



**Guilden Morden Church of England (VC) Primary  
Academy and  
Cool School Club**

# Medical Needs and First Aid Policy

This policy was ratified on:

This policy will be reviewed on:



## **Introduction**

This policy outlines Guilden Morden's (GM) and Cool School Club (CSC) responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed regularly.

## **Aims**

To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999. To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

## **Objectives**

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the school's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## **Duties and responsibilities**

**The Headteacher** is responsible for:

- the health and safety of the employees and anyone else on the premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors).
- ensuring that risk assessments are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- ensuring that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- ensuring that the policy is put into practice
- developing detailed and effective procedures.
- ensuring that the policy and information on the school's arrangements for first aid are made available to parents.

The Named staff member for medical needs is ***Mrs Fran Siddle***

The Named staff member for medical needs is responsible for

- ensuring that staff remain current with their training
- meeting with parents to complete individual healthcare plans
- ensuring individual healthcare plans remain current
- Sharing the plans with all relevant staff so that they are aware of the child's condition;
- Briefing supply teachers and ensuring they see and follow the individual healthcare plans of children they have responsibility for.

- Working with staff to complete risk assessments for visits, holidays, and other school activities outside the normal timetable for authorisation by the headteacher.

**Teachers and other staff** are expected to follow agreed policies and procedures in order to ensure the welfare of the pupils.

**The First Aider will:**

- Take charge when someone is injured or becomes ill;  
Will ensure that children are thoroughly checked for all injuries, including ‘patting down’ Reception and KS1 children.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- Ensure that an ambulance or other professional medical help is summoned when appropriate;
- Ensure that first aid equipment is appropriately stocked e.g. restocking the class medical boxes and bum bags;

First Aiders must have completed and keep updated a training course approved by the HSE. This is a voluntary post. A minimum of 2 First Aiders will be appointed from amongst volunteers on the school staff. The Headteacher will consider the findings of the risk assessment in deciding on the number of First-Aiders required. Schools are low risk environments, but the Headteacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- Aspects of the curriculum which include specific risk e.g. DT
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events

Arrangements should be made to ensure that the required level of cover by First Aiders is available at all times when people are on school premises.

All teachers and some TAs will attend annual first aid training as required for teaching swimming in the school pool.

If any child in school has the need for an epipen, Staff will receive specific “epipen training” to ensure correct procedures are followed for children with severe allergies.

Other additional training will be arranged by the Headteacher to ensure the correct response to children with additional needs.

**Risk assessments / Individual Care Plans**

Reviews are required to be carried out at least annually, and when circumstances alter. Recommendations on measures needed to prevent or control identified risks are forwarded to the Headteacher and Governors.

Individual care plan to be drawn up for children with specific or high level of need e.g. diabetic and approved by medical team / parents. Plan to be reviewed termly and shared with all concerned.

Affixed to class registers, on display in the staffroom and in class medical boxes will be a list of pupils with specific medical conditions / dietary requirements to ensure that all supply / cover teachers are aware of, and can identify, key children with additional needs.

### **Monitoring and Evaluation**

The LGB reviews the School's first-aid needs following any changes to staff, building/site, activities, etc.

The Health and Safety Governor monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.

The Health and Safety Governor also monitors the emergency first-aid training received by other staff and organises appropriate training. A First Aider checks the contents of the class medical boxes and first-aid bum bags at least termly.

First-aid materials, equipment and facilities:

- First aid containers must accompany teachers off-site
- Bum-bags / first aid box to be used by staff on the playground
- Spare stock should be kept in school and use-by dates adhered to.
- Will regularly monitor, sign and date the First Aid book to check for any common accidents or children who are regularly requesting First Aid.

### **Providing information**

The Headteacher will ensure that staff are informed about first-aid arrangements. Information packs for new staff are given as part of their induction programme. Information regarding children with specific needs displayed on staffroom display board.

### **Accommodation**

A suitable venue for medical treatment, and care of children during school hours, is provided, which is close to a toilet and a washbasin.

### **Hygiene/Infection control**

- Basic hygiene procedures must be followed by staff.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Care should be taken when disposing of dressings or equipment. A sharps bin is provided for diabetic pupils.

## **Administration of drugs and medicines**

Please see Administration of Medicines Policy (School and Pre-school)

## **Reporting accidents**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The School must send an electronic record to Cambridgeshire County Council and keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE:

a) Involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than three days

b) Involving pupils and visitors:

- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with:
  - i work. i.e. if it relates to any school activity, both on or off the premises
  - ii the way the school activity has been organised and managed
  - iii equipment, machinery or substances
  - iv the design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headteacher is responsible for ensuring this happens, but may delegate the duty to a member of the Senior Management Team.

## **Record keeping**

The Headteacher must ensure that a record is kept of any first aid treatment given to pupils or staff.

This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given e.g icepack
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

All children who receive a bump to the head must take a 'bumped' letter home and are given a 'bumped head' wrist band.

The Headteacher must have in place procedures for ensuring that parents are informed of significant incidents e.g. injuries to face. Near miss events should be recorded in the blue book, stored in the office.

Accident and first aid treatment records can be used to help the LGB to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. A termly review and analysis of accident records is conducted by the LGB.

Date:

Dear Parent

Your child \_\_\_\_\_ has had an accident at school today.

They received a bump to the head during \_\_\_\_\_ and have been well for the rest of the school day. We have given them an icepack and recorded the incident. However, it is important that you watch for any signs or symptoms in your child, which might indicate a more serious injury.

**PLEASE WATCH FOR:**

**Drowsiness that is unexpected.**

**Vomiting more than once.**

**Any signs of blood or watery fluid coming from the nose or ears.**

**Any complaint of headache.**

**Any complaint of 'seeing double' or 'blurred eye-sight'.**

*If any of these signs develop, then you should contact your doctor for further advice.*

*Mr J Fisher*  
Headteacher

**Child Protection Statement**

At Guilden Morden Primary School the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns to one of the designated child protection officers.

**Equalities Impact Statement**

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| 1. Has this policy fully considered the School's Equality objectives and statement?            | <b>Yes</b> |
| 2. Are there any impacts of the School's Equality objectives and statement on this policy?     | <b>No</b>  |
| 3. If "Yes", are these clearly described and their impact assessed within the policy document? | <b>N/A</b> |