



Chad Vale Primary School First Aid Policy (July 2022)

Policy Written by:	Paul Sansom
School adoption date:	July 2022
School's review date:	July 2024

Policy Statement

Chad Vale Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all of their employees and endures best practise by extending the arrangements as far as reasonably practicable to children and visitors to our school.

All first aid provision is arranged and managed in accordance to Safe Aid Services guidelines. For the purpose of Health and Safety (First Aid) Regulations 1981 and Health and Safety (First Aid) Regulations Northern Ireland 1982.

Responsibility for First Aid at Chad Vale Primary School is held by the Head Teacher and the responsible manager for First Aid is Miss Millward (HLTA).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

First Aid

First aid can save lives and prevent minor injuries from becoming major ones. First aid provision is available at all times while people are on the school premises and also off the premises whilst on school visits.

Appointed Person

A named person is designated as the appointed person for first aid. This person is someone who:

- Takes charge when someone is injured or becomes unwell
- Establishes suitably stocked first aid boxes
- Monitors and maintains stock in first aid boxes and completes a medical check list as necessary
- Orders stock
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- Arranges training for staff and keeps an up to date list of qualified first aiders
- Liases with outside medical professionals.
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Appointed Person – Miss Nicola Millward is Chad Vale's appointed person.

First Aid Trained Staff (Teaching Assistants)



Miss Millward (Senior) (Adult & Paediatric)

Mrs Schofield (Senior)

Miss Patel

Mrs Saini

Mrs Taherian

Miss Dowd

Mrs Sode (Paediatric)

Mrs Key (Paediatric)

Mrs Shergill

Mr Fenech

Mrs Mohr

Miss Nasser

Mrs Sota

Additional First Aiders

Mr Bowen

Mrs D Shiner

Miss Green

Miss Osei (WACC)

Paediatric First Aiders

Miss Millward, Mrs Key and Mrs Sode have been trained and are qualified in paediatric first aid in accordance with Safe Aid Services guidelines. The Senior paediatric first aiders are Miss Millward and Mrs Sode.

Mental Health First Aider

Miss Millward has been trained in both adult and youth mental health first aid in accordance with MHFA England guidelines.

First Aid Provision

A fully stocked first aid box is kept in every classroom and learning space for use at any time. The main first aid point is in the studio. Teaching Assistants carry their fully stocked portable first aid kits on them at break times and lunch times and any off-site visits. An Emergency First Aid box is located in the school office along with our Defibrillator, Emergency Asthma kits and Emergency Medication. The emergency medication is stored in individual year group boxes inside a portable trolley. Individual inhalers are kept in a clearly labelled box in classrooms. Most Teaching Assistants are qualified first aiders and are on call at all times to administer first aid when needed.

All first aid boxes are marked with a white cross on a green background. All staff administering first aid follow school guidance on procedure. All staff are provided with an up-to-date first aid manual during their training. If a first aider is concerned about an injury they should contact a senior first aider (see list above).

Accident books keep a record of any first-aid treatment given by first aiders. Each first aider has their own accident book to record any first aid incidents. These records must be written in pen, completed on the same day of the incident and must include;

- The date, time and location of the injury
- The name and class of the injured or sick child
- Details of the injury or illness



- The action taken/treatment given
- Any further advice/treatment recommended

A copy of the completed first aid slip is given to the parents and a copy is kept in school.

Disposable gloves are available in the boxes and portable first aid kits and must be worn by staff administering first aid. These and used antiseptic wipes and sterile pads must be disposed of in a tied disposable bag and disposed of in the staff toilet/disabled toilet where a bin is provided.

Children with bumped heads are given a first aid slip to take home informing parents/carers of the time of the injury and signs to watch for in case of concussion. A wrist band or sticker is given to the children to alert staff of the injury. If the bump is of a more serious nature, the first aider will inform the office staff who will telephone the parents and inform them of the situation.

When children are taken off site for educational visits and sports activities, the Staff take with them a full first aid kit (including emergency ice packs), emergency asthma kits and all emergency medicines and inhalers for the children in the class. Toileting aids will be taken for those children who may require them. A full risk assessment is submitted to our Educational Visits Co-ordinator for all off-site trips and staff liaise with venues to make adequate arrangements for any children with medical needs or require intimate care/medication.

