



First Aid Policy

(including Administering of Medication)

Approved	15/9/25
To be reviewed	15/9/27
Signed (Proprietor)	S Playford

Assessment of Need

The level of first aid provision (staff training, first aid kits and internal procedures) has been determined by risk assessment and shall be reviewed annually or following a related incident, or feedback from interested parties, or significant changes to the school's premises/activities.

First Aiders

The office staff are the designated staff members responsible for administering first aid. They hold a valid first aid and anaphylaxis training certificate and have completed an administration of medicines e-learning course. They shall keep their certification up to date through regular refresher training.

Other staff members who hold a current first aid and anaphylaxis training certificate and shall keep their certification up to date through regular refresher training include the Leadership Team, teachers and teaching assistants.

Designated Sick Room

As required by the Education (School Premises) Regulations (1996), the room designated for care of pupils during school hours is located in the Pool House. This room contains a first aid kit/running hot and cold water, wash facilities, privacy screen and is adjacent to toilet and wash facilities.

First Aid Kits

First aid kits are located in the following areas of the school:

- All classrooms (PLASTERS, ANTISEPTIC WIPES ETC)
- School office (off site first aid kits and kit items for replenishment use)

All first aid kits are clearly identifiable with a first aid sign and available to all staff.

First aid kits are replenished regularly. Supplies are kept in the school office. The office staff are responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished when needed and stock ordered.

First aid kits contain equipment relevant to their location, e.g., full kit in the kitchen, classroom kit in classrooms, playground kit in playgrounds, 'bumbag kit' and 'coach kit' for off-site activities.

In addition, the School has available "emergency" ventolin and salbutamol inhalers to be used in the event of a pupil or adult requiring aid in the absence of their personal inhaler. A list is also available informing the member of staff in charge as to which "prescription" inhaler the individual has been prescribed.

Each full first aid kit contains the following in sealed packages:

- Waterproof plasters.
- Blue plasters (for kitchen staff).

- Eye pad with bandage.
- Triangular bandages.
- Safety pins.
- Sterile dressings (assorted sizes).
- Moist wipes. (medicated, alcohol free)
- Disposable gloves.

Medical Attention Procedure

Should a pupil suffer an accident or require urgent medical attention, the following procedure must be followed:

- Check for any immediate danger to the pupil.
- Assess the pupil's condition.
- If you are not a trained first aider, request help from the nearest trained staff member.
- If necessary, call 999 - ask for an ambulance and answer all questions calmly.
- Administer first aid as appropriate until help arrives.
- Arrange for a member of staff to contact the pupil's parents/carers and make them aware of the situation.
 - If parents/carers cannot be contacted, leave a message asking them to contact the school urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.
- A member of staff must accompany the pupil to hospital and stay with them until their parent/carer arrives. The pupil's home message book or information card is to be taken with them to provide details of their emergency contact numbers, medical conditions, allergies and family doctor.
- Complete a Medical Incident Form and hand to the school office.

Infectious Diseases

The following arrangements are in place in order to minimise the risk to staff and pupils of infectious diseases:

- A member of the office staff is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/carers as necessary.
- Infectious diseases posters are displayed in the school office and staff room.
- If a pupil feels unwell, is sick, has diarrhoea, has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated in the sick room and arrangements made for collection by their parent/carer.
 - Emergency contact numbers will be used if the parent/carer cannot be contacted.
 - The pupil and parent's right to confidentiality shall be respected.
 - The pupil shall be treated in a sympathetic, caring and understanding manner.
- Parents/carers shall be kept informed of any infectious diseases occurring at the school.

- We expect, and inform, parents/carers to notify us if their child is suffering from any infectious disease that may put others at risk.
- We expect, and inform, parents/carers to call or email the school office in the morning if their child is unwell and will not be attending school.
- We expect, and inform, parents/carers to state the reasons for absence in their child's home message book or email to the school office upon returning following illness.

Pupil Health Care Plans

Little Kinvaston School recognises that some pupils may have medical conditions that require support so that they can attend school regularly and take part in school activities.

Health Care Plans will be developed for all pupils with medical conditions requiring support during school time.

