

## Policy for First Aid

### Trained First Aiders

The Headteacher will ensure that at all times during the school day there are adequate numbers of qualified First Aiders. These are members of staff, who have volunteered to become recognised First Aiders, and have successfully passed the First Aid at Work certificate. Current lists are displayed in the Medical Room and in significant locations around the school (Appendix 1). The Senior First Aider is based in the school medical room.

During lunch times, there is a Senior First Aider present in the medical room at all times.

Whenever possible a First Aider accompanies children on school trips or a member of the staff will volunteer to be the person responsible for first aid.

### Insurance and Staff Protection

The Headteacher will ensure that the following procedures are adhered to, at all times, before allowing First Aid or medicines to be administered:

1. The parents/carers must have completed an Indemnity form (Appendix 2) giving consent for the administration of medicines to be given by the First Aiders or designated members of staff.
2. The First Aiders and designated members of staff who administer First Aid and/or medicines, must have been properly and fully trained.
3. No member of staff, who has not been designated to administer First Aid or medicines, may do so. If they do, then they are personally responsible for their acts, unless acting in an emergency with the permission of the Headteacher.

School staff should not, as a general rule, administer First Aid and/or medicines without first receiving appropriate information and/or training. However teachers and other school staff in charge of pupils have a common law duty to act as any reasonable prudent parent would to make sure that pupils are healthy and safe on school premises and this might, in an emergency extend to administering medical treatment. Section 3(5) of the Children Act 1989 provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting children's welfare. This can give protection to teachers acting reasonable in emergency situations such as on a school trip.

When a member of staff, acting in the course of their employment and in accordance with the permission of the Headteacher, administers any medical or emergency treatment to any pupils then that person will be indemnified by the Council's liability insurance in respect of a claim for negligence relating to injury or loss caused by their actions, provided that they:

- have been designated by the Headteacher to administer medical or emergency treatment,
- have received full training by a qualified health professional, relevant to the medical or emergency treatment being administered,
- have acted as any reasonable prudent parent would do in an emergency,
- have used the relevant protective equipment for that purpose,
- have strictly adhered to the Individual Health Plan where one is in place.

## **Medical Facilities**

The medical room is available at all times for children who are unwell. Medicines, which need to be stored in a locked cupboard, are kept in a childproof medicine cabinet. Other medicines are kept in a high locked cupboard in boxes with the child's name on. There is a folder in the cupboard with Indemnity forms in and also a daily log for medicines that need to be taken daily. Inhalers are kept in individual boxes with the child's name displayed. Medicines, which need to be kept cool, are stored in the locked refrigerator in the Medical Room.

Surgical gloves are stored in the Medical Room cupboard. Vent Aids are stored in the Medical Room drawer.

The administration of medical treatment and medicines are in accordance with the Policy.

Two bins are provided. The yellow disposable bin bag is used for all medical waste material and is collected separately.

First Aid boxes are located in the Medical Room, outside the Sports Hall and in the main hall. In each classroom there is a pack of limited first aid equipment for the member of staff in charge to use if necessary. It is the responsibility of the Senior First Aider to replenish the contents of the First Aid boxes when necessary.

## **Treatment**

All treatment is in line with First Aid training. No medicines e.g. pain relief is administered that has not been prescribed for the child with the completed Indemnity Form.

- Bumps - a cold compress or ice
- Tummy aches – temperature checked, child told to rest and given a drink of water
- Wounds – washed with cold water and a plaster applied, if necessary, after checking that the child is not allergic. Hypoallergenic types are available for children who may be sensitive

## **Record of Injuries**

The Accident Record book is in the Office. The Headteacher is responsible for ensuring that a record of all serious accidents is kept and that if accidents occur an accident report must be completed in accordance with Borough requirements:

Records of Minor Injury e.g. Bruising, Bangs, Grazes, etc are kept by the Senior First Aider.

F2508 - Report of an Injury or Dangerous Occurrence. Staff - e.g. broken bones, hospital over 24 hours, absence over 3 days. Four copies, in addition to the above, the original one must be sent to the Health and Safety Executive, under the Reporting of Injuring, Diseases and Dangerous Occurrences Regulations 1985, within the prescribed period.

