



# **First Aid Policy**

Harefield Infant, Nursery and  
Children's Centre

Spring Term 2018

## Aims:

- To ensure the wellbeing of all children, staff and visitors whilst in school or on school trips.
- To deal quickly and effectively with any incident requiring basic first aid treatment, an ambulance will be called in the event of a child/ member of staff/ visitor who requires further emergency treatment.
- To ensure that parents/guardians are kept informed where appropriate of incidents occurring during the school day by either telephone or letter.
- To ensure that all staff are aware of their duties and responsibilities and are updated with clear procedures regarding children's welfare.

## Nominated First Aiders:

The school has 8 fully qualified first aiders trained to deal with any medical situation, which may arise. All of the staff have specialised paediatric first aid training. Four members of staff also have first aid at work training. A full list of first aiders will be displayed in the medical room and the staff room.

There will be at least one first aider on site during the school day when there are children present and during after school activities.

Harefield Infant School's nominated first aiders follow the training programme laid down by the London Borough of Hillingdon and undergo a full two day certificate renewal course every three years in order to update with current practices. Refresher courses are put on each year and these must be attended. All staff will have a basic course in asthma, anaphylaxis and basic understanding of first aid given by the school nurses, this should be done yearly.

At various intervals courses are also arranged for specific areas of health management e.g. asthma, epilepsy, diabetes, allergy and anaphylaxis including epipen usage.

## Medical Facilities:

The welfare assistant is based in the medical room and all injuries will be dealt with in there or in the immediate year group, using the first aid boxes which are placed in each year group. The medical room has washing facilities and is fully equipped to deal with minor injuries. This also includes a stock of spare uniform. In the case of a major incident all minor incidents will be treated in the SENCO/Learning Mentor Room with a fully equipped medical bag.

There are medical boxes situated in the Year Two, Year One, Reception and Nursery areas. The medical room is also well stocked; it is the responsibility of the Welfare Assistant to ensure that the area medical boxes are well stocked.

## Records:

In the medical room welfare records are held for all children. As well as giving personal contact details a brief medical history will show any allergies or medical conditions, such as, asthma, epilepsy etc. This information is only kept whilst the child is attending Harefield Infant School and is not passed on.

Children with special medical needs may have a health care plan in place; this may come from a hospital or be written by the Welfare Assistant with consent and cooperation from the parent/guardian. These can be in place for the duration of the child's time in school or may be for a short term period. There will be review dates on all care plans.

All injuries and treatments are recorded in daily medical books. The white copy in the book will be given to the parent/carer at the end of the day. The pink counter copy will be stored in school for a maximum of 18 years.

In case of any injury needing hospital treatment an accident and injury report form needs to be completed and sent to the Health and Safety Executive. This can be done using Hillingdon-safety.net (ASSURE).

All knocks to the head, not requiring hospital treatment, will be monitored closely for the rest of the school day and the parents will be notified by either a phone call home or letter. The letter lists signs and symptoms to look out for in the event of a delayed reaction to the injury.

Each term the Welfare Assistant will update a list, which is placed in every class register as well as a copy that is kept in the staff room of children throughout the school who suffer from asthma, hay fever, epilepsy and other health conditions/illnesses that need to be monitored.

#### Treatment of Accidental Injuries:

- Children feeling generally unwell may spend a short amount of time in the medical room before returning to class, or will be sent home in the case of shock, high temperature, rash, vomiting, diarrhoea or infectious disease.
- Minor cuts and bruises will be cleaned up by cleansing with water and an appropriate dressing applied if necessary. All children are given the option to have a plaster applied.
- All injuries to the head (i.e. bruising or grazing) – children will be closely monitored in the medical room for at least 15 minutes and then returned to class if they appear to have recovered. If they are not sent home a letter or a telephone call listing signs and symptoms to look out for during the following 24 hours will be given to a parent/guardian on collection of the child.

#### Accidents Requiring Hospital Treatment:

In the event of a serious accident occurring to a child (or a member of staff) which requires immediate hospital treatment an ambulance will be called and the parent/guardian notified. If a parent or guardian is not present at the school when the ambulance leaves then a member of staff will accompany the child to hospital.

#### Non- Accidental Injuries:

All members of staff are alert to the signs and symptoms associated with possible non-accidental injuries. Any suspicions will be passed on to the head teacher or a member of the child protection staff. These staff members will then investigate the circumstances of the injury as appropriate.

### Asthma:

All staff are aware of the action to take if any child suffers an asthma attack. (The subject of asthma is dealt with more fully in a separate asthma policy). Comprehensive asthma training should be completed annually by the Welfare Assistant. All staff will have an annual reminder on asthma and anaphylaxis care. The school currently holds three emergency asthma inhalers (see the Asthma Policy).