- Plans are developed with input from the parent/carer.
- Plans are reviewed as necessary by the Leadership Team, office staff or class teacher with input from the parent/carer.
- Parents/carers are expected to inform the school of any change in their child's condition or medication requirements.
- Parents/carers are expected to supply the school with any life-saving prescription medication their child may require.
- Relevant staff are briefed on the pupil's medical requirements and administration of any medication.
- Copies of Health Care Plans can be accessed by all staff members in the staff room.

Medication

Competent staff members shall only administer prescription or non-prescription medication to pupils where there is a health reason to do so and we have received written consent from the parent/carer (e.g. penicillin, ear/eye drops, cough mixture, allergy creams & pills and travel sickness pills - No Aspirin shall be administered. Staff members will not administer a greater dose than the official recommended dosage unless with doctor's prescribed permission.

Competent staff members shall only administer life-saving prescription medication to pupils in accordance with their health care plan and with written consent from their parent/carer (e.g. for anaphylaxis, asthma, diabetes, epilepsy).

Medicine consent forms for parental completion are located in the school Office.

for our First Aid records.

Records shall be kept by the school office of all medication administered to pupils.

All medication shall be stored in accordance with product instructions, in their original container and in a safe and secure location, out of reach of pupils. If stated, the medication may need to be stored in the fridge located in the school office.

Epipens and inhalers are kept in a clearly marked bag, situated in the School office during class hours and on the playground hook during break times for quick access and under staff charge when child off site.

Anaphylaxis

A list of pupils who may require the use of inhalers and epipens due to susceptibility to anaphylaxis is displayed in the staff room and School office and kept up-to-date by the office staff.

All staff members have been trained in anaphylaxis awareness and the use of epipens and inhalers by a specialist.

The following procedure regarding anaphylaxis is briefed to all staff members and regularly reviewed during staff meetings:

- Educate susceptible pupils so that during playtimes they know what not to eat or touch.
- The pupil may be unwell if they exhibit the following symptoms:
 - Strange scratching at neck.
 - Strange unformed sentences.
 - Wheezing / gasping for breath.
 - Tongue may be 'tingling'.
- This indicates their airway may be affected and requires action.
- Send for additional help and call an ambulance, stating anaphylaxis.
- Hold the pupil on your lap.
- Administer adrenaline.
- Call their parent/carer.
- Administer a second dose if needed after 5 minutes.

Diabetes

The individual care plan will be followed, keeping parent/s informed at all times. All medical items i.e insulin, blood sugar level monitor, sweets/snacks kept in a single bag located in the School office or classroom during School hours, dependent on the child's/adults individual care plan. If the child is offsite this bag **MUST ALWAYS BE WITH THE CHILD, UNDER A MEMBER OF STAFF'S SUPERVISION.**

All contact details and care plan instructions in bag and posted in the staffroom and school office in case of emergency. i.e. hypo situation.

Accidents

Accident Reporting - Internal

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported to the school office without delay.

A Pupil Accident Book and a Staff Accident Book is located in the school office and must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.

The school office shall investigate all accidents, report their findings to the Leadership Team and act accordingly to minimise the risk of further occurrences. Where equipment or systems of work are found to be a causal affect, remedial actions shall be taken immediately.

The Accident Book shall be reviewed annually by the school office and any trends identified reported to the Leadership Team for action.

Completed Accident Books must be kept for a minimum of 3 years.

Accident Reporting - HSE

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Last updated 2013) (RIDDOR), the following must be reported to the HSE in writing by the school office within 10 days of occurring:

<http://www.hse.gov.uk/riddor/>

- Deaths (to be reported by telephone without delay).
- Major injuries (see HSE website for definitions - to be reported by telephone without delay).
- Injuries to an employee resulting in them being unable to work for 3 or more consecutive days (including weekends).
- Injuries to pupils, and other non-employees, through activities connected to the school's activities, that lead to a hospital visit.
- Specified occupational diseases (see HSE website for guidance - to be reported by telephone without delay).
- Specified dangerous occurrences (see HSE website for guidance - to be reported by telephone without delay).

Accidents - Pupils

In addition, the following arrangements are in place should a pupil suffer an accident:

- Parents/carers are informed through the dismissal process, by telephone or email (as applicable).

- Parents will be notified in the event of a major head injury requiring hospital attention or 'one to one' observation.