The Accident Record book is kept up to date by the Senior First Aider.

Records are kept of children who are given treatment in the medical room and all children are given a standard letter to take home (Appendix 3). A text message will be sent to parents if the Senior First Aider believes that further medical treatment or advice from a health professional should be sought.

If the accident is considered to be serious or the child is too ill to return to the classroom the parents/carers are informed to come and collect their child. Under no circumstances is a child permitted to leave the premises without a parent or appropriate adult.

## **COSHH - Control of Substances Hazardous Health Regulations 1988/94**

The master set of COSHH assessment records are kept in the Premises Manager's office. Copies of relevant assessments will be retained in the Medical Room for reference alongside recommended First Aid treatment to be administered in an emergency.

### **Infectious Diseases**

Information regarding infectious diseases is kept in the Medical Room.

### **The First Aid Procedures**

#### **1. Incidents in school**

The adult in charge of the child will use their professional judgement regarding treatment of children who feel unwell.

Children who feel ill during the day should go to the medical room accompanied by another child. No child should be sent to the medical room alone. For more serious complaints first aid help should be sent for. A text message will be sent to parents if the Senior First Aider believes that further medical treatment or advice from a health professional should be sought.

If a child has a serious accident in school it is the responsibility of the adult in charge to fetch the Senior First Aider as soon as possible, unless a First Aider is available to treat the child. No child should be moved if unconscious or in pain. No child should be left unattended. The parent/carer should be informed as soon as is possible.

All other children should be moved away from the injured child.

#### **2. Incidents on the school grounds**

Children who have had small accidents should be accompanied to the medical room for treatment. No child should be sent on their own. For this reason there are always two or more adults on each playground during playtimes and lunchtimes.

If the child has had a serious accident, is in a lot of pain or unconscious they should not be moved. One of the adults in charge should fetch the Senior First Aider and/or another First Aider immediately. The remaining adult will supervise the injured child and move other children away from the area. The parent/carer should be informed as soon as is possible.

The Senior First Aider will bring the 'crash bag', containing emergency resources, and a blanket to the location. The Senior First Aider will assess the condition of the child and act appropriately.

#### **3. Serious incidents requiring emergency treatment**

The parent/carer will be informed as soon as is possible. The Headteacher and/or the Senior First Aider will decide whether to call for an ambulance.

If an ambulance is called the member of staff in the office or site agent will open the barrier at the school gate. When an incident has occurred on the school playing fields the ambulance will need to access through St Ethelbert's Ave gate and this must be made clear when calling 999. A member of the office staff will open the gates and direct the paramedics. The key required is no 5 and the union key opens both the double gate and the padlock on the street railing. Duplicates are also held by the site agent which is key fob no 2.

Adults on duty will be responsible for ensuring that all children are kept well clear of the incident and the ambulance coming onto the school grounds.

If no parent/carer is available to accompany the child to hospital, a member of staff will go with the child who will collect the child's personal information from the office staff.

Children who have an incident after school hours e.g. during clubs, sports activities are the responsibility of the teachers in charge of that child. First Aid boxes should be taken on to the school grounds. If the incident is serious then the parents/carers should be informed as soon as possible. Pupils' contact details are available in the school office. In an emergency the telephone in the school reception area or school office can be used to contact the emergency services by dialling 999.

#### 4. Incidents on school trips

If a serious incident occurs during a school trip the teacher in charge will telephone the school to inform the Headteacher, who will contact the parent/carer of the child. If the incident is very serious or fatal the procedure for contacting the LA as outlined on the Emergency Card will be followed. For all trips the school mobile phone will be taken and the number recorded on the Risk Assessment form prior to the trip.

Whenever possible a First Aider will accompany children on school trips. First Aid kits will be taken to deal with minor incidents.

It is the responsibility of the teacher who has taken responsibility for first aid to ensure that all inhalers and any other medication needed by pupils are collected from the Medical Room prior to the trip.

