



Fairchildes Primary School

First Aid Policy

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Introduction

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

Aims and Objectives

Through this policy, Fairchildes aims 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 Head/Deputy Head Teacher, the child's class teacher and the member of staff designated as responsible for medical conditions (Maureen Duffield) 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 personnel must report any concerns they have on the medical welfare of any pupil.

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 personnel (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 personnel 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 Fairchildes, 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 (in this case the designated member of staff for medical conditions).

Accidents at Lunchtime

- A first-aid trained member of the lunchtime staff is on medical 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 heads of school or senior member of staff.
- Serious injuries are brought to the attention of a Paediatric First Aider who can be found in each year group. 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. First aid boxes are located across the school (360 centre, lower school medical cupboard, upper school medical cupboard, site manager's office, after school club, the main office and the kitchen).
- 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 a text message. 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 should 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 need 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 in a central place (the upper and lower school medical rooms). 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.

