

Medical Care and First Aid Policy



United Nations Rights of the Child

"Everyone who works with children should do what is in the best interests of the child."

First aid is the initial management of any injury or illness that occurs whilst staff, children or other adults are working under the care of Bel Royal School. Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Purpose:

This policy:

1. Gives clear structures and guidelines to all staff regarding first aid.
2. Defines the responsibilities of the staff.
3. Ensures good first aid cover is available in the school and on visits.

First aid personnel

Currently 14 staff are qualified Paediatric First Aid and Anaphylaxis which is updated every 3 years. Additionally, 6 of these members of staff are diabetic trained. This list is displayed in key areas at school and in the Main Office

Class First Aid Boxes

Each class has their own First Aid box, which must be kept in a clearly marked cupboard in the classroom. This must be taken into the playground every break and lunchtime, any out of school activities and to the hall or sports field for any PE lessons. These should be kept out of the sun.

Contents of First Aid box

First aid pouch – with contents list inside.

Photos of children and notes of specific medical needs/care plans

Inhalers

EpiPens

Individual item specific to children – e.g., plasters

Inhalers – children can only use their own inhaler. They should only have a reliever in school. Children who require spacers are to have them kept in class in the box.

First Aid boxes will be checked on a regular basis by the class teacher. Class teacher to liaise with our lead First Aider if they need re-stocking.

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1. A first aid kit is in the office.
 2. A large first aid box is stored in the KS1 & KS2 staff rooms.
 3. A first aid box (KS1 & KS2 playground box) is taken outside by the Lunchtime Supervisors. These are to be maintained by the Lunchtime Supervisors.
 4. Classes take their own first aid kits on school trips/visits which are kept in the classroom.
 5. If more materials/equipment are needed the school office will be informed so that more can be ordered.
 6. Swimming – Class first aid box accompanies children, as well as the large red First Aid bag.
 7. Horse riding- First aid box in the minibus and any additional medications e.g. EpiPens to be taken by staff
 8. Football and Netball matches offsite – There is a large red First Aid bag which is taken to each activity offsite. Any medications specific to children on the teams is highlighted on risk assessment and taken with the team.

Medication

1. Epi-pens will be stored centrally in the class First Aid box, where they can be easily accessed.
2. All children with an epi-pen will have a care plan, updated annually.
3. Information for those children with an epi-pen are in the relevant children's classroom.
4. All staff are aware of who needs an epi-pen.
5. It is the class teacher's responsibility to ensure the epi-pen is taken out on trips.
6. Asthma inhalers should be kept in the child's classroom in the First Aid box. These should be kept in named wallets with the child's name. Also in the wallet are individual named Asthma Plans. These must be filled in every time the child uses any of the medication prescribed to them.
7. Children needing inhalers should have been identified by their parents on the medical form and a care plan should be in place with the details.
8. Other medication that needs to be taken in school should be accompanied by consent from the parents and a care plan if appropriate.
9. See separate Administration of Medicines Policy

Parents or guardians have prime responsibility for their child's health and should provide schools with up-to-date information about their child's medical condition.

Information held on school data base (SIMS) is updated and checked with parents annually. Parents have a responsibility to advise staff of all the needs of their child and staff have a responsibility to work in partnership with children and parents.

Care Plans

Some care plans for children with more complex needs are devised by the school in liaison with School Nursing Service and they are reviewed regularly at least once a year. Care plans related to ongoing medical needs, which may require staff intervention are produced in liaison with School Nurses, parent/s, supporting agencies and where appropriate the child.

It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs. The school will draw up a written care plan for such pupils in liaison with the parent/s and supporting agencies.

This may include:

Details of a pupil's condition

Special requirements e.g., dietary needs, pre-activity precautions

Medication

What to do and who to contact in an emergency

Accident reporting and file:

- There is an accident book located in the KS1 & KS2 Playground Boxes, the book should be completed for every incident where first aid is administered, however minor.
- If the injury is considered more serious, this should be logged in the orange accident book located in the Main Office, by the adult giving first aid. If the parents/carers need to be informed (see specific procedures for certain first aid treatments below), they should sign the book to acknowledge this log.
- If a parent needs to be phoned to be informed, this book should be used so the details of the accident and injury can be relayed by the office staff – the parent should still sign at the end of the day.
- Old accident books are stored in the school office.
- For major accidents and where a child goes to hospital, or a near miss has occurred a 'notifiable accident' form must be completed as soon as possible and sent to the Education department.

Procedure for when an accident/injury occurs:

- When an accident/injury occurs, the attending member of staff assesses and deals with the incident.
- The attending member of staff deals with any basic first aid needs.
- If it is deemed necessary, a First Aider might be called to give a second opinion and/or offer further treatment.
- The attending member of staff will fill in the accident book and will inform the class teacher if necessary.
- If the incident is of a serious nature, a second staff member (and/or a First Aider if one is not present) needs to be called as soon as possible to help with the situation, administer first aid or deal with the other children present.

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- If the adult is alone, children can be sent to ask for assistance, providing it is safe for them to do so.
 - If immediate medical help is required, an ambulance is called (Parents/Carers should be informed of the situation as soon as it is possible).
 - If an ambulance is not immediately necessary but medical help would be advisable, then Parents/Carers should be informed of the situation and if necessary, asked to collect.
 - The attending member of staff and First Aider will fill in the accident book.
 - SLT/admin will ensure any other necessary paperwork is completed if the child is sent to hospital.

