



**Ivington C of E
Primary and
Pre-school**

*Reaching together with the Fruit of the
Spirit (Galatians 5:22-23)*

First Aid and Medical Policy

Approval of the Governing Body

This document is a statement of the aims, principles and strategies for:

Supporting pupils at school with medical conditions

at

Ivington CE (VA) Primary School and Pre-School

It was revised during the:

Summer Term 2023

It has been agreed and is supported by the teaching staff and the governing body

We aim to review this policy during the:

Summer Term 2025
Or sooner if necessary



Linking with our Vision – Reaching together with Love, Joy and Peace (Galatians 5:22-23)

To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

Objectives

- to appoint the appropriate number of 'First Aiders at Work' and 'Appointed Persons' to meet the needs of the school (DFE guidelines)
- to provide training and monitoring
- to provide sufficient and appropriate resources
- to inform all staff, volunteers and parents of the schools arrangements for First Aid
- to keep appropriate records of all accidents
- to report incidents and accidents to the HSE if required by means of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR); this is at the Head Teacher's request

First Aid Team Provision and Responsibilities

No member of the First Aid Team is a qualified paramedic; all have volunteered to take on this post. The team will give immediate help to casualties with minor injuries, illnesses and those that require more specific medical intervention. All emergency incidents will be referred to a member of the First Aid Team who will assess the situation and decide on the appropriate action in conjunction with the Head Teacher or equivalent in her absence. If required, the casualty will be accompanied by a first aider until the parents / carer arrive, or an ambulance arrives.

First Aid at Work training and Paediatric First Aid training is regularly updated through our approved provider. First Aiders must also agree to in-house training to administer specific life-saving medication for designated children with specific conditions.

The current First Aider's names are displayed on a list in the front office, in the staff room and in Pre-School.

First Aid supplies will be monitored and ordered from the front office.

Contacts

In all instances of illness or accident, every attempt will be made to contact the parents / carer or next-of-kin, but if it is deemed that emergency action is required, the school undertakes to refer the patient to the appropriate professionals without prior consent. Therefore, it is imperative that all contact numbers are kept up to date in the school office.

First Aid Equipment

The main First Aid supplies are located in the front office. Prescribed medication and Medical Health Care Plans for identified children are kept in an additional locked cabinet in the front office.

Other First Aid boxes and resources are located in:

- 1) First Aid box located in library, on a shelf outside Maple Class.
- 2) Asthma inhaler boxes located on wall outside Head Teachers office and next to the door to the playground in the main corridor.
- 3) Emergency Adrenaline Auto-Injector (AAI) box is located on the wall outside the Head Teachers office.
- 4) Red bags containing named pupil asthma inhalers are located in each classroom and Pre-School. These are always accessible and are taken to off-site visits.
- 5) AAI box for named pupils are located on wall above class teachers desk. This will be taken to all off-site visits. This will contain 2 injectors if provided.
- 6) First Aid waist bags are used by all staff on playground duty.

Any member of staff (including lunch-time supervisors, teaching and non-teaching staff) who has used any of the first aid resources at any time should replace used items to ensure that the bags and boxes are kept fully equipped. All supplies are kept in the drawers in the front office.

Plastic gloves are supplied in all bags and boxes and must be worn by everyone to protect themselves and the casualty when dealing with any open cuts / wounds.

Accident / Medical Book

The first aid treatment form is situated in the front office. Any minor accidents and injuries must be recorded on this form by the First Aider who assessed the casualty. Any serious accidents or injuries will be recorded in the Accident Book and the Head Teacher will be informed immediately.

For all injuries to the head and other significant injuries, an injury form / head bump letter must go home to the parent / carer of the casualty.

In addition, a sticker will be given to a child if they have bumped their head during the school day. Stickers and forms are situated in the front office. All accidents are recorded on the appropriate accident forms and their aftercare followed up.

If there has been a hazard that has caused the child to need medical attention, then the hazard must be recorded using a pink Safeguarding Concern Form and investigated by the Designated Safeguarding Lead. All information relating to an incident or accident is kept in accordance with document retention regulations (*'accident reporting – children - retention period DOB of the child + 25 years'*)

'Near miss' information must also be recorded.

Monitoring of Accidents/Injuries

Monitoring of the Accident Book will take place on a three-monthly basis by one of the First Aid Team (RT) and termly by the School Governors to ensure that any recurring injuries may be investigated promptly, and any new procedures put in place and communicated to staff. This also allows staff to ensure effective safeguarding of children.

After completing a monitoring form, any cause for concern, whether a particular child, or a procedure / piece of equipment at school (including near miss-type information) must result in a pink Safeguarding Concern Form being completed and passed directly to the Designated Safeguarding Lead.

Medical Information

First Aid and Medical provision is made according to an assessment of risk for each situation, (classroom, playing fields, play area, extra-curricular activities, trips and DT etc), and with knowledge of specific children. These will be reviewed as far as it is reasonably possible according to the changes in information and the medical needs of pupils and employees.

It is the responsibility of parents / carers to keep the school informed and updated in writing of any changes to the health and medical requirements of their children. The school cannot be responsible for any shortcomings in medical provision if this information is not forthcoming.

