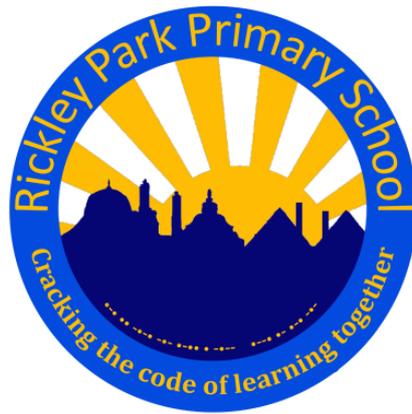


Rickley Park

Cracking the Code of Learning Together



First Aid Policy

(Including supporting pupils at school with medical conditions)

Date of Policy: January 2021

Date of Review: January 2022

1. Introduction

Rickley Park Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regards to all staff, pupils and visitors. The School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils.

2. Aims

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members with First Aid in Schools training.
- To ensure a sufficient number of Early Years staff members have Paediatric First Aid training;
- To maintain at least two members of staff who have received the recognised and additional First Aid at Work certification.

3. Implementation

- The Head of School will ensure that a sufficient number of staff have the relevant First Aid Training, including the Sports Coaches and sports assistants.
- A well-stocked medical room will be available at all times – with a designated person responsible for maintaining stock levels.
- First Aid Kits are available in school and taken on educational visits.
- At least one first aid trained member of staff will be available at each break time to deal with the treatment of minor injuries.
- All injuries or illnesses that occur during lesson time will be dealt with by the relevant trained member of staff.
- A confidential up to date record will be kept of any injuries sustained by the children who need first aid.

4. Notification of Parents

- Medication will be administered to children if it has been prescribed by a doctor
- Whereby a child requires paracetamol due to high temperature or pain, a trained member of staff may administer the appropriate dosage according to their age with parental consent which must be obtained either in writing or by telephone
- Where (liquid) paracetamol is administered, 2 members of staff should be present to check the dosage
- School are only permitted to administer 2 doses of liquid paracetamol within a school day and they must be given at least 4 hours apart
- School must obtain verbal consent before each dose is administered
- No medication will be administered to children without written or verbal permission of parents or guardians.
- All first aid treatments will be recorded on our online system.
- If a child has sustained a head injury a completed form will be sent home to parents detailing the types of injury and any treatment given.
- If a child has had any other sort of injury they will receive a completed form indicating the nature of the injury and any treatment given.
- For more serious injuries or illnesses, the parents or carers will be contacted by one of the First Aiders to explain the injury or illness and any treatment given.
- Any injuries to a child's head, face, neck or back will be reported to parents or carers.
- Parents of ill children will be contacted to take the children home.

- All medication will be held in the medical room, including inhalers and diabetic kits.
- When children have their outdoor P.E. sessions one of the sports assistants will take out the relevant medical equipment, including individual children's inhalers.

5. Other Aspects of First Aid

- At the end of each year all medication, including inhalers will be sent home with the children.
- At lunchtimes there will be at least 3 first aiders with responsibility for first aid in the playgrounds. There will be one sited on the Astroturf, one on the upper playground and one on the bottom playground. These TLSAs will deal with small injuries outside. If the injury is more significant and the children need to come inside to be treated, they will have a first aid card to bring inside to a first aider.

6. Individual Healthcare Plans

Introduction:

Individual healthcare plans can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex.

- The office staff will keep a central information folder where they can easily locate information for children with medical needs in an emergency
- Children who have an Individual Healthcare Plan will have their plan displayed in the inside of a stock cupboard door to comply with GDPR regulations.
- Children who have an Individual Healthcare Plan whereby their condition is serious and could require urgent medical care, will have their plan displayed in the staff room to ensure that all members of staff are able to familiarise themselves with emergency protocol
- When a child starts at Rickley Park and has an identifiable need e.g may need an epipen for their medical need, the Assistant Head of School will arrange the relevant training for staff from the School Nurse Team.