In the case of a serious injury the First Aider will follow emergency procedure and send for an ambulance and complete the necessary forms that are sent to Schools Safety Services.

Sometimes a child needs to be changed because they have wet or soiled themselves or because they have vomited. This is done by two members of staff. We ask the children to change themselves as far as possible. When a child starts school, parents/carers are asked to sign a form giving consent for their child to be changed if necessary.

The soiled clothes are sent home in a plastic bag with a note asking that the school clothes be washed and returned.

Communications with parents

Where a first aider makes an assessment that a child needs further medical attention, but does not require an ambulance, a phone call home is initiated requesting that parents/carers come into school to collect their child. If no response is gained from the P1 contacts, the office will call the other contacts on the child's record. Where no parent can be contacted, the decision may be taken to call an ambulance so that additional treatment can be given. Advice from paramedics will inform next steps. If the paramedics advise a transfer to hospital, a member of Chad Vale staff will accompany the child.

The office will continue attempts to contact parents and will liaise with any member of staff who has accompanied children to hospital.

Medical Emergencies

If it becomes necessary to administer medication, for example Epipen, Insulin, Buccal Midazolam, or if a child is sent to hospital for a medical emergency, such as a seizure or accident, a medical emergency report must be completed and a copy sent to the Nurse Advisor and School Safety Services.



When any medical emergency occurs in school the supervising teacher should send a red triangle alert card to the first seen adult. The cards are labelled with the class number and the teacher's name and additional cards are kept in shared areas such as the school hall, MUGA, dance studio and library. On receiving the card the adult will send someone to the classroom to see what has happened and alert one of the first aiders to go to the room. The person raising the alarm must stay with the child. At no time must the child be left alone. It is important to stay calm and to reassure the child.

If the decision is made to send for an ambulance, an adult will go to the office and dial **999**.

Staff sending the red triangle alert must not assume that an ambulance has been requested until a message is sent to request one.

When an ambulance is requested for school it will be dispatched quickly but the caller needs to stay on the line and ensure that all information has been given and to receive advice.

Ambulance Control will need to know:

- What the emergency is
- The school telephone number
- The school's name, location and ambulance access nearest to ill child
- The child's exact location in school
- That an adult will be waiting at the access point to meet the ambulance and direct the ambulance crew to the ill child.

An Emergency Aid card showing school details and a sheet showing what information will be requested by the ambulance service is positioned by all external telephones.

It is important to continue to administer first aid while waiting for the ambulance.

A call should be made to the parents of the child to inform them of the emergency and the action taken by the school.

There is no legal or contractual duty on school staff to administer medicine or supervise pupils taking it. This is a voluntary role undertaken by First Aiders. However, teachers and other school staff have a common law duty to act as any reasonably prudent parent would to make sure that the children are healthy and safe on school premises and this might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency. This also applies to off-site educational visits and trips.

Staff who volunteer to administer medicine should not agree to do so without first receiving appropriate information and training. They should also consider carefully before agreeing to administer medicines where;

- the timing of its administration is crucial to the child's health or
- some technical knowledge is required or
- intimate contact with the pupil is necessary – e.g. administration of Insulin

The Governors will fully support any members of staff who do not wish to administer medicine or who feel pressurised to do so.

On admission to school all parents/guardians are asked to complete a form giving details of any medical conditions. This information is passed to the Office Staff and the **Appointed Person** with



responsibility for managing medicines in school will ascertain the details of the condition and its management such as:

- any regular medication
- emergency medication
- emergency contact numbers
- name of family doctor
- details of hospital consultants
- allergies
- dietary requirements

Contact will be made with the School Nurses department at the local health centre (Quinton Lane) who will arrange for a care plan/alert card to be drawn up which will be displayed in the staff room and in the appropriate register for that child.

Medicine in School

Medicines can often be harmful to anyone for whom they are not prescribed and we recognise that it is our duty to ensure that the risks to the health of others are properly controlled. We keep medication in school for various conditions. The main ones are:

Anaphylaxis

Epipens and Piriton, are stored with the relevant care plans in the year group boxes in the portable trolley in the main school office. Access is available at all times to this room. Alert cards for each child with medical needs are clearly displayed in the staff room, the school kitchen and in each classroom evacuation folder. These boxes are taken out with the children when they leave the premises for a school trip or sport lesson off-site.