Separate forms are required for school trips and sporting activities with current contact numbers. The school will keep medical information about particular pupils and the members of staff responsible for that pupil should make themselves aware of his or her medical requirements.

It is the responsibility of employees and voluntary helpers to keep the school informed and updated of any changes to their own health and any medication that may pose a risk to the health and safety of themselves, the pupils and their colleagues during the everyday performance of their tasks.

Procedures for pupil illness and accidents during school hours

If a child is unwell or injured and the class teacher (in discussion with a first aider) deems they should go home, parents should be contacted in order to pick up their child. In such circumstances, children should wait on the chairs in the entrance corridor until picked up, with the office door open. If the child is particularly unwell / injured (e.g. being sick), a first aider should wait with them. If this is not required, a first aider should check up on the child every 10 minutes. If a child's circumstances change or if the school office is unattended at any time whilst a child is waiting for collection, a first aider will be sought to remain with the child.

If a child is deemed not poorly enough to go home, they will remain in the classroom. The chairs in the entrance corridor are only for children whose parents have been contacted. They should not be used as somewhere for children to be placed to 'see if they will get better' or for a period of 'time out'.

Provision and Administration for Medicines

A record of allergies and medical conditions are listed in the staff room and each classroom for the pupils of that class.

It is usually not necessary for prescribed medication to be taken during the school day. In exceptional circumstances, a member of staff may undertake to administer a dose of prescription medication, with the consent of the Head Teacher. This should be named and in the original packaging with a medical consent form completed by the parent / carer. Both are then stored in the front office, or the staffroom fridge.

Asthmatics are encouraged to carry an inhaler with them at all times and to provide an additional inhaler to be kept in the red bags with their class teacher. Inhalers should be carried off-site in a First Aid waist bag or the red bag e.g. for sports activities and other visits. School has 2 spare inhalers and these are kept in the wall mounted boxes outside the Head Teachers office and next to the playground door in the main corridor.

- Epipens or other AAls are kept in the named pupil's classroom in a wall mounted box and outside the Head Teachers office, only to be administered by trained staff and with written parental consent.
- Medication for specific medical conditions that require care plans must be kept in the locked cabinet in the front office, only to be administered by trained staff and with written parental consent.
- Diabetics who require medication during the school day will be aided by trained staff, with written parental consent and guidelines.

- Contagious diseases and infections (for example Impetigo, Chickenpox, Conjunctivitis, etc.) if suspected, should be referred to the doctor, and appropriate action taken. The Head Teacher may elect to refuse attendance for a specified period, on the grounds of contagion risk based on advice given from Health Services.

Health and Education

Pupils throughout KS1 follow structured programmes of study about the body, relationships and keeping healthy. In KS2, pupils are introduced gradually to topics such as relationships, healthy living, bodily changes, menstruation, etc.

School Visits and Activities

On all trips, members of staff are required to check the medical requirements of all those taking part and to carry all relevant information with them. Staff have emergency contact numbers with them, and a thorough risk assessment is completed beforehand. Staff are equipped with the mobile First Aid bags and any individual medications and care plans for specific children. Staff will ensure a mobile phone is available to use in case of an emergency. ***In the event of a child being taken to hospital by emergency services, a member of staff must remain with the child where possible.***

Legislation was passed in Westminster to allow schools in the UK to keep spare adrenaline auto-injectors (AIs) for emergency use. AIs deliver a potentially life-saving dose of adrenaline in the event of a severe allergic reaction (anaphylaxis). The legislation came into effect on 1 October 2017.

On all school visits, medical and dietary information will be taken, requested on the consent form, to be carried in a sealed envelope in order to conform to best practice GDPR guidance.

Appendix A

During the COVID19 pandemic, the Government, Public Health England and the LEA have provided emergency guidance to schools.

In accordance with this guidance pupils will no longer go to the front office for first aid treatment. Each 'bubble' will have its own first aid kit to deal with minor cuts, bumps and grazes. These will be recorded in the classroom and handed in to the front office at the end of each week.

Personal Protective Equipment (PPE) will be used by staff when administering first aid to a pupil. All dressings, wipes or tissues used will be sealed in a plastic bag and disposed of appropriately.

Pupils who display symptoms of COVID19 (fever, headache, dry cough) will be taken to the front entrance and seated behind closed doors until they can be collected. PPE will be worn by staff if the pupil requires assistance. The pupil will be monitored through the glass screen by staff in the front office at all times until they have been collected by parents/carers.

Pupils who become very unwell and are vomiting will also be taken to isolation until they can be collected.

Contacting the Emergency Services
Ivington Primary School and Pre-School

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

- 1. Your telephone number 01568 720216**
- 2. Give your location as follows: Ivington School
Ivington
Leominster
Herefordshire**
- 3. State that the post code is HR6 0JH

OS Grid ref:S0474567 GB GRID**
- 4. Give exact location in the school i.e. field, hall, classroom etc**
- 5. Give your name**
- 6. Give name of child and a brief description of the child's symptoms**
- 7. Inform Ambulance Control of the best entrance and state that the crew will be met by a member of staff in the car park and taken to location of casualty.**

ENSURE ENTRANCE TO PLAYGROUND IS CLEAR OF VEHICLES FOR ACCESS.