### Allergy:

The school will hold four emergency epipens, two each in the different weight categories. They will be stored in the medical room. We will follow the 2017 legislation (see the Anaphylaxis Policy).

### Infectious Diseases:

If a child at school is suspected of having an infectious disease the parent/guardian will be contacted and asked to remove the child from school and consult a doctor. If an infectious disease is confirmed the child should not be returned to school until cleared by a doctor.

### School Trips/ Visits:

These will either be short local trips or longer one day trips.

- On short local trips a designated person will be responsible for asthma inhalers and a small first aid box.
- On all day trips a first aider will be present on each of the coaches that are in use, this designated person will be the only person to move around the coach when it is moving and only if strictly necessary. Adults will be responsible for any inhalers belonging to children in their care.
- All responsible adults will be made aware of any particular medical conditions that apply to children in their group.
- A full first aid kit/box will go on all trips out whether these are local or full days.
- Children with medication will be made aware of who is carrying their medication prior to departure from the school.
- All trips undertaken in school will be designed to allow the full year group to take part, this will ensure that children with any medical need can be catered for. If these conditions are not met it may be more appropriate for the trip to be rearranged to a different location.

### Medicines:

Occasionally, children who are well enough to attend school may need to take prescribed medicines during the school day. Under these circumstances the school will accept responsibility for administering the dosage providing:-

- a) The medicine has been prescribed by a doctor and is in the original container.
- b) The parent/ guardian has given consent in writing.
- c) Medicines should only be given by staff trained to do so.

The medicines or prescribed creams **must not** be kept in a school lunchbox or a book bag. All medicines must be kept in the welfare fridge or welfare room and will be returned to the parent/guardian at the end of the school day via the Welfare Assistant.

A record is kept by the Welfare Assistant of the medicine, dosage and side effects and the time administered.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

#### Sun Protection:

We encourage all of our parents to provide their child with a sun hat, reminders will go out to parents throughout the year.

We ask parents to make sure that they protect the exposed skin of their children with a good sunscreen with a sun protection factor (spf) of at least 30, preferably higher, before they come to school in the morning. Staff should not apply sunscreen to children without parent permission and must not apply a child's cream to any other child. Any child showing signs of burning, heat stroke or heat exhaustion should be taken out of the sun completely and cared for appropriately.

#### Sunglasses:

The trouble with sunglasses is that they can get lost or broken, with this in mind we ask the parents to please not send their child in with sunglasses unless there is a specific medical need. However, a named cap or hat with a brim would be appropriate.

#### Lunchtime Supervision:

There will always be at least one fully qualified first aider on school premises during the lunchtime period. The lunchtime supervisors will operate a card system; this allows children to enter the school to go to the medical room.

The lunchtime supervisors will have annual training, focusing on the signs and symptoms of asthma, anaphylaxis and any other medical condition that a child in school suffers from. This will allow them to respond in the correct manner.

#### Head lice:

Parents are asked to notify the school if they treat their child at home.

Where the school identifies a child with head lice the parent/guardian will be contacted and asked to treat their child that day. Parents of remaining class members will be notified by letter and asked to check their child's hair.

#### Medicals:

When children start full time education parents must complete and return a Hillingdon School Health Form so that a full medical inspection can be carried out by the Hillingdon Health Authority appointed School Nurse (if the parent

declines this then they must contact Hillingdon Health Authority). The medical inspections will involve an eye and hearing check for children in Reception. Height and weight for all reception children will also be recorded. If there is any cause for concern the parent/guardian will be contacted by Hillingdon Health Authority.

Children with Physical Disabilities:

Children with physical disabilities are fully integrated into the school and where possible supported by a non-teaching assistant if appropriate.

Access is available to all areas of the school by wheelchair and there is a disabled toilet facility on site.

Forest School:

Two fully qualified first aiders will hold forest schools lessons. Please see the additional policy.

Emergency:

In the event of the full school being evacuated to the playground the emergency pack from the office will be taken outside into the playground along with class lists. All the class asthma boxes will be taken outside and held by the teaching assistants. One of the medical boxes will be taken out by the Welfare Assistant. All epipen pens and emergency medicines will also be taken into the playground.

Protective measures:

Disposable gloves and aprons will always be used. A sharps bin is kept in the medical room. There are two yellow hazardous waste bins, one is located in the medical room the other is located in the nursery. These are routinely emptied by an outside company.

Signed: \_\_\_\_\_  
Head of School

Signed: \_\_\_\_\_  
Chair of Governors