Asthma

Asthma inhalers and spacers are clearly named and kept in classrooms so that they are easily accessible when needed. The classroom doors are not locked and Lunchtime Staff must be told who has an inhaler and where they are stored. Children in Foundation and Key Stage 1 are supported when using an inhaler and the children in Key Stage 2 are supervised and encouraged to manage their own medication. **Emergency Asthma kits** are available in the school office with a list of children of whom we have been given a permission slip to administer them to.

Eczema

Staff have been trained by an eczema trained nurse to provide care for children who need medication/creams during school time. The medication should be clearly labelled and stored in the school office or classroom. Only nominated staff should apply medication following the advice and guidelines for each individual's needs. A care plan should be displayed in the staffroom and carefully followed.

Diabetes



Children with diabetes have their own health care plan in place. Emergency diabetic kits are stored in the back office where access is available at all times.

Children should never be sent to take BGM (Blood Glucose Monitoring) alone. They will be accompanied at all times by a trained member of staff. The Blood glucose level will be recorded in the child's book. If ever there is a concern, parents will be contacted straight away. On occasion, it may be that parents need to come into school to support the care (i.e. change an insulin pod over). Staff will be trained by the diabetes team for individual children in their care and all staff will receive diabetes awareness training. Diabetes trained staff are invited to annual update training at the hospital. There are diabetes-trained staff on site from 7am until 6pm every day.

Staff may volunteer to administer injections and only do so if training has taken place. This must be done in the presence of two trained members of staff.

An emergency box with individual's medication and care plan, should be clearly labelled and kept in the child's classroom and one in the office.

No child is excluded from any activity. A diabetes trained staff member volunteers to attend after school/out of school visits i.e. Residential trips.

Epilepsy/Febrile Convulsions

Most seizures happen without warning, last only a short time and stop without any special treatment. Injuries can occur, but most people do not come to any harm in a seizure. Staff will be aware of all epileptic children and children prone to convulsions. Communication with the school nurse and parents will ensure adequate support is provided. In any event of a seizure taking place, an ambulance would be called for and parents would be contacted immediately. All staff receive epilepsy awareness training and specific staff have been given Buccal Midazolam training. Any children with epilepsy will have a care plan and any medication needed is stored in the classroom for quick access.

Cerebral Palsy

Children with cerebral palsy have their own care plan and will require outside agencies to come into school regularly to support with physio. The occupational therapist will also visit regularly to support. Specific staff have been trained to deliver physio on a daily basis. As with other medical needs, children with cerebral palsy are included in all aspects of learning with adjustments being made where required.

Diarrhoea and Vomiting

All children who have been absent from school due to Diarrhoea and Vomiting should not return to school until they are 48 hours clear.

Prescription Medicines

A child who has been absent due to an illness for which he/she has been prescribed antibiotics may be well enough to return to school before completing the course of medicine. Prescribed medicines can be given in school for a short period. A signed consent form must be completed by parents/guardians giving details of the medication, times it must be given and contact numbers in case of emergency. The form is available from the school office. The medicine must be handed to the office staff by the parent and should be stored in the medicine cupboard or the office fridge. The



medicine should be in the original container as dispensed by the pharmacist and must be clearly labelled with:

- name of child
- name of medication
- strength of medication
- dose
- when it should be given
- length of treatment
- any other instructions
- expiry date whenever possible

The member of staff administering the medicine should record the date and time the medication was administered on the medication form completed by the parents. If medicines cannot be administered this should also be recorded.

Medicines and empty medicine bottles must be returned to parents. Emergency medication must be returned to parents at the end of term in order that expiry dates can be checked and medication replaced as necessary.

Non-prescription medicines

Non-prescription, over-the-counter medicines can be given in school if necessary provided they have been authorised by Mr Sansom. As with prescription medicines, a signed consent form must be given by parents/guardians giving details of the medication, times it must be given and contact numbers in case of emergency. The form is available from the school office.

No medicine is given in school without written permission from a parent or guardian.

Signed _____ Chair of Governors

----- Head Teacher

Agreed and adopted at Governing Body Meeting on:
Review -