

First Aid and Medical Conditions Policy

Our school values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils as confident, happy citizens.

Our school values are:

Kindness, Resourcefulness, Creativity and Resilience.

As well as our values, we have three school rules that help us to make good choices.

Our school rules are:

Be Safe, Be Ready and Be Respectful.

Prepared By	Westover Primary School Leadership Team
Approved By	Westover Primary School Governing Body
Approval Date	March 2023
Policy Review Date	March 2024
Signature	
Name	Mr J Anderson

1. Policy Statement

Hamwic Education Trust will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Westover Primary School is held by the Headteacher, who is the responsible manager.

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

2. Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Risk Assessment to determine the first aid provision requirements for our premises. It is our policy to ensure that the First Aid Risk Assessment will be reviewed annually or following any significant changes that may affect first aid provision.
- The First Aid Risk Assessment Form will be used to produce the First Aid Needs Assessment for our site.
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Risk Assessment (See Appendix 1 for First Aid Trained Staff).
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid/medicines in accordance with the First Aid Risk Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

The Headteacher will ensure that appropriate numbers of qualified first aiders or appointed persons are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

3. First Aid Provision

It is the responsibility of all staff to check the contents of all first aid kits every time anything is used. This is to make sure there's plenty of stock. If large amounts of stock have been used, then more stock must be ordered so that there is always enough. Large first aid kits are kept in both of the temporary buildings, the medical room and in the kitchen area in Year R.

In the event of an injury, if further help is needed the emergency red triangle can be taken to the nearest adult to help. All rooms have a triangle and there are triangles for when the class is outside. Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid, and make a balanced judgement as to whether there is a requirement to call an ambulance. The injured person should not be moved if there is any possibility of a spinal

or neck injury. When calling for an ambulance, the staff should always try and use a mobile phone so that the caller can move to be near the casualty and follow any instructions from the emergency services.

The first aider/appointed person is to always request an ambulance on the following occasions:

- in the event of a serious injury
- in the event of any significant head injury
- in the event of a period of unconsciousness
- whenever there is the possibility of a fracture/dislocation or where this is suspected
- whenever the first aider is unsure of the severity of the injuries
- whenever the first aider is unsure of the correct treatment
- in the event of a severe allergic reaction or following the administration of an Epi pen
- in the event of the person having difficulty breathing
- severe seizure if person has not had a seizure before

In the event of an accident involving a pupil, it is policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment for serious (or more than minor) injury
- requires attendance at hospital
- if a there has been an injury to the head

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil until the parents can be contacted and arrive (as required).

In the event that the pupil requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider, appointed person or another member of staff will accompany the student to hospital and remain with them until the parents can be contacted and arrive at the hospital. The staff member should take any medical notes kept in the class file with them to hand over to hospital staff.

All accidents requiring first aid treatment are to be recorded.

Injuries/Accidents Involving a Pupil		
Minor injuries from the neck up (eg scratches on the face, nose bleeds, bumped heads)	<p>These minor injuries are recorded on the Pupil Minor Incident Form.</p> <p>A red form is completed, scanned and to be sent to parents via email to inform them of the injury. The form is then handed to the teacher who keeps it for the day, so the child is monitored in class. The teacher checks at pick up that the form was received.</p> <p>The child is given a bumped head sticker and high visibility jacket to remind staff to keep a close eye on them.</p>	<p>The form is then filed in the Class Medical File.</p> <p>Email to parents requests a response acknowledging receipt.</p>
Minor injuries from the neck down (eg bumped knees, twisted ankles)	<p>These minor injuries are recorded on the Pupil Minor Incident Form.</p> <p>A black form is completed. The form is then handed to the teacher who keeps it for the day, so the child is monitored in class. The teacher speaks to the parent at pick up if required.</p>	<p>The form is then filed in the Class Medical File.</p>
More serious injuries	<p>These injuries are recorded on a JHS2 form. Parents are notified by telephone.</p> <p>The headteacher is informed of the accident.</p>	<p>A copy of the JHS2 form is sent to Hamwic by the headteacher.</p> <p>The form is then filed in the Class Medical File.</p> <p>An accident investigation is carried out.</p>
Injuries/Accidents Involving an Adult (Staff or Visitor)		
Minor injuries	<p>These injuries are recorded in the Staff Accident Book.</p> <p>The headteacher is informed of the accident.</p>	<p>The Accident Book is kept in the School Business Manager's office.</p>
More serious injuries	<p>These injuries are recorded on a JHS1 form.</p> <p>The headteacher is informed of the accident.</p>	<p>A copy of the JHS1 form is sent to Hamwic by the headteacher.</p> <p>For more serious injuries, an accident investigation is carried out.</p> <p>The form is then filled in the Staff Medical File.</p>