This policy will be monitored and reviewed by the Senior First Aider on an annual basis.

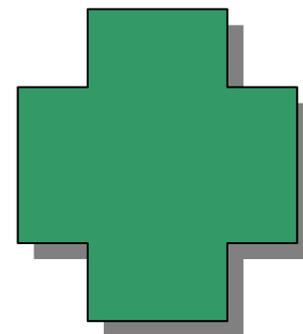
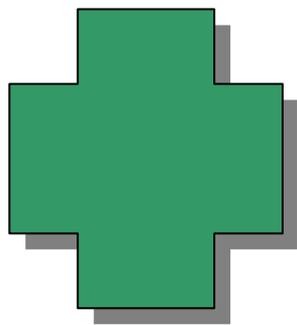
Policy updated: February 2019

Staff responsible: Ifrah Ahmed Welfare Assistant

This policy was ratified by the Governing body on: 6<sup>th</sup> March 2019

Signed on behalf of the Governing Body: \_\_\_\_\_(signature)

\_\_\_\_\_(printed)



# First Aiders

<u>Name</u>	<u>Valid Until</u>	<u>Location</u>
MISS I AHMED	13 <sup>TH</sup> NOV 2021	MEDICAL ROOM/OFFICE/ REPROGRAPHICS
MISS M BATISTA	20 <sup>TH</sup> MAY 2020	MEDICAL ROOM/OFFICE/ REPROGRAPHICS
MRS S YEARWOOD-MAY	10 <sup>TH</sup> JANUARY 2022	OFFICE/REPROGRAPHICS/ MEDICAL ROOM
MISS J WEBB	17 <sup>TH</sup> MAY 2019	OFFICE/REPROGRAPHICS/ MEDICAL ROOM
MRS K RITCHIE	29 <sup>TH</sup> NOV 2019	SEN OFFICE
MR C BRITTEN	24 <sup>TH</sup> SEP 2021	PE TEACHING ASSISTANT
MRS J ROSE	29 <sup>TH</sup> APR 2019	TEACHING ASSISTANT
MRS S DURKIN	11 <sup>TH</sup> APR 2019	THE HIVE
MISS N AWAN	08 <sup>TH</sup> JAN 2021	THE HIVE
MR A ELLIOTT	16 <sup>TH</sup> MAY 2021	THE HIVE
MRS J SLATER	11 <sup>TH</sup> JAN 2021	FAMILY CENTRE
MRS A AKHTAR	22 <sup>ND</sup> FEB 2021	FAMILY CENTRE

## Positive Handling

## The Team Teach Approach

Mrs J Adams	Nov 2019	Headteacher
Mrs T Parkar	Oct 2019	Deputy Head
Mrs A Ramzan	Oct 2019	Assistant Head
Mr A McMulkin	Mar 2020	Assistant Head
Mrs S Douglas	Nov 2019	Inclusion Manager
Mrs T MacArthur	Nov 2019	Assistant SEN
Miss N Awan	Nov 2019	Behaviour TA
Mrs S Durkin	Oct 2019	Behaviour TA
Mrs J Slater	Mar 2020	Family Worker Team Leader
Mr C Britten	Mar 2020	PE Teaching Assistant
Mr A Elliott	Jun 2020	Behaviour TA
Mrs S Akram	Jun 2020	Teaching Assistant

## Parental/carer consent to administer an 'over-the-counter' (OTC) medicine William Austin Junior School

- All over the counter (OTC) medicines must be in the original container.
- A separate form is required for **each medicine**.

<b>Child's name</b>	
<b>Child's date of birth</b>	
<b>Class/form</b>	
<b>Name of medicine</b>	
<b>Strength of medicine</b>	
<b>How much (dose) to be given. For example: One tablet One 5ml spoonful</b>	
<b>At what time(s) the medication should be given</b>	
<b>Reason for medication</b>	
<b>Duration of medicine</b> Please specify how long your child needs to take the medication for	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

<b>Mobile number of parent/carer</b>	
<b>Daytime landline for parent/carer</b>	
<b>Alternative emergency contact name</b>	
<b>Alternative emergency phone no.</b>	
<b>Name of child's GP practice</b>	
<b>Phone no. of child's GP practice</b>	

- I give my permission for the Headteacher/senior nursery staff member (or his/her nominee) to administer the OTC medicine to my son/daughter during the time he/she is at school/nursery. I will inform the school/nursery immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer needed.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school/nursery activities, as well as on the school/nursery premises.
- I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school/nursery.
- The above information is, to the best of my knowledge, accurate at the time of writing.

