

# Shelton Junior School



## First Aid Policy

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## Policy review dates and changes

Date	By whom	Summary of changes made
17/11/2021	JB	Appendix 1 added to confirm parent contact procedures
21/12/2021	JB HC KD	Updated to reflect current practice

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## Scope

This policy applies to all stake holders at Shelton Junior School.

## Principles

Shelton Junior School (The School) values the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values. We will explore reasonable adjustments in applying this procedure to employees with a disability.

## Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

## Aims

All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed. School has appointed a Lead First Aider (LFA) – all staff are aware of who this person is.

Staff will always use their best endeavours to secure the welfare of pupils.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision, and that every pupil, member of staff and visitor will be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs.

## **First Aid Box Contents**

Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves

Equivalent or additional items are acceptable

All first aid containers will be identified by a white cross on a green background

The LFA is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for class use on an annual basis. First aiders are responsible for checking and restocking class First Aid boxes as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are positioned in each classroom (10), with the main first aid cabinet being in the main school entrance area. Extra supplies can be supplied by the LFA.

## **First Aiders**

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors. They should liaise with the LFA to ensure that an ambulance or other professional medical help is called, when necessary. All First Aiders must fill in the necessary details on Medical Tracker.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager.

## Emergency procedures

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider and or the LFA.

If called, a first aider/LFA will assess the situation and take charge of first aid administration.

If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay in discussion with the LFA if appropriate.

Where an initial assessment by the first aider/LFA indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Alert LFA who may consult with SLT. Call an ambulance or a doctor, if this is appropriate – after receiving a parent’s clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, the incident will be reported promptly to:

- A member of SLT (in school/by email/teams)
- The victim(s)’s parents. (by Medical Tracker/phone call)

## Reporting to parents

In the event of incident or injury to a pupil, at least one of the pupil’s parents will be informed as soon as practicable. Details of the incident/injury are to be input to Medical Tracker, which will enable an instant message to be sent to parents. It is the duty of the member of staff involved to record the incident on Medical Tracker.

For any injuries to the head, joints or digits, whether minor or major, parents must be called immediately and be given guidance on the action to take if symptoms develop. This communication will be co-ordinated by the LFA – see appendix.

In the event of a serious injury or an incident requiring emergency medical treatment, a member of the SLT must be informed and the parent/carer will need to be contacted as soon as possible.

A list of emergency contacts will be kept on the school MIS system (Integris), no paper version should be kept. Emergency contacts of all pupils is also kept on Medical Tracker.

In the event of a child sustaining an injury in school but being well enough to remain at school for the remainder of the school day (including After School Club or Enrichment Clubs) please see Appendix 1.

## **Offsite visits and events**

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved. First Aid kits must be checked by the First Aider accompanying the trip. First Aid kits must always be taken on all visits/events. The Class Teacher is responsible for ensuring all pupils have epi-pens, inhalers and a spare inhaler on trips.

## **Storage of medication**

Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen/inhaler.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

## **Illnesses**

When a pupil becomes ill during the school day, class staff may consult with the LFA if required and parents will be contacted and asked to collect their child as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

Parents will be informed via Medical Tracker – all incidents of illness in school must be recorded.

## Allergens

Where a pupil has an allergy, please see the school’s Supporting Pupils with Medical Needs Policy.

## Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

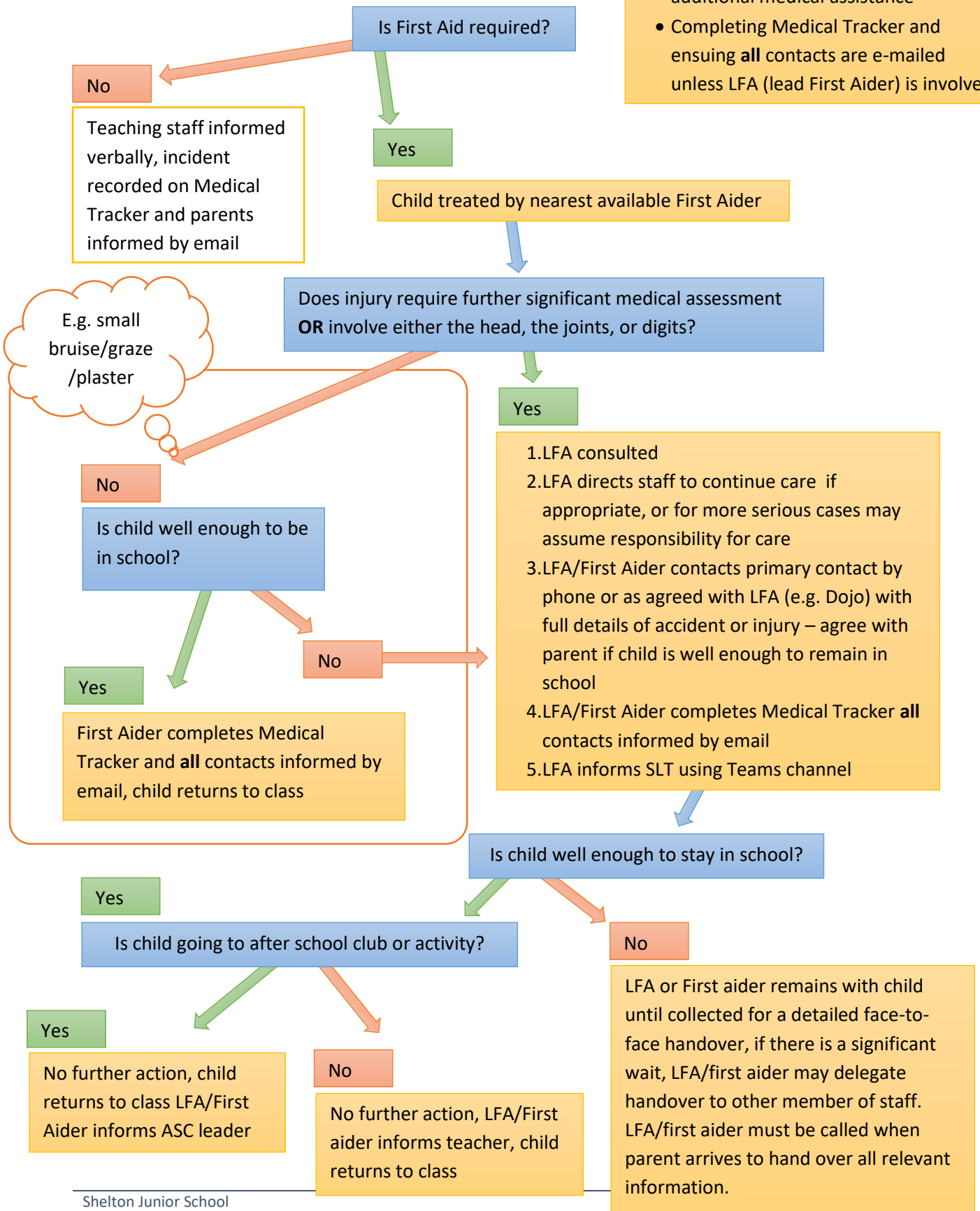
Staff do not act ‘in loco parentis’ in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.



# Appendix 1 – First Aid Flow chart

The first aider who treats a child's injury is responsible for:

- Treating as required or seeking additional medical assistance
- Completing Medical Tracker and ensuing **all** contacts are e-mailed unless LFA (lead First Aider) is involved



## Appendix 2 - Medical Tracker completion for injury

- Click on **record injury**
- Complete boxes shown – be careful with your selection and make it as accurate as possible. Please ensure you give as much detail about the injury in the injury description box
- Press save
- Click on **send notification**
- This will produce a copy of the correspondence to be sent to parent.  
***Please alter this if necessary and delete he/she accordingly***
- Click on **parents/carers notification**
- Click email option
- Tick each box for each contact shown (just check they are *pam* or *pas*)
- Click done at the end
- Return to main screen by clicking on Shelton Junior School

If further information is attained after the initial incident has been recorded eg visited hospital/doctors/walk in

- Click on **incidents** at the top
- Scroll down to calendar and click on date
- A list of incidents that occurred on that day will be shown
- Click on the child
- Scroll down to follow up notes
- Click and **add notes**
- Click save
- Return to main screen by clicking on Shelton Junior School

## Appendix 3 - Medical Tracker completion for medication

- Click on **medication** - use top line in blue
- Click on new
- Complete boxes shown – be careful with your selection and make it as accurate as possible. Please ensure you give as much detail about the illness in the feeling unwell description box
- Press save
- Click on send notification
- This will produce a copy of the correspondence to be sent to parent.  
***Please alter this if necessary and delete he/she accordingly***
- Click on **parents/carers notification**
- Click **email** option
- Tick each box for each contact shown (just check they are *pam* or *pas*)
- Click done at the end
- Return to main screen by clicking on Shelton Junior School

If further information is attained after the initial illness has been recorded eg visited hospital/doctors/walk in

- Click on **incidents** at the top
- Scroll down to calendar and click on date
- A list of incidents that occurred on that day will be shown
- Click on the child
- Scroll down to follow up notes
- Click and **add notes**
- Click save
- Return to main screen by clicking on Shelton Junior School

## Appendix 4 - Medical Tracker completion for illness

- Click on **incidents** - top line in blue
- Click on **new incident**
- Complete boxes shown – be careful with your selection and make it as accurate as possible. Please ensure you give as much detail about the illness in the feeling unwell description box
- Press save
- Click on send notification
- This will produce a copy of the correspondence to be sent to parent.  
***Please alter this if necessary and delete he/she accordingly***
- Click on **parents/carers notification**
- Click **email** option
- Tick each box for each contact shown (just check they are *pam* or *pas*)
- Click done at the end
- Return to main screen by clicking on Shelton Junior School

If further information is attained after the initial illness has been recorded eg visited hospital/doctors/walk in

- Click on **incidents** at the top
- Scroll down to calendar and click on date
- A list of incidents that occurred on that day will be shown
- Click on the child
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- Click and **add notes**
- Click save
- Return to main screen by clicking on Shelton Junior School