

<b>Date:</b>	August 2017	<b>Review Date:</b>	August 2018
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## First Aid and Illness (Sick Child) Policy

This first aid policy is written following the guidelines given in the document "*Guidance on first aid for schools*" published by the DFE.

It is Tarbiyyah Early Years's responsibility to provide adequate and appropriate first aid to pupils and visitors and to put the procedures in place to meet this responsibility. New staff to the school are given a copy of this policy when they are appointed. The policy is regularly renewed and updated annually. This policy has safety as its priority – safety for children and adults receiving first aid or medicines and safety for adults who administer them.

Children who feel unwell should be sent to the school office. Monitoring of unwell children will be the responsibility of the school administrator. The decision to send unwell children home will be the decision of the Early Years Manager after consultation with the teaching team. In the event of illness, these plans will be followed:

- A checklist for each class will be kept in the registers for supply and other teachers (full details will be kept in the office)
- A first aid kit is always taken with a group to any off-site activity
- A first aider must accompany the group to any off site activity

### Aims

- To identify the first aid needs of the school in-line with the management of **Health and Safety at work regulations, 1999**.
- To ensure that provision is available at all times while people are on school premises, off the premises whilst on school visits.

### Objectives

- To appoint the appropriate number of suitable trained people as appointed persons and first aiders to meet the needs of the school
- To provide sufficient and appropriate resources and facilities
- To ensure safe storage and safe administration of medicines in school
- To inform staff and parents of the school's first aid arrangements
- To keep accident records and to report to the HSE as required under the '**Reporting injuries, Diseases and Dangerous Occurrences Regulations**

### Procedure and Accountability

#### Role of the Trustees:

- Responsible for the health and safety of their employees and anyone else on the premises

- To delegate powers and responsibility to the Early Years Manager to ensure everyone complies with this policy

### **Role of the Early Years Manager:**

- To monitor the way in which this policy is managed
- Nominate a member of staff to be the designated First Aider
- Should ensure that the policy and information on the school's arrangements for first aid are communicated to all staff and parents
- To authorise sending home children due to illness
- Ensure that new staffs are to be informed of first aid procedures as a part of their induction programme.
- To report back to the Trustees on the effectiveness of this policy

### **Role of the School Administrator:**

- To monitor unwell children at school
- To ensure that relevant personnel are booked onto first aid training and that resources for first aid arrangements are appropriate and in place
- Take charge when someone is injured/becomes ill
- Look after first aid equipment
- Ensure that an ambulance or other professional medical help is summoned when appropriate

### **Responsibilities of a First Aider:**

The first aider must have completed a training course approved by the HSE and will be updated every 3 years. The first aider will:

- Be contacted to give immediate help to casualties if required during lesson/ break times. Any pupil who is ill or gets injured is to be sent accompanied to the school office for the first aider to inspect and where appropriate get treated.
- Ensure that an 'accident slip' (available from the school office) is completed detailing legibly and accurately the injury that the child sustained and the first aid that was administered. A copy of the injury slip should be given to the child's parent and the original kept in the school's **First Aid folder**.
- The Early Years Manager or the most senior teacher on site will be informed of any serious injury occurring in a day.
- Parents are to be informed of a head injury with a Head Injury Letter (**Appendix A**)

- The staff should complete the accident reporting form for employees if they sustain an injury at work (please consult the school business manager about this, when required)
- Where possible, constant supervision will be provided for poorly/ injured children, in the schools medical room.
- If there is any doubt over the health and welfare of a pupil, parents or carers (stated on pupil medical record) should be contacted as soon as possible so that the pupils can be collected and taken home.
- If the situation is life threatening or of cause for concern, any member of staff can ring **999** and request an ambulance for help. Should a child be taken to hospital before a parent or carer arrives at school, a member of staff will accompany the child to the hospital and parents will be directed to go straight there.

The table below shows the responsibility of First Aiders and appointed Person(s):

Responsibilities	Appointed person	First Aider
Looks after first aid equipment and facilities	√	√
Takes charge when someone is injured or becomes ill	√	√
Calls the emergency services if they are needed	√	√
Makes and initial assessment of the injury or illness	X	√
Gives appropriate first aid to the casualty until help arrