





This policy applies to schools within the Bilton Community Federation:

**Bawnmore Community Infant School**

**Bilton Infant School**

**Bilton C of E Junior School**

This statement details the arrangement of First Aid provision on our premises, during off-site activities and residential visits as per The Health & Safety (First Aid) Regulations 1981.

- To ensure First Aid staff have a current first aid qualification (renew/update their qualifications at least every three years.)
- To have trained First Aiders on site at all times (There are no rules on how many first aiders as long as the schools make adequate arrangements related to the setting), including a person with a paediatric first aid qualification whenever EYFS pupils are present. First aiders will be able to responsibly deliver or organize emergency treatment.
- To ensure that a trained first aider accompanies every off-site visit and activity and carries a first aid kit; on trips involving EYFS pupils, a paediatric first aider will attend.
- To record accidents appropriately, reporting to parents and the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).
- To provide accessible first aid kits at various locations on site, along with a portable kit for trips, excursions and sport.
- To record and make arrangements for pupils with specific medical conditions.
- To deal with the disposal of bodily fluids and other medical waste accordingly, providing facilities for the hygienic and safe practice of first aid.
- To communicate information to office staff to contact and give details to medical emergency services if they are needed, informing next of kin immediately in such a situation.
- To communicate clearly to pupils and staff where they can find medical assistance if a person is ill or an accident has occurred.
- To communicate clearly in writing to parents or guardians if a child has sustained a bump to the head at school. To facilitate a courtesy call home if required.

**First Aiders responsibilities**

- Give help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Record all First Aid given.
- In the event of a head injury, however minor, Parents / carers are notified with a phone call and a record kept.
- Notify SLT or office staff of any incident where a pupil may need to go home; they will contact parent/carers.
- Obtain support from another First Aider if required or call an ambulance if needed.
- Take note of time and symptoms and any intervention for recording later e.g. inhaler use



### **Responsibilities of SLT**

- Ensure that all staff and pupils are familiar with the school's first aid and medical procedures.

### **Responsibilities of First Aiders**

- Communicate to staff any measures needed to provide appropriate care for pupils with particular medical needs (e.g. Diabetic needs, Epi-pens, inhalers). Ensure supply staff are aware if they will be responsible for a pupil with these needs.
- First aid kits are kept in various locations throughout the school out of reach of the children. Any medication requiring refrigeration will be kept in a dedicated place/ fridge.
- Health care plans and medical needs of pupils are in place with individual protocols.
- Monitor and re-stock supplies and ensure that first aid kits are replenished.
- Ensure medical area is kept clean and disposal of medical waste is secured.
- Support staff accompanying pupils with special medical requirements both in school and on off-site and residential visits.
- Fulfil the school's commitment to report to NHS if required.
- Communicate with office staff and emergency medical services as required.
- To record information for emergency assistance – time, symptoms, complaints, any details however insignificant that may appear and interventions carried out.
- Maintain a current First Aid certification
- Understand safeguarding responsibility - Report any hidden or attempt to hide other injuries.
- Notify SLT as soon as practical should they feel unable to carry out their duties in full.
- Maintain any onsite defibrillators ensuring equipment is within date and circuit status is kept up to date.

### **In case of an accident, injury or illness**

A member of staff or pupil witnessing an accident, injury or illness should immediately notify a named trained first aider.

Any pupil sustaining an injury whilst at school should be seen by a first aider who will / may provide first aid and summon additional help as needed. The pupil or member of staff should not be left unattended.

The first aider will organise an injured pupil's transfer to a nominated space, if possible and appropriate, make arrangements for hospital in the case of an emergency.

Parents should be informed as necessary by telephone by the office staff and /or first aider.

A record giving details of all accidents and injuries requiring first aid are recorded and kept securely in a designated place.

### **Contacting parents**

Parents should be informed by telephone by office staff or first aider as soon as possible after a serious or significant injury including:



- Head injury
- Suspected sprain, fracture or break
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe hypoglycaemia
- Asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the pupil is generally unwell

### **Contacting the Emergency Services**

An ambulance should be called for any injury that requires emergency treatment, confirmed to the First Aider and SLT notified. Any pupil taken to hospital by ambulance should be accompanied by 2 members of staff until a parent /carer arrives, except in exceptional circumstances (e.g. pandemic or multiple casualties) and agreed by the DSL. One person ideally a person known to the child to accompany the emergency transfer and one person to travel independently.

A copy of the SIMS pupil record and Healthcare Plan if applicable should be taken to hospital or shared with emergency services.

If an Epi-pen auto-injector is administered, pupil / staff must be taken to hospital. The Health Care Plan should be followed.

### **Accident reporting**

Accurate records must be completed and stored correctly for any accident or injury occurring at school, off site or on a school residential trip. This must include the date, time and place of the event; personal details of those involved and a brief description of the event or disease.

If a serious/significant accident then the LA procedure for reporting will be followed. This should be done within 48 hours of an incident.

### **Pupils become unwell at school**

If a pupil becomes too unwell to remain in school, a parent should be contacted as soon as possible to collect their child. No child should be left unmonitored; a first aider should continually monitor the child (door open) and office staff made aware to respond to an emergency request for help.

A pupil who goes home is marked as absent on the register. If they leave during a session, they will be logged as having left site.



## **First Aid equipment and materials**

First aiders must notify the appropriate person when supplies are running low so first aid kits can be restocked. Any First Aider accompanying on an off-site visit should check the kit, and in addition to first aid supplies should carry Safeguarding Green forms and a pen.

## **Pupils with fractures/ breaks**

Parents must inform the school of any suspected breaks/fractures and of any medical requirement. Staff should facilitate the inclusion of the child and make appropriate accommodation and put in place a safe evacuation plan for pupils with limited mobility. A risk assessment may be appropriate; a PEEP will be required.

## **Emergency asthma and auto-injectors**

All staff will be notified of any pupil with an emergency health care plan, drawn up between parents and medical professionals.

A copy of these plans are kept in a designated location and remain part of educational records. Emergency health care plans will be taken if the pupil is on an off-site activity.

Auto-injectors are kept in a secure place with a photo of the pupil, permission to administer emergency auto-injector and sealable box to store used sharps along with a pen and paper for recording times. Once used they should not be thrown away immediately as medical staff may require to see them.

Asthma inhalers are kept in classrooms in a marked container; staff will monitor use. Each child with an inhaler will have an asthma care card with their inhaler. Permission to use school emergency inhalers will be sought for all known pupils with asthma. Dates on inhalers, EpiPen's and auto injectors are checked regularly and expiry dates noted.

If emergency medical assistance is required notify emergency services that school carry emergency auto-injectors and inhalers.

## **Pupils with medical conditions**

Staff to be made aware of any pupils who have a serious allergy or medical condition. This information is useful for planning and for risk assessments prior to a school trip and remains confidential to school staff.

## **Dealing with body fluids**

All bodily fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed:

- When dealing with any body fluids, wear disposable gloves and apron; face masks should be worn if projectile fluids are involved or Covid symptoms suspected.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep broken skin covered.
- Spills of the any body fluids must be cleaned up immediately.



After cleaning remove PPE and dispose of as clinical waste and wash hands using soap and water or if not available hand sanitiser. Disposable towels should be used to soak up excess fluids. The area should be cleaned with a disinfectant solution. All contaminated material should be disposed of inside two sealed bags and disposed of in clinical waste bins.

### **Medication prescribed by a medical practitioner for a short-term issue**

Regular medication is covered by an individual's health care plan.

All medication requires parental permissions and administration requirements should be recorded.

Medications are kept in a secure area; those requiring a fridge are kept there.

Prescribed antibiotics up to three times a day should be administered outside of the school day. If four times a day is required they may be administered at the required time by a first aider who is qualified to administer medication in school. This must be witnessed and checked for name, expiry date and dose by another adult and recorded and signed by both parties.

Parents are welcome to attend school to administer non -prescribed medication.

### **Pain medication - If prescribed**

Can be administered with parental consent, times must be communicated between home and school to ensure correct timings. Parents to provide appropriate medication.

Records of medicine administered is stored securely and checked regularly.

### **Infectious diseases**

If a child is suspected of having an infectious disease, school will follow the Health Protection Agency guidelines below to safeguard other pupils and staff.

<b>ILLNESS</b>	<b>PERIOD OF EXCLUSION</b>	<b>COMMENTS</b>
<b>COVID 19</b>	As per the government guidelines	Symptoms: temperature 37.and above, persistent coughing, loss of taste and smell – refer to current government guidance.
<b>Chickenpox</b>	Until vesicles have crusted over	Pregnant women up to 20 weeks and those in last 3 weeks of pregnancy should inform their midwife that they have been in contact with chickenpox.  Any children being treated for cancer or on high doses of steroids should also seek medical advice.



<b>German Measles</b>	For 5 days from onset of rash	Pregnant women should inform their midwife about contact
<b>Impetigo</b>	Until lesions are crusted or healed	Antibiotic treatment by mouth may speed healing
<b>Measles</b>	5 days from onset of rash	Any children being treated for cancer or on high doses of steroids must seek medical advice
<b>Scabies</b>	Until treatment has been commenced	Two treatments one week apart for cases. Treatment should include all household members and any other very close contacts
<b>Scarlet Fever</b>	5 days after commencing antibiotics	Antibiotic treatment recommended
<b>Slapped Cheek Syndrome</b>	None	Pregnant women up to 20 weeks must inform their midwife about contact
<b>Diarrhoea and vomiting</b>	48 hours from last episode of diarrhoea or vomiting	Exclusion from swimming may be needed
<b>Hepatitis A</b>	Exclusion may be necessary	Consult the Health Protection Agency
<b>Meningococcal meningitis</b>	Until recovered	Communicable disease control will give advice on any treatment needed and identify contact requiring treatment. No need to exclude siblings or other close contacts.
<b>Viral Meningitis</b>	Until fully recovered	Milder illness
<b>Threadworms</b>	None	Treatment is recommended for the pupil and family members
<b>Mumps</b>	5 days from onset of swollen glands	
<b>Head Lice</b>	None once treated	Treatment is recommended for the pupil and close contacts if live lice are found
<b>Conjunctivitis</b>	None	Children do not usually need to stay off school with conjunctivitis if they are feeling well. If, however, they are feeling unwell with conjunctivitis they should stay off school until they feel better
Influenza	Until fully recovered	
Cold sores	None	Avoid contact with the sores
Warts, verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms
Glandular fever	None	
Tonsillitis	None	



Links with other policies:

The First Aid Policy – Pupils for each school is linked to:

- Warwickshire County Council First Aid at Work Policy (Employees)
- Warwickshire County Council First Aid Needs Assessment
- Guidance on First Aid for Schools (Department for Education and Employment)

In addition, this policy is related to the following for individual schools:

<b>Bawnmore Community Infant</b>	Administering Medicines in school
<b>Bilton Infant</b>	Administering Medicines in school
<b>Bilton C. of E. Junior</b>	Administering Medicines in school

Review of the First Aid Provision & Risk Assessments

The First Aid Needs assessment will be completed / reviewed annually to ensure the provision is adequate.

The minimum number of first aiders are set and this should be monitored to ensure that standards are met. Each school has their own copy.



## Appendix 1

### Bilton C of E Junior School Site Specific

#### Recording of accidents

Use Iris adapt to securely report and record the administration of first aid. This is reviewed by the SLT where trend analysis can be carried out.

#### First Aid Kits locations

Oak – medical room and math cupboard

Sycamore – The Hide

Chestnut – disabled toilet

Lunchtime 2 portable kits- medical room

Portable off-site kits - medical room.

- Office staff to leave office door open and monitor or if the medical room is required
- Residential first aid provision is carefully documented by dedicated first aider and second adult, a lockable kit is available from the medical room.
- Pupil's specific medical needs are available in the medical room and the office. These are checked regularly and expiry dates displayed on the front of auto-injectors. Staff take responsibility for checking their medication and are advised to notify First Aiders of any medical conditions.
- Disposal of bodily fluids and other medical waste - Disposal of clinical waste bin is available in the medical room and yellow bags provided in first aid kits.
- Office staff to contact and give details to medical emergency services if they are needed and inform next of kin immediately in such a situation. – Office display a protocol for contacting emergency services on their notice boards,
- Medical assistance cards with location are displayed around the school and children can hand to any adult to summon assistance.
- Injury letters (bumped head) are available in first aid kits and courtesy calls made by first aiders, office staff and senior play leader. Lunchtime staff to make teaching staff aware
- Emergency inhalers and auto-injectors are held in school.
- A defibrillator is available in the medical room and specific staff trained in its use. The defibrillator can also be used by anyone.
- The medical room has an emergency pull chord that all staff know to respond to
- Auto-injectors to be kept in the school office in packs that contain child photo care plan, permission to administer emergency auto-injector and sealable box to store used sharps – pen and paper for recording times.
- Non-prescription medication can be administered with parental consent, times must be communicated between home and school to ensure correct timings. Parents to provide appropriate medication.

Training	Number of staff
First Aid at Work + Paediatric	1
First Aid at Work	2
Emergency First Aid at Work	20



## Appendix 2

### Bawnmore Community Infant School Site Specific

#### Recording of accidents

Any 'bumped head' letters issued to parents are returned to the headteacher for monitoring. Any accidents requiring pupils to leave the school site for treatment or monitoring are recorded on the WCC accident reporting forms and require the headteacher's input.

#### First Aid Kits locations

- Photocopier room
- Art cupboard in Reception classroom
- KS1 workspace area
- Puffin Club kitchen
- Cygnets kitchen

'Nose Bleed' kits are available in the KS1 workspace

#### Specific medical needs

Pupil's with specific medical needs have a healthcare plan which is kept by the class teacher. A copy of this document is stored in the medical folder in the office. A 'pupil alert' sheet is kept behind the staffroom door to ensure that all staff are aware of pupils with specific needs.

Auto-injectors and inhalers are kept in the child's classroom in a clearly labelled cupboard. Staff will record use of inhalers on their class record sheet and notify parents if inhalers have been used more than normal.

Emergency school use auto-injectors and inhalers are stored in the staff-room in a clearly labelled cupboard.

Any waste relating to first aid treatment or bodily fluids will be double bagged for disposal.

Office staff to contact and give details to medical emergency services if they are needed and inform next of kin immediately in an emergency situation.

Injury letters (bumped head) are available in first aid kits and courtesy calls made by first aiders, office staff or senior midday supervisor. Lunchtime staff to make teaching staff aware.

Training	Number of staff
Paediatric First Aiders	10
Emergency First Aid at Work	1



## Appendix 3

### Bilton Infant School Site Specific

#### Recording of accidents

Use First Aid record books to securely report and record the administration of first aid. This is reviewed by the SLT where trend analysis can be carried out.

#### First Aid Kits locations

- Year group classrooms
  - Office
  - Medical room
  - Playtime / lunchtime: two portable kits
  - Offsite kits: office store
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- Pupil's specific medical needs are available in the educational records cupboard, red box in class teachers' cupboard and the office.
  - Emergency inhalers, EpiPen's and auto-injectors are kept in class cupboards in a clearly labelled box. Staff notify parents when inhalers have been used during the school day over and above normal routines for each pupil
  - Dates on inhalers, EpiPen's, or auto injectors are checked regularly and expiry dates noted.
  - Staff take responsibility for checking medication and are advised to notify Administrator
  - Any waste relating to first aid treatment or bodily fluids will be double bagged for disposal in the clinical waste bin available in the disabled toilet.
  - Office staff to contact and give details to medical emergency services if they are needed and inform next of kin immediately in such a situation.
  - Emergency triangle assistance cards are displayed around the school and children can hand to any adult to summon assistance.
  - Staff each have a Walkie Talkie in their rooms and can make emergency contact with the office. Lunchtime staff to make teaching staff aware of any injuries that occurred during lunchtime and pass on accident forms to pass to families.
  - First aid incident forms are available in first aid kits.
  - Calls home are made by office staff or SLT.
  - A defibrillator is available outside the Rainbow Room. The defibrillator can also be used by anyone.
  - The disabled toilet has an emergency pull chord that all staff know to respond to if they hear it.
  - Any children in school requiring non -prescription medication e.g. pain relief for broken bones will be administered by parents, unless part of an EHCP / Care Plan.
  - Emergency inhaler and EpiPen's are held in the school office.

Name of first aiders	Paediatric First aider	First aider
Paediatric First Aiders	6	
Emergency First Aid at Work		3