



THE ROWANS SCHOOL

# **First Aid Policy**

## **First Aid Policy**

This policy is applicable to all pupils, including those in the Early Years Foundation Stage. It should be read in conjunction with the Early Years Foundation Stage Policy.

The Rowans School is an inclusive community that aims to support and welcome pupils with both permanent and temporary medical conditions.

The Rowans School aims to provide any pupils with medical conditions with the same opportunities as others at school.

We aim to support a pupil to:

- remain healthy
- stay safe
- enjoy and achieve
- make a positive contribution

Through training and on-going communication, The Rowans School ensures that all staff members understand their duty of care to children and young people and what to do in the event of an emergency. There is at least one person with a current paediatric first aid certificate on the premises at all times when children are present.

Staff members understand that certain medical conditions are serious and can potentially be life threatening, particularly if poorly managed or misunderstood. The School Office publish and updates regularly a 'Medical Alert' List to ensure that all staff members are aware of any particular arrangements that may be required for individual pupils. Pupils bring their own snack and lunch to school but any food to be shared, such as birthday cakes or class cooking, is clearly labelled with ingredients to enable children and parents to manage any allergies.

All staff members understand the common medical conditions that affect children and, when relevant are made aware by the School Office of any additional background advice from NHS Direct. When it is considered relevant, particularly if it is felt that the NHS advice would be of benefit to vulnerable groups, this advice is also circulated to parents via email.

## **Accidents & Emergencies**

These are dealt with immediately if a member of staff feels that urgent medical attention is required. Parents/guardians are informed on the same day or as soon as practically possible, including details of any first aid treatment given.

Staff members will call for an ambulance if they have any concern whatsoever relating to a pupil with a potentially serious injury, illness or any other serious medical condition (e.g. when an epipen is administered, if a pupil is unconscious or is experiencing an unexplained loss of consciousness - even if temporary, or exhibiting symptoms of concussion, an allergic reaction or a serious asthma attack).

Our nearest hospitals are:

KINGSTON HOSPITAL (nearest hospital with A&E facilities)

ROEHAMPTON HOSPITAL (minor injury unit only)

Dial 999 if immediate assistance is needed for a serious accident or incident

All staff members are trained in and understand the School's general emergency procedures and their duty of care to pupils in the event of an emergency. This includes:

- How to contact emergency services and what information to give.
- Who to contact within the school i.e. the Head, or if he/she is unavailable and the most senior available member of the Senior Leadership Team (SLT).
- The contacting of parents/guardians

If a pupil needs to be taken to hospital by ambulance in an emergency, a member of staff will always accompany them and will stay with them until a parent/guardian arrives.

The School adheres to RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reporting specified incidents, accidents and ill health (if applicable). Records of RIDDOR reporting are retained by the Head for pupils, employees and visitors.

If a pupil experiences an accident that does not require hospital treatment, parents/guardians will be advised and, if appropriate, arrangements will be made to collect them directly.

## **Record Keeping**

When a pupil joins The Rowans School, parents are asked to fill in a medical form and return it to the School. These forms are updated regularly e.g. medical details are updated when information is received prior to a pupil going on a school outing, or when new information is supplied by email or in writing.

It is vital that parents inform the school of any on-going medication being taken by pupils

Parents are reminded each term and at the beginning of the academic year to update their child's records informing the School of any medical emergency treatment, any changes to symptoms and/or medication/treatment changes. These records are retained on the School Database and filed in the School Office.

Each time a child requires any first aid care, an accurate record of this is completed by the staff member who has treated the injury. Details of the pupil, date/time, injury and treatment given are recorded on the daily First Aid Treatment Record/Accident Report Form. This information is then put onto the School Medical Database by the nominated person for First Aid administration. If staff have any concerns regarding the frequency of visits, or a pattern of visits is identified that cause concern, staff will alert the pupil's Teacher and if relevant, the Head. If the staff have any concerns in relation to potential safeguarding issues, they will immediately alert the Designated Safeguarding Lead, Lizzie Spratt, or the Deputy Designated Safeguarding Lead, Joanna Hubbard.

The School keeps an up to date record of staff members that have been trained in Paediatric First Aid and Emergency First Aid.

Arrangements are made for epipens and inhalers (individually labelled), to be stored in the Medical Room or medical cupboard in KG and on the first floor of the main building. Emergency medications are stored nearest to the class each child is in. These arrangements are recorded and updated on the 'Medical Alerts' information, which is circulated to all staff members.

Staff members are aware through training that they are obliged to report all accidents or injuries, including any accidents that occur 'off-site' to the nominated person **and** to complete the daily First Aid Treatment Record/Accident Report Form.