All accidents requiring hospital treatment will be reported to the H&S Manager immediately in line with RIDDOR. There will then be an accident investigation by the H&S manager and relevant staff.

4. Visibility of first aiders

For staff, visitors and children all qualified first aiders will be wearing a green lanyard around school so that members of our community are able to quickly identify those who have first aid training.

During playtimes and lunchtimes children have access to the outside areas. To ensure that all children are aware who is administering first aid, first aiders on duty will wear a green high visibility jacket.

All members of staff on duty will be wearing a blue high visibility jacket and children will be able to notify these adults should there be an incident as well.

Outside areas are continually assessed by the site manager in the morning removing any hazards to the children within the school before playtime.

5. Supporting Pupils with a Medical Condition

Westover Primary School will ensure that relevant trained staff will be made aware of a child's condition and all arrangements needed are in place to ensure such children can access and enjoy the same opportunities at school as any other child and that no child shall be discriminated against.

Individual Health Care Plans can help ensure that the school effectively supports pupils with medical conditions. Also, to ensure the school supports their social and emotional needs and managing medication. They will be written in partnership with staff, parents, and relevant health care professionals.

The level of detail needs to be suitable to the child's need. It should contain all the relevant medical information, contact details and any emergency procedures specific to that child. All relevant staff will need to be made aware of its content. The plans will need to be reviewed yearly, or as and when changes occur. These plans are stored in the Medical Room and the class file. Summary sheets for our most critical children are kept inside the cupboard doors in classrooms so that they are quick and easy for all adults to access.

Children with long term medical needs may have these medicines administered by a member of staff as identified on their written Health Care Plan. Qualified First Aiders in school may administer medicines in their absence, if they have clear guidance and have had training in the administration. In their absence advice should be sought from the Headteacher or the SENCO.

Epi-pens are kept in a bum bag and kept in an agreed area so there safe from other children but also at hand for the right child. When they leave the classroom, they will be taken and kept with a member of staff working with the child. Inhalers are kept in the class First Aid Box. All other medicines are kept in a locked cupboard or the locked fridge in the Medical Room. It may be agreed that some other medicines are stored in the First Aid Box in the classroom, but this will be decided on a case-by-case basis.

When children with long term medical needs attend a school trip either the child's parent, the identified supporting member of staff or one of the named First Aiders must attend. No child will be excluded from a school visit due to medical problems. The child will have an individual risk assessment detailing how their condition will be managed.

6. Managing Medicines

Medicines should only be administered at school when it would be detrimental to a child's health or social attendance not to do so.

No child will be given prescription or non-prescription medicines without their parents'/ carers' written consent.

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

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include the instructions (the exception is insulin which must be in date but may be available in a pen or pump rather than original container) for administration, dosage and storage. The data sheet should be kept with the medicine.

Before administering medicine, we will ensure that the Medication Administration Record Form (MAR sheet) is completed & signed by a parent/carer giving consent. Any member of staff administering medicine must be competent and receive sufficient & suitable training. The form must be completed every time the pupil receives their medication & witnessed. Any side effects of the medication should be noted down.

If a child needs a cough/ throat sweet, a consent form will need to be completed at the office and the cough/ throat sweets will be handed to a member of the office staff. The child will then need to suck the cough/ throat sweet in the office area of medical room so that they can be supervised.

