



**FAIRCHILDES
ACADEMY
COMMUNITY
TRUST**

Monks Orchard Primary School First Aid Policy

Reviewed: January 2022

Next review: January 2024

Introduction

Monks Orchard Primary School is committed to caring for, and protecting, the health, safety and welfare of its pupils, staff and visitors. The school provides guidance and training for staff to feel confident when dealing with first aid incidents and ensures that all health needs are met, where possible, and recorded appropriately.

Aims and Objectives

We aim to:

- be a school inclusive to all medical needs
- provide first aid and medical care for pupils and school personnel.
- have in place qualified first aid personnel.
- have in place appropriate first aid equipment.

Identification & Awareness

Parents must inform the Assistant Head Teacher/Inclusion Manager, the child's class teacher and the school office of their child's medical condition. If a child has prolonged medical needs, a meeting must be set up to support those needs and a care plan written.

All school staff must report any concerns they have on the medical welfare of any pupil to the Assistant Headteacher/Inclusion Manager.

Training

- Particular members of staff have been chosen to undertake paediatric first aid training. A list of those qualified is available to all members of staff.
- All nominated staff (including those running after school activities) undertake training in first aid, administration of medicines and awareness of medical needs in pupils.
- First Aid training for other staff takes place where relevant.
- First Aid certificates are monitored and kept up to date
- A record of trained staff is kept centrally, updated and made available to staff.
- Staff are also trained in specific medical procedures that are relevant to individual children's needs.

Administration of Medicines

At Monks Orchard, we follow the Department of Health guidelines on managing medicines in schools and early year's settings. For further information, see the school's Administering Medicines policy.

Emergencies

Procedures for dealing with accidents are in place. Should an ambulance be needed, all staff must follow guidelines that state a designated member of staff should call the emergency services. At Monks Orchard this is the Assistant Headteacher; or if unavailable, the Headteacher, or the Deputy Headteacher. In all cases the Headteacher must be informed immediately if the emergency services are called.

Accidents at Lunchtime

- A first-aid trained member of the lunchtime staff is on duty daily in each playground.
- In both playgrounds there is access to a first-aid box.
- Accidents are to be recorded in the accident book and a slip given to each child, detailing the incident and treatment, to take home.

- All head injuries require a phone call to parents.

General Procedures

- All head injuries require a phone call to parents in liaison with the Assistant Headteacher/Inclusion Manager, or senior member of staff.
- Serious injuries are brought to the attention of a Paediatric First Aider or the Site Manager (who is a trained community first responder). For further information, see staff training list. If the child requires further attention from hospital, or minor injuries, the relevant LA forms (in accordance with RIDDOR guidelines) must be completed by a Paediatric First Aider.
- If a child becomes unwell during lessons, their progress is monitored and action taken.
- Should a child have sickness and/or diarrhoea, a clear 48 hours must elapse before they return to school. For further information, see the school's infection control policy.
- Protective gloves are to be worn at all times when dealing with incidents.
- Bodily fluids are to be cleaned with appropriate treatments and disposed of immediately.
- All medications must be carried during a fire evacuation and any outdoor activity

Contagious illnesses

Parents will be informed of outbreaks of any contagious illnesses via Weduc. If a child attends school and it is suspected that he/she has a contagious illness, further medical advice should be sought and guidelines followed. The South London health protection team will be contacted where necessary.

Risk Assessments

- Risk assessments must be carried out before every visit or trip away from the school site. Each child's medical needs must be considered and risk assessed before the child is taken off site. All risk assessments are counter checked by the school's health and safety officer.
- Risk assessments must also include details of any medication that needs to be administered during the duration of the visit. A trained first aider will be responsible for carrying, administering and returning these medicines.
- Appropriate First Aid kit must be taken on any school visit. The travel First Aid kits are kept centrally, with the Site Manager. Any used items must be replenished.
- During the school holidays, a designated member of the SLT is the first point of call in an emergency.

Self-Management

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and schools should encourage this. The age at which children are ready to take care of, and be responsible for, their own medicine varies. As children grow and develop, they should be encouraged to participate in decisions about their medicines and take responsibility. The school will follow the child's individual care plan and medication consent form, which outlines whether the child self-administers, requires supervision or requires adult assistance when taking medication.

Intimate Care

In the event of an injury/soreness in the genital area, two or more First Aiders must be present whilst the child is allowed to examine themselves privately. If the child reports swelling, or bruising, parents are to be contacted to perform further examination.

Staff Illness/Injury

First Aiders are to give immediate help to staff and visitors who are injured and presenting as unwell. Next-of-kin contact numbers are located in the main office.

Monitoring

The First Aid Policy will be monitored by the Headteacher and governing body and updated, if necessary, every two years.