## **Pupil Sickness Policy**

If a pupil feels unwell during the school day, he/she will:

- Tell their Teacher/Teaching Assistant or another member of the school staff.
- The Teacher will assess them and decide whether or not they should go home and get permission for this from the Head or in her absence from a member of the SLT.
- The Teacher will also then inform all other relevant teaching staff and the School Office if a child needs to leave the School before the end of the normal school day.
- The Teacher or the School Office will contact parents/guardians to come and collect their child.
- If it is not possible to make contact with a parent/guardian for whatever reason, the emergency contact supplied by the parent will be contacted to collect the pupil concerned.
- No medication will be administered by the nominated person for First Aid support or other school staff members without a parent's written permission. This includes pain killers; lozenges and pastilles.
- Pupils are requested to stay at home for a minimum of 48 hours since the last episode of vomiting or from the last episode of vomiting and diarrhoea.

## **Intimate Care**

Should a situation arise where a pupil requires any kind of intimate care, due to an injury or an infection, other than in an emergency situation, this will usually be provided by the Teacher/Teaching Assistant, with a second adult present. Should an emergency arise off the main school site, two adults would provide any care required.

## **Contagious diseases & illnesses**

Parents/guardians are asked not to send their child to school without consulting the School first if their child is displaying any symptoms of contagious disease e.g. conjunctivitis, impetigo etc. From time to time and when relevant, a reminder of NHS advice relating to contagious diseases is sent to parents by email.

In the case of leakage or spillage of bodily fluids, rigorous hygiene procedures are followed, including wearing protective gloves.

## **Administration of Emergency Medication**

All pupils at the School with medical conditions have convenient access to their emergency medication e.g. epi-pens and inhalers, which will be administered by our staff.

Staff Members are required to sign out and sign in any epi-pens, inhalers or other medication they are taking with a pupil to the School field, on an outing or to a match.

## **Administration of Medication, (Both Prescribed and Other)**

The importance of medication being taken as prescribed or required and the importance of storing medication safely is well understood. All medication is handed into the School Office by the parent when they arrive at school and this medication is then stored as appropriate by the nominated person for First Aid support.

All medication, whether prescribed or 'over the counter' medication, is provided by parents for their children. The following advice is provided to parents when their child joins The Rowans School to ensure there are no misunderstandings in relation to the administration of prescribed or other medication:

- If a parent requests that the School arranges for someone in the School to oversee the administration of medicine, the School will respond, providing it is reasonable to do so. It is not reasonable to do so if particular expertise is required which no-one on the staff possesses. However, wherever appropriate members of staff may be trained to fulfil this requirement.
- The medicine, in the smallest practicable amount, should be brought to school by the parent and delivered personally to the School Office. Parents are required to complete a 'Parental Permission for Administering Medicines' form, when delivering the medication, which includes details of last dosage, amount to be administered and any other special instructions.
- Medicines must be clearly labelled with contents, the owner's name and dosage. They will be kept in a secure cupboard by the nominated person for First Aid support or, if refrigeration is required, in a fridge.
- A record is kept of all administration of medicine. It includes: confirmation of the date medication is administered; the time it is administered; dosage; as well as two staff signatures when each dose is given. The parent is asked to sign this sheet at the end of the school day when collecting their child's medication.

### **Safe storage**

Three times a year (at the beginning of each term) the nominated person for First Aid Support checks the expiry dates on all medication stored in the School. All medication is supplied and stored, in its original containers. All medications are labelled with the pupil's name; the name of the medication, expiry date and the prescriber's instructions for administration.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of each term.

### **First Aid Materials & Equipment**

First Aid kits are kept in the Medical Room, the School Office, outside the Hall, the Library and by the tennis court shed. These are checked by the staff member responsible for that area and if required, items for re-stocking are supplied by the nominated person for First Aid support. They also supply the Group Leader, or nominated staff member with a First Aid Kit for all School Outings. Each class also has a small 'grab bag' which staff take outside when on duty.

Eye-wash supplies are available in the Medical Room.

### **First Aid Training**

Training for staff is offered frequently (usually twice a year) within the School and the aim is to ensure that as many teachers and other staff members, including administration staff and the facilities staff as possible are trained in Emergency First Aid. Central training records are maintained to ensure that all staff members who are listed have been trained in emergency first aid procedures within the last three years. When necessary, training is provided for the administration of any medication which requires medical or technical knowledge.

## **Staff Trained in Paediatric First Aid**

Lizzie Spratt	Charlotte Halfacre
Wendy Mould	Tracey Hipkiss
Anna Tooms	Hannah Byrd
Kayleigh Gilmour	Vickie Wright
Charlotte Grayston	Lorraine Gomes
Deborah Gordon-Brown	Sarah Prockter
Adelle Walker	Kieran Forbes
Lies Goodchild	Marie Wilson
Jane Jones	Paulette Kearns

## **Responsibilities - September 2017**

- Senior Leadership Team:
  - Head – Mrs Joanna Hubbard
  - Deputy Head – Miss Lizzie Spratt
- Designated Safeguarding Lead – Miss Lizzie Spratt
- Deputy Designated Safeguarding Lead – Mrs Joanna Hubbard
- SenCo – Mrs Lies Goodchild
- Nominated First Aid Personnel - Mrs Jane Jones, Mrs Paulette Kearns
- Catering - Mrs Paulette Kearns

This policy was approved by the Board of Governors.  
This policy is reviewed annually by the Head and Director of Communications and Compliance.  
This policy was updated in September 2017.