

Live, learn and grow together



## SUNDON PARK JUNIOR SCHOOL

### FIRST AID POLICY

#### 1. STATEMENT

Our school is conscious of its obligation under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education, the Education Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors. As a result, this policy has been drawn up to give details of the first aid arrangements which have been made at our school. Additional information can be found in our 'Supporting pupils at school with medical conditions and the administration of medicine policy'.

#### 2. PRINCIPLES AND PRACTICE OF FIRST AID

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities and materials available. It is the approved method of treating a casualty until placed, if necessary, in the care of a parent/carer, doctor or hospital. First aid is given to reassure casualties, to promote recovery and prevent the condition worsening.

#### 3. FIRST AID ARRANGEMENTS

Trained and qualified First Aiders are those members of staff who have attended a course of training on first aid (i.e. First Aid at Work, Emergency First Aid, Emergency First Aid at Work adapted for children, Paediatric First Aid or a Refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.

The First Aid certificate is valid for three years and has to be updated by means of a refresher course.

The duties of the trained and qualified first aider are:

- To assess the situation where there is an injured or ill person.
- To give immediate and appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties' will require more urgent attention.
- To arrange, without delay, for the casualty to be transported either to a doctor, hospital or home, according to the seriousness of the condition. The first aiders responsibility ends when the casualty is handed to the care of parent/carer or an appropriate person. The first aider should not hand over until they have reported to whoever takes charge and have ascertained whether they can be of any further assistance.

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- Ensuring that there is an adequate supply of materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date.
- Completing the accident records online and paper records, for all minor injuries, head injuries and near misses.
- Ensuring the medical requirements of pupils with an individual Health Care Plan (IHCP) are carried out correctly, as per our supporting children with Medical Needs Policy.

Our Lead First Aider is Mrs C Outlaw, and we have 22 other member of staff who are adequately qualified (Emergency First Aid x 13/Paediatric First Aid x 9)

## 4. **Individual Health Care Plans (IHCP)**

The Governors of SPJS will ensure that all pupils with medical conditions, either physical or mental, will be properly supported to ensure that they can play a full and active role in school life, remain healthy and achieve their academic potential. Their medical needs will be assessed by our Inclusion Team and entered on the pupils IHCP, the Inclusion Team will ensure the procedures are in place to support the pupil and parents.

## 5. **FIRST AID BOXES**

First Aid Boxes are located in the:

- School Office.
- The Additional Learning Facility Hut (ALF) for use at break and lunch times.
- Outside 5RS for emergency use.
- Outside 4SMS for emergency use only

Portable boxes for the purposes of school trips are also found in the school office.

## 6 **SCHOOL VISITS**

The first aid requirements and procedures for school trips will be identified when trips are being planned. First Aid Kits will be provided for all school trips. A member of staff who is first aid trained will attend each trip.

Risk assessments will be completed for all trips and children with Individual Health Care Plans (IHCP) must have these accessible at all times.

## 7 **OUT OF HOURS USE OF SCHOOL PREMISES**

All independent hirers of the premises should have procedures in place to carry out first aid. The school Office will remain open during these periods to allow them access to the telephone.

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## 8 HEADLICE

Headlice is a common occurrence in the classroom. When it does occur a text is sent out to all parents within the year group notifying them of the occurrence. Should the problem continue with the same child, parents will be invited into the school by our Family Worker to discuss the situation and advice will be sort from the school nurse.

## 9 CHILDREN USING INHALERS

All inhalers are kept in classes in a central place, in a named box so they are readily available for children to use. Should the child be unable to manage the situation themselves they should be brought to the medical room. Please also see our Asthma Policy.

## 10 Epi Pens

Staff are trained to administer epi-pens. Children have one epi-pen in class and one is kept in the school office.

## 11 Administration of Medicine

The procedures as set out in the Supporting Pupils at School with Medical Conditions and Administration of Medicine Policy will be followed in the administration of medicine. You can find a summary of these procedures in our School Prospectus.

## 12 First Aid Procedures

Every incident that is reported to the medical staff will be judged on its own merits, however, the following principle guideline will be followed:

### Generally feeling Unwell

- When children are feeling generally unwell they will be given some time in the medical room, have their temperature taken if required, given the opportunity to get fresh air if this is convenient, and then will then be returned to class to continue with their education.
- If a child has been sick in school or we feel they are unable to continue with the school day, we will arrange for them to be collected. If a child has been sick they must not return to school until 48 hours after their last sickness. Please ensure that the school office always has current contact numbers.
- Children will receive notification of their illness to produce to their parents. The illness will also be logged in our medical book so we are able to use the information in the future i.e. regular bouts of illness, timings of illness etc.

### Head Injuries

- When a child receives an injury to the head, they will be observed by a first aider, if the child is happy to continue the school day they will be returned to their class and a member of the administration team will notify their Class Teacher via our Management Information System (SIMS) so they can observe the child in class.

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Parents/Carers will be notified of the head injury via the telephone, we will leave an answer phone message if we are not able to make contact. Parents will be given the opportunity to collect their child after a head injury if they are concerned.

- If the child is unable to continue the day, arrangements will be made for them to be collected.
- All head injuries will receive a letter completed by the first aider that carried out the treatment.

## **Minor Injuries**

- Minor injuries are a regular occurrence within the school, these will be treated as appropriate by a first aider and children will be given a letter to take home to notify parents.
- If we feel the injury requires further observation/ investigation, we will arrange for the child to be collected.
- First Aiders are unable to carry out procedures such as removing splinters and removing objects from children's eyes. Parents will be contacted if the child is distressed and unable to continue with the school day.
- First Aiders are unable to carry out first aid on any injuries that children have acquired at home. Parents/Carers or Contacts will be contacted to come to the school to carry out treatment on pre-existing injuries.

**PLEASE NOTE AS PER OUR HEALTH AND SAFETY POLICY ALL CHILDREN MUST BE ACCOMPANIED BY A MEMBER OF STAFF TO THE MEDICAL ROOM.**

# SUNDON PARK JUNIOR SCHOOL

## Relevant Telephone Number

### The School Nurse:

01582 532821

### The Nearest Doctor:

Sundon Medical Centre

142 – 144 Sundon Park Road

Luton

Tel: 01582 571130

### The Nearest Chemist:

Rowlands Pharmacy

24-25 Sundon Park Parade

Luton

Tel: 01582 490907

### The Nearest Hospital:

Luton and Dunstable Hospital

Lewsey Road

Luton

Tel: 0845 1270127

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*The Governing Body reviews this policy as necessary or when recommended to do so by LBC*

*Agreed by Governors on: 18<sup>th</sup> September 2017*

*Signed by Chair of Governors:*



*Next review date:*

*As required*