

FIRST AID AND MEDICAL EMERGENCIES POLICY  
LOWER SCHOOL (including EYFS)

At St. Mary's Lower School the following guidelines are used to ensure that each pupil is given the appropriate first aid and medical treatment in a timely and competent manner. This policy should also be read in conjunction with the Medical Conditions Policy. All adults in school have received the basic first aid training.

The following staff have further first aid qualification:

Mrs Rees	Paediatric
Miss Cheeseman	Paediatric
Mrs Bowler	Paediatric
Mrs Howard	Paediatric
Miss Iddon	Paediatric
Mrs Rudling	Paediatric
Mrs Violett	Paediatric
Miss Stone	Paediatric
Miss Williams	Paediatric
Mrs Turner	Paediatric
Miss Patroklou	Paediatric
Miss Pyke	Paediatric
Miss Martins	Paediatric
Ms Suttle	Paediatric
Mrs Sutton	First Aid at Work (3 day)
Mrs Adamson	First Aid at Work (3 day)

Training will be updated as required e.g. Appointed Persons – 3 years; First Aid at work – 3 years, with a 2 day requalification.

When pupils are present on site there is at least one qualified person who is able to deal with any first aid incidents.

### **First Aid & Illness**

- Pupils who are feeling unwell during lesson times are sent to the school office
- The unwell pupil is monitored by the Lower School Office in the school medical room
- The decision to send the unwell pupil home is the responsibility of the Director of Lower School in conjunction with the class teacher
- Pupils with Individual healthcare plans - staff are made aware of such cases in their class. In the event of illness, these plans are followed. Medical record sheets are sent

out every year so that medical details can be kept up to date. Teachers are notified of any pupil with severe medical conditions

- All pupils with a serious medical condition will be highlighted (by photograph) in the staff room, school office and the catering manager is also informed of any food allergies
- Arrangements are made for pupils with particular medical conditions (for example asthma, epilepsy, diabetes) - for additional information please see medical conditions policy
- A First Aid kit is available in the office, studio block, Kindergarten and the member of staff on duty will carry a first aid kit during outside activities including break time
- Medicines will only be administered in school if they have been prescribed by a doctor. Written permission must be received from the parent (forms are kept in the office). Medicines are administered by the school office, Kindergarten staff or the appointed First Aider. Medicines are stored in the fridge in the medical room. When any medicine is administered there should be two members of staff present, this is signed for once administered
- The administration of medicines is logged and all unused medicines are sent home at the end of a course of treatment
- Pupils needing to use inhalers from time to time know that their inhalers are named and kept in a drawer in the office. All ongoing medicines (asthma inhalers) are checked each half-term. A note is sent home informing parents if the medication is nearly out of date

### **Accident Procedure**

**In the event of a major incident 999 will be called immediately by the member of staff dealing with the incident.**

- The injured person is seen by an adult and is referred to the first aider/ appointed person if necessary
- If the First Aider believes hospital treatment is required, that person will, in consultation with the Principal or Director of Lower School:
  - ❖ Arrange for the emergency services (999) to be summoned if necessary
  - ❖ Arrange for parents to be contacted as soon as possible
  - ❖ Arrange for the child/adult to be transported to the A&E Department.

All accidents are fully recorded using the Accident forms by the person who dealt initially with the incident. This is checked and signed by the Director of Lower School or a member of the Senior Leadership Team.

Serious accidents or injuries must be reported to RIDDOR Incident Contact Centre by the Bursar, Estates/H&S Manager or other Senior Leadership Team member. Online reporting is preferred <http://www.hse.gov.uk/riddor>, however a telephone service remains for reporting fatal and major injuries only - call the incident Contact Centre on 0345 300 9923.

RIDDOR will be notified by the school if any of the following incidents occur:

- a work related death
- specified injuries including fractures, serious burns and loss of sight

- over seven day incapacitation of a worker as a result of injuries following an accident
  - an accident causing injury to pupils, a member of the public or others requiring hospital treatment
  - occupational diseases
  - a specified dangerous occurrence, or near-miss event which did not result in an injury, but injury was possible
- Parents will be informed by the class teacher, or Director of Lower School, of significant accidents and the treatment given. If there is any question at all that a pupil might need to see a doctor, parents are always contacted
  - Class teachers are expected to let parents know at the end of the day if a minor accident has occurred and in addition, parents will be informed by phone of any head injury
  - At playtimes and lunchtimes the appointed first aider will deal with all major injuries.
  - When dealing with an injury, staff should wear disposable gloves and ensure that any waste is disposed of securely. Sanitary bins are provided in key areas for the deposit of bodily fluids. Cleaning staff will be informed to clean any area as required. Body spillage kits are available in the Kindergarten and school office if required
  - Parents' emergency contact numbers are kept in the school office

### **48 Hours Absence**

In order to minimise the opportunity for infection within the Kindergarten and school please keep your child off for 48 hours if they have vomited or have had diarrhoea.

We exclude all children, in the EYFS (Kindergarten and Prep class) on antibiotics for the first 48 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. asthma and the child is not unwell). This is because it is important that children are not subjected to the rigours of the Kindergarten/school day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics.

### **Activities remote from building or off-site**

For any activity which is carried out remotely from the school building, a first aid kit and any additional medication will be taken. This is the responsibility of the lead teacher.

For off-site activities a medical kit will be taken; additional medication for individual pupils and emergency contact details.

The lead teacher will always have a school mobile phone in case of an emergency.

### **First Aid Supplies**

- The Chief Nominated First Aider is responsible for checking the contents of the First Aid boxes on a regular basis and orders in new supplies as and when required.
- The First Aider supplies the necessary equipment for the well-being of the children while away from school on school visits

### **Monitoring**

Records and procedures are regularly monitored by the First Aiders and the Director of Lower School.

Reviewed/Approved: Autumn 2019  
Next Review: Autumn 2020