

## Dudley House School

### First Aid Policy

#### 1 Introduction

1.1 The purpose of this policy is:

- To administer emergency treatment and life support for staff, students and visitors when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide resources and training to cater for the administering of First Aid.
- To encourage preventative measures to minimise emergencies and promote safety.

#### 2 First Aiders & Equipment

2.1 The Headteacher will ensure that a sufficient number of staff are First Aid trained and have up-to-date qualifications.

2.2 The designated First Aider will be Sallyanne Mayes.

2.3 The dedicated First Aid Station is in the kitchen and portable First Aid kits are available above the door in the reception area.

A bed, blankets and pillow are available from in the medical / music room if needed.

2.4 A comprehensive supply of basic First Aid materials are stored in the First Aid station in the labelled kitchen drawer by the sink, cool/ice packs in the fridge/freezer. Spare supplies are stored in the cupboard above the handwashing sink.

2.5 The designated First Aider is responsible for the ordering and maintenance of First Aid supplies and First Aid Kits.

2.6 Supervision of the First Aid area will be provided by the designated First Aider or staff members.

#### 3 Administering First Aid

3.1 Minor injuries will be treated by any staff members, while more serious injuries, including those requiring parents to be notified or suspected treatment by a doctor, require a First Aid trained staff member to provide First Aid.

3.2 Pupils who receive First Aid will be given a form in order to notify their parents. This form will indicate the nature of the injury, any treatment given, and the name of the person who provided the First Aid.

3.3 All injuries will be recorded on an Accident and Injury record sheet. The top white copy will be filed in the Accident and Incident File in the headteacher's office and the bottom yellow copy will be given to the pupil's parents.

3.4 For more serious injuries/illnesses, the parents/guardians must be contacted so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian immediately.

3.5 A confidential up-to-date record, will be kept of all injuries or illnesses experienced by children that require First Aid. This record will be kept in the Headteacher's office.

3.6 All staff have the authority to call an ambulance immediately in an emergency. The Headteacher or senior member of staff will accompany the child in the ambulance if a parent is not available.

## **4 Medication**

- 4.1** No medication (except for Asthma puffers, epi-pens and medication for diabetes), including headache tablets will be administered to children without the express permission of parents or guardians. A medication consent form is available for this and is kept in the file at the First Aid Station (spares in Forms File). Medication to be administered will be kept securely in the medicine cabinet in the Headteacher's office, unless requiring refrigeration.

## **5 Illness at School**

- 5.1** Any pupil who is ill during class time will be sent to the office and parents will be contacted.
- 5.2** Parents of ill children will be contacted to take the children home.
- 5.3** Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.

## **6 Trips**

- 6.1** All school trips will have at least one First Aid trained staff member at all times. A comprehensive First Aid kit will accompany all trips, along with a mobile phone.

- 6.2** All children on trips will have provided a signed consent form on which:

*medical details;*  
*permission for teachers to administer medication;*  
*to contact a doctor or ambulance should the child require treatment;*  
*emergency contact details.*

These are stored in each class's pupil information blue file kept in the blue bag in the Headteacher's office.

The teacher responsible for the trip will take these forms on the trip.

- 6.3** Any necessary Inhalers, Epi-pens etc. for children on managed medication will be carried by a member of staff.

## **7 Medical Information**

- 7.1** The school will request medical information at the beginning of each school year. This information will be stored in the blue Student's Details file in the Headteacher's office and in each class's Pupil Information folder.

The Class Pupil Information folder should be taken each week to the swimming pool and on any visits out of school.

Medical information for each child is also recorded on Scholar Pack including treatment needed and health care plans where appropriate.

## **8 Training and Information**

- 8.1** The headteacher will ensure that necessary staff receive paediatric First Aid training and that designated First Aiders are trained to a level 2 First Aid certificate.

- 8.2** All staff will receive training for individual cases of allergies (the use of epi-pens) and diabetes (testing sugar levels, what to do in hyper and hypo cases) and epilepsy.

- 8.3** All children, especially those with a documented management plan for asthma, diabetes, Cystic Fibrosis etc, will provide copies which will be shared with staff and kept with their medication in the medicine cabinet in the Headteacher's office. Each child's Health Care Plans is also stored on Scholar Pack under Medical details – Notes.

**8.4** At the beginning of each year, requests for updated First Aid information will be sent home including requests for medical management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage First Aid, illnesses and medications through the year.

**8.5** It is recommended that all pupils have personal accident insurance. The school currently pays for this.

## **9 Monitoring and review**

**9.1** It is the responsibility of our governing body to agree and then monitor the school First Aid policy.

**9.2** This policy will be reviewed in three years, or earlier if necessary.

**Signed:**

**Date: October 2016**