



## First Aid and Illness at School Policy (Secondary)

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<b>Reviewed by:</b>	Senior Leadership Team and Safeguarding Committee	<b>Review Date:</b>	Spring 1 2020
		<b>Next Review Date:</b>	Spring 1 2021

### Introduction

Pupils and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all pupils are given the same care and understanding in our school.

It is our policy to ensure that appropriate first aid arrangements are in place for our staff, pupils and any visitors to our premises. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment.

This policy should be read in conjunction with the school Health and Safety and Administering Medication policies.

### First Aid Training

All permanent staff are given full training in accordance with current legal requirements (i.e. all staff attend a basic six-hour course every three years). There is additional training for at least one member of the Foundation Team (in accordance with EYFS requirements). The school maintains an up-to-date list of those employees who have undergone emergency first aid training.

All staff will be informed of First Aid arrangements and made aware of this policy as part of their induction.

### First Aid Equipment

First Aid equipment is kept in the school office at Secondary. This room is located at the front of the school. Details of pupils with severe medical conditions are kept in this room including a copy of their medical care plan.

In addition to this portable first aid kits are provided for out of school visits, with details of medical needs, medications and contact details for parents and carers.

## Accident Procedures

During break time and lunch time injuries that require first aid treatment should be dealt with in the first instance by the teacher on duty. For injuries that require closer attention pupils should be sent to a First Aider in the Secondary School office.

Minor incidents and accidents should be dealt with, wounds cleaned etc and the pupil returned to the playground when possible and practical. Persons administering first aid should wear Personal Protection Equipment (PPE) such as disposable gloves, where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body and pupils should be encouraged to do this for themselves. Any dressings or materials which have been in contact with body fluids (e.g. blood, vomit etc) must be disposed of carefully and all surfaces disinfected.

During lesson times if no trained member of staff is present and the injury cannot be dealt with, the pupil should be sent to the office, accompanied by an adult.

All head bumps/injuries must be recorded (including a brief description of the incident) and parents will be notified.

If a pupil has an accident which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the pupil to receiving urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. If the parents cannot be contacted a member of staff will accompany the pupil and stay with them until the parents arrive.

In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

## Illness

Pupils who feel unwell should be sent to the school office (for younger pupils they should be sent with an accompanying note from the teacher explaining the nature of the pupil's illness). The decision to send an unwell pupil home will be made by the Headteacher or the Deputy Headteacher. If not available the Senior Teacher will make an informed decision and inform the Headteacher and Deputy Headteacher.

Vomiting and diarrhoea – Vomit must be treated as a biohazard and the area must be thoroughly disinfected. If a pupil vomits or has diarrhoea in school, they will be sent home immediately. Pupils with these conditions will not be accepted back into school until 48 hours **after** the last symptom has elapsed.

Chicken pox and other diseases, rashes - If a pupil is suspected of having chicken pox etc a member of staff will look at their arms or legs. To look at a pupil's back or chest would only be done if the school were concerned about infection to other pupils. In this case another adult will be present and it will not be completed without the pupil's or parent's consent.

If the pupil has any of these infections they will need to stay off school for a prescribed period of time as relevant to documented medical advice. The Headteacher will advise timescales.

## **Headlice**

Staff do not examine pupils for head lice. If we suspect a pupil has head lice we will inform the parent and ask them to examine and treat their son/daughter.

## **Pastoral Care**

There may be occasions that pupils state that they are unwell or require first aid but actually require 'pastoral care'. Incidents requiring 'pastoral care' should be treated as follows:

- a. If an incident occurs during a teaching session a member of staff supporting the class or year group should take 'pastoral' care of the pupil ensuring his/her well-being.
- b. If an incident occurs at break time the teacher on duty should take 'pastoral' care of the pupil ensuring his/her well-being. It is the teacher's responsibility to inform the pupil's class teacher.
- c. If an incident occurs at lunchtime the senior lunchtime supervisor should take 'pastoral' care of the pupil ensuring his/her well-being. If they require additional support they will seek the support of the Headteacher, Deputy Headteacher or a member of the Senior Leadership Team. It is the lunchtime supervisor's responsibility to inform the pupil's class teacher.

If any member of staff is unsure whether a pupil is unwell, requires first aid or requires pastoral care then they are encouraged to send them to the school office.

It is the class teacher's responsibility to inform parents if significant pastoral care is needed.