
- The child is to be kept under constant observation for 10-20 minutes and parents to be kept updated.
- Record details of injury in the First Aid book.
- Class teacher should always be informed.

Illness

Children who feel unwell should be sent to the school office (for younger children they should be sent with an accompanying note from the teacher explaining the nature of the child's illness).

The decision to send an unwell child home will be made by the Head teacher or Deputy Head teacher. If neither is available, the office staff will make an informed decision.

Vomiting and diarrhoea

There are buckets in the First Aid room for pupils who feel sick. Sawdust, mops and buckets may all be found in the caretaker's cupboard. Vomit must be treated as a biohazard and the area must be thoroughly disinfected.

If a child vomits or has diarrhea 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, rashes

If a child is suspected of having chicken pox etc, a member of staff will look at their arms or legs.

To look at a child's back or chest would only be done if the school were concerned about infection to other children. In this case another adult would be present and this procedure would not be completed without the child's consent.

If a child has any of these infections they will need to stay off school for a prescribed period of time. The Headteacher or school office will advise timescales.

Head lice

Staff can examine children for head lice with parental approval. If we suspect a child has head lice, we will inform parents and ask them to examine for lice.

Pastoral care:

There may be occasions that children state that they are unwell or require First Aid but actually require 'pastoral care'. Incidents requiring 'Pastoral Care' should be treated as follows:

- If an incident occurs during a teaching session, a member of staff supporting the class / year group should take 'Pastoral' care of the child ensuring his/her well-being.
- If an incident occurs at playtime the teacher on duty should take 'Pastoral' care of the child ensuring his/her well-being. It is the teacher's responsibility to inform the child's class teacher.
- If an incident occurs at lunchtime the senior lunchtime supervisor should take 'Pastoral' care of the child ensuring his/her well-being. If they require additional support they will seek the support of the head teacher, deputy head teacher or a member of the senior leadership team.
- It is the lunchtime supervisor's responsibility to inform the child's class teacher.
- If any member of staff is unsure whether a child is unwell, requires First Aid or requires pastoral care, then they are encouraged to send them to the medical room.
- It is the class teacher's responsibility to inform parents of significant pastoral care needs.

Administration of Medicines:

- Written consent must be obtained from a parent/guardian before any medicine can be administered to a child at school.
- A record must be kept of all drugs to be administered at school. Spare up-to date asthma inhalers are named and kept in the medical room.
- All medicines should be stored in a safe place in the medical room when not in use.
- It is the school's responsibility to ensure that medicines held on all pupils' behalf are "in - date". If medicines become out of date, parents should be notified and the medicine returned to them.
- All medicines must be prescribed by a registered medical practitioner.
- Medicines from any other source other than a registered medical practitioner must not be given.
- A record must be kept of all medications administered in school with the following details: name of the person who administers the drug, time and frequency and dosage.
- Staff should not administer Analgesics (**Pain Killers**) in school unless they are prescribed for specific conditions such as dysmenorrhoea (Period Pain) or migraine.

Children with Special Medical Conditions

Children with special conditions and treatment will no longer have a prominent photograph and all the relevant medical details placed on the staffroom's notice board without written parental approval. A copy should also be on display in the child's classroom again with parental approval.

Staff Precautions

As general policy, if staff who are in the process of giving care to infected children have cuts and abrasions; these cuts and abrasions should be covered with waterproof or other suitable dressings. Gloves must be worn at all times.

Waste Disposal

Urine and faeces should be eliminated or discarded into the toilet in the normal manner.

Soiled waste and blood should be disposed of in a plastic bag and placed in another clear bag before disposed in the bin.

Qualified First Aiders within the school are:

- Rachel Parker (office 11am until 5pm)
- Hatti Pelouas
- Joy Cobacha
- Marion Lyons
- Jane Lee (Nursery)

Policy reviewed: Sept 2018

Policy to be reviewed: Sept 2021