All parents will be asked to sign a consent form for us to administer Boots own liquid paracetamol to their child whilst in school, should they require it. This is done on entry to Year R for both 3+ paracetamol and for 6+ paracetamol. If your child needs paracetamol in school, we will always phone you first to get verbal permission to administer it. We will keep a bottle of Boots own liquid paracetamol in school. We will accept/ store bottles of paracetamol for individual pupils on a case-by-case basis.

Staff medicines are to be kept out of reach or locked away from children. Staff complete a medical form when they start working at Westover and are encouraged to talk to their line manager if things change.

7. Class First Aid Files

Every class has a file which is kept by the First Aid Box, out of reach of the children. The file contains:

- Policies and Procedures
- Pupil Minor Accident Form and Blank Forms for Pupils
- Medical Summary Sheet
- Care plans, medical data sheets and parent contact/action records for each child with a medical condition

In addition, a red card for each child with a medical condition will be kept in a discrete position in the classroom, e.g. in the inside of a cupboard door. These cards are a summary of the medical condition, with the child's photograph and date of birth. These are agreed with parents when the condition is first known and updated annually.

Members of staff will be provided with a confidential school overview of the medical conditions of every child. These are to assure that all members of staff or first aiders coming into contact with the children are aware of their medical needs to ensure that they are safe at all times.

The boxes and files are checked half termly by first aiders in school.

8. Administering medicines – Dos / Do Nots

The table below contains advice that members of staff can refer to when administering medicines to pupils in school. It is based on the Department for Education’s statutory guidance on supporting pupils at school with medical conditions.

If a member of staff has a known allergy to any medicine, they must not administer this to a child or come into contact with anyone’s medicine.

DO	DO NOT
<ul style="list-style-type: none"> ✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so ✓ Check the maximum dosage and when the previous dosage was taken before administering medicine ✓ Keep a record of all medicines administered to individual children. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it ✓ Inform parents if their child has received medicine or been unwell at school ✓ Store medicine safely in a locked cabinet ✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately. ✓ Contact parents prior to administering any paracetamol to check correct interval between doses 	<ul style="list-style-type: none"> Give prescription medicines or undertake healthcare procedures without appropriate training Accept medicines unless they are in date, labelled, in the original container and accompanied by instructions and the data sheet Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers Force a child to take his or her medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform his or her parents

9. Supporting Staff with a Medical Condition

All staff are required to fill in a medical form. This is kept securely in the business manager’s office but only viewed by the headteacher, or in her absence, the deputy headteacher. The forms are reviewed and if necessary, a risk assessment is written for that staff member. Should we have to accompany a staff member to hospital, the form will be taken and given to hospital staff for information.

10. Appendix 1 – First Aid trained members of staff



First Aid

Level 3 - First Aiders:	
James Anderson	

Paediatric First Aiders:	
Jo Llewellyn	Hayley Fuller
Stef Drain	Hannah Dalton

Basic First Aiders:	
Linda Hayward	Dan Tranah
Tom Llewellyn	Karen Millham
Tracey Smith	Jo Lloyd
Shannon Care	Claire Dumper

11. Appendix 2 – Flow chart of incidents

Does the incident involve a pupil or an adult?				
Pupil			Adult	
Is the injury minor or serious?			Is the injury minor or serious?	
Minor (Above neck)	Minor (Below neck)	Serious	Minor	Serious
These minor injuries are recorded on the Pupil Minor Incident Form.	These minor injuries are recorded on the Pupil Minor Incident Form.	These injuries are recorded on a JHS2 form. Parents are notified by telephone. The headteacher is informed of the accident.	These injuries are recorded in the Staff Accident Book. The headteacher is informed of the accident.	These injuries are recorded on a JHS1 form. The headteacher is informed of the accident.
A red form is completed, scanned and to be sent to parents via email to inform them of the injury. The form is then handed to the teacher who keeps it for the day, so the child is monitored in class. The teacher checks at pick up that the form was received.	A black form is completed. The form is then handed to the teacher who keeps it for the day, so the child is monitored in class. The teacher speaks to the parent at pick up if required.			
The child is given a bumped head sticker and high visibility jacket to remind staff to keep a close eye on them				
		The headteacher is informed of the accident.	The headteacher is informed of the accident.	The headteacher is informed of the accident.