<b>Parent/carer name</b>	
<b>Parent/carer signature</b>	
<b>Date</b>	

*Medical room use only:*

<b>Date</b>														
<b>Time Given</b>														
<b>Initials</b>														

<b>Date</b>														
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<b>Date</b>														
<b>Time Given</b>														
<b>Initials</b>														

## Parental/carer consent to administer a prescribed medicine William Austin Junior School

- All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.
- A separate form is required for **each medicine**.

<b>Child's name</b>	
<b>Child's date of birth</b>	
<b>Class/form</b>	
<b>Name of medicine</b>	
<b>Strength of medicine</b>	
<b>How much (dose) to be given. For example: One tablet One 5ml spoonful</b>	
<b>At what time(s) the medication should be given</b>	
<b>Reason for medication</b>	
<b>Duration of medicine</b> Please specify how long your child needs to take the medication for.	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry their own salbutamol asthma inhaler/Adrenaline auto injector pen for anaphylaxis [delete as appropriate].	Yes	
	No	
	Not applicable	
I give permission for my son/daughter to carry their own salbutamol asthma inhaler and use it themselves in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

<b>Mobile number of parent/carer</b>	
<b>Daytime landline for parent/carer</b>	
<b>Alternative emergency contact name</b>	
<b>Alternative emergency phone no.</b>	
<b>Name of child's GP practice</b>	
<b>Phone no. of child's GP practice</b>	

- I give my permission for the headteacher /senior nursery staff member (or his/her nominee) to administer the prescribed medicine to my son/daughter during the time he/she is at school/nursery. I will inform the school/nursery immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school/nursery activities, as well as on the school/nursery premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school/nursery, if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

<b>Parent/carer name</b>	
<b>Parent/carer signature</b>	
<b>Date</b>	

*Medical room use only:*

<b>Date</b>														
<b>Time Given</b>														
<b>Initials</b>														

<b>Date</b>														
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<b>Initials</b>														



William Austin Junior School  
Headteacher: Mrs J Adams BA (Hons), QTS, NPQH

Austin Road, Luton  
Bedfordshire, LU3 1UA

Telephone: 01582 572100  
Facsimilie: 01582 564275

Date \_\_\_\_\_

To the parent/carers of \_\_\_\_\_ Class \_\_\_\_\_

Today your child attended the Medical Room for the following reason: -

Cut or graze to \_\_\_\_\_

Twisted \_\_\_\_\_

- Headache
- Stomach ache
- Feeling sick
- Nosebleed
- Earache
- Sore throat

Other \_\_\_\_\_

We thought it wise to inform you of the event in case your child should feel unwell after arriving home from school.

Yours sincerely

Mrs J Adams  
Headteacher





**William Austin Junior School**  
Headteacher: Mrs J Adams BA (Hons) QTS, NPQH

Austin Road, Luton  
Bedfordshire, LU3 1UA

Telephone: 01582 572100  
Facsimile: 01582 564275

Date \_\_\_\_\_

To the parent/carers of \_\_\_\_\_ Class \_\_\_\_\_

During the course of today your child bumped their head.

- Collided with another child
- Fell over
- Bumped it on the apparatus
- Other \_\_\_\_\_

One of our staff dealt with the matter, but we thought we should advise you of the incident. Should your child complain of any of the following symptoms after coming home from school, we advise that you seek medical advice.

-Headache, Dizziness or loss of balance, nausea or vomiting, blurred vision, drowsy or confused.

Yours sincerely

Mrs J Adams  
Headteacher



University of  
Bedfordshire