7. Managing Medicines on School Premises

- All medicines are stored safely either in the fridge or in a cupboard.
- Medicines and medical devices such as asthma inhalers, blood glucose testing kits and adrenaline pens should be readily available to the child. Year 5 and 6 inhalers should be kept in the medical cupboard in each year group to enable easy access.
- Monitoring of any controlled drugs will be undertaken by trained administration staff and doses recorded
- Medicines will only be administered in school when it would be detrimental to the child's health and attendance not to do so.
- Medicines other than liquid paracetamol will only be administered when prescribed by a doctor and are in date, in the original container prescribed by the doctor.
- When no longer required or out of date, medicines will be returned to the parents
- Sharps boxes should always be used for the disposal of needles and any other sharps
- Latex gloves will be used at all times when dealing with blood

8. Educational day visits, residential trips and sporting activities

- For any visit to go ahead a risk assessment will be undertaken. This risk assessment must take into account any medical needs. A qualified first aider will accompany all visits.

Appendix 1 – Rickley Park – response to COVID-19

Covid-19 Response and Additional Requirements/ Considerations

Additional medical needs requirements and considerations need to be in place and all schools need to ensure they have a range of measures in place to support these additional medical needs arising during the pandemic.

At Rickley Park, we will adhere to the following:

- Any child who is [clinically extremely vulnerable due to pre-existing medical conditions](#) and have been advised to shield, will not attend school. They will be provided with home-learning until guidance changes.
- if a child lives in a household with someone who is extremely clinically vulnerable, as set out in the government guidance on shielding, it is advised they only attend school if stringent social distancing can be adhered to and if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing and therefore they should not attend school and they should be supported to learn at home.
- For clinically vulnerable (but not clinically extremely vulnerable) children, who are considered to be at a higher risk of severe illness from coronavirus, parents should follow medical advice and work with the school on an individual basis. They will not be allowed to attend school if medical advice recommends this.
- a child who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend school with agreement between the school and parent/ carers.
- No one with symptoms should attend a setting for any reason. A child showing any symptoms or if they are self-isolating due to symptoms in the household they live within, must not attend school and will not be allowed entry to the school. If a child displays symptoms whilst in school, they will be self-isolated and sent home immediately.

Displaying Symptoms

- If a child has a cough/temperature/feels unwell at school, they must be sent home as a matter of urgency. They will need to self-isolate for 14 days, or until tested negative.
- If a child is waiting to be collected, they should be kept in a room on their own (or supervised depending on their age) with the door closed and a window open. If this child needs to go to toilet before being collected, they should use a separate toilet and it must be thoroughly cleaned/disinfected afterwards before anyone else can use it.
- PPE should be worn by staff working with children displaying symptoms.
- If a child (or adult) shows symptoms and tests positive for Covid-19, then the whole group that the child was in must be sent home and they must self-isolate for 14 days, including members of their household. Schools must ensure this is communicated to all relevant parties, is received (acknowledgement given) and is understood.
- If other cases are then also confirmed at the school, then PHE will advise the HT/school on the next steps and may consider possible whole school closure

Other considerations

Rickley Park will carefully consider the wider medical needs of the school community and those with more individual needs. Where there are medical needs, but they are still able to return to school Rickley Park will review and adapt the provision on offer where necessary.

To enable easy access if and when required, medication such as inhalers and Epi-Pens will be stored in the medical box in the new bubble.

At least one of the adults in each bubble will be a First aider. Where children have a minor first aid need and they are able to, they will be encouraged to carry out their own first aid. In situations whereby this is not appropriate, the adult first aider in the bubble will carry out first aid using PPE. A first aider from another bubble will only be used in extreme circumstances and where the risk is proportionate. We will endeavour at all times to avoid cross contamination of the bubbles.

Parents must inform school of any changes to ensure all children's medical records are updated with new information – this should include any medical conditions within the family which would render them vulnerable.

Parents must inform school of any change to contact details so that parents can be contacted in the instance that their child is displaying symptoms.

Rickley Park has allocated a designated medical space to be available to isolate children who may display symptoms of COV 19 whilst in school. (The old medical room). In the event of this room being used for a child displaying symptoms, a full and thorough clean will be undertaken in line with government guidelines.