Procedure for illness

- If a child has been sick and/or is obviously unwell, then the school office should be informed, and their parents are telephoned to collect.
- The child can then be sent/escorted up to the office area and wait on the chairs, until they are collected.
- If a child complains of feeling ill, the class teacher will deal with this in the first instance by listening to the symptoms, showing understanding.
- The child should be encouraged to see how it goes (unless obvious). They should be checked in with and monitored. Break times make good points to try to reach.
- Things that might also help (depending on the symptoms and child) are encouraging sips of water, going to the toilet, sitting quietly in the book corner, getting a bit of fresh air etc...
- If after a period of monitoring the child appears to be not well enough for school, then the school office should be informed, and their parents are telephoned to collect.
- The child can then be sent/escorted up to the office area and wait on the chairs, until they are collected.

Off-site activities:

- These include – school trips, sports matches, and events, residentials,
- For every trip the class teacher is responsible for first-aid arrangements.
- A risk assessment must be carried out for all off-site visits and first aid should form part of this risk assessment.
- The class teacher should assess what level of first aid might be needed and ensure that an adequate first-aid kit is taken.
- For adventurous activities, visits abroad or residential visits it is essential that at least one of the adults holds a current first-aid certificate.
- Staff members who run sports training should have had first aid training.
- Mobile phones need to be carried in case of emergency.

Specific procedures for certain first aid treatments

Cuts

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- All open cuts should be covered after they have been washed and dried.
 - Children should always be asked if they can wear plasters before one is applied. Children who are allergic to plasters will be given an alternative dressing.
 - Gloves should be worn when treating an open cut that is bleeding badly.
 - If the first aider feels further medical attention is required, this should be written in the book and parents need to sign to acknowledge this.
 - It is down to the discretion of the class teacher/First Aider as to whether to inform parents and will depend on the severity of the bleed, the depth of the cut, the length of time bleeding for, the size of the area, where the bleed was, the child, any complications.
 - If ever any doubt – inform the parent.

Bumped Heads

- Any bump to the head, should be treated and recorded. A sticker should be given to inform others in the school.
- All bumped heads should be treated with an ice pack and class teachers informed and keep a close eye on them – they should be checked up on and asked after approximately an hour and then periodically throughout the day.
- All bumped heads should be recorded in the orange accident logbook.
- The parent/carer will be called to notify them, and a Head injury form will then be sent via Seesaw (please do not send the form through without a phone call first)
- If the first aider feels further medical attention is required, this should be written in the book and parents need to sign to acknowledge this.
- Major head injuries will require children to be collected by their parents or sent to hospital.

Burns

- All burns will be reported in the class accident book.
- Parents will be informed and advised to go to the hospital for all burns, this should be written in the book and parents need to sign to acknowledge this.

Bone, muscle, and joint injuries

- In the event of a sprain/bruise, the process of RICE (rest, ice, comfortable and elevate) is used.
- If there is a suspicion of broken bones, then the parents/carers should be informed, and an ambulance called if deemed necessary.
- If the first aider feels further medical attention might be required, this should be written in the book and parents need to sign to acknowledge this.
- It is down to the discretion of the class teacher/First Aider as to whether to inform parents and will depend on what happened, the child, if there is any visible swelling, any on-going complaints.
- If ever any doubt – inform the parent.

Injury caused by another pupil (accidental or otherwise)

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- If an injury is caused by another pupil, then both sets of parents should be informed.

Disposal of contaminated waste

- Contaminated waste includes any plasters, dressings, wipes, cleaning cloths/tissues and gloves that have been used in association with blood or other bodily waste.
- These items should be double bagged in disposable bags (nappy sacks).
- Small items used could be folded up within disposable gloves as extra protection.
- They should be put in a bin with a black bag in preferably away from children (hall, outside, staff toilets, sanitary waste bin, office).

Class First Aid Kits will contain:		
Sterile adhesive dressings (plasters), assorted sizes	To cover small cuts and grazes	20
Medium sterile dressings	To cover open wounds	3
Large sterile dressings	To cover open wounds	1
Gauze pads	To clean around wounds or could be used as dressings	4
Disposable gloves	To protect from cross-infection	2 pairs
Adhesive tape	To secure dressings or for covering earrings	1
Head thermometer	To check for temperature	1
Sick bags	For children who are feeling sick	2
Playground First Aid Kits will contain:		
Sterile adhesive dressings (plasters), assorted sizes	To cover small cuts and grazes	20
Medium sterile dressings	To cover open wounds	6
Large sterile dressings	To cover open wounds	2
Gauze pads	To clean around wounds or could be used as dressings	1
Disposable gloves	To protect from cross-infection	2 pairs
Sterile eye pads	To treat wounds to the eye	2
Triangular bandages	To give support as slings	4
Safety pins	To secure bandages	6
Plastic face shield	To protect from cross-infection	1
Sterile water	To clean eye	2
Bacterial hand gel	To clean hands	1
Ice packs will also be available		
Sports and Residential First Aid Kits		
All the above with maybe more quantities plus:		
Dry ice packs	To help with swelling and bruising	2

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Scissors	To cut clothing	1
Bicarbonate for stings	To reduce the itchiness	1
Roller bandages	To give support to injured joints	2

Sick bags		2
Clean water		
Other items to have within school		
Burn dressing		

See also:
GOJ Administration of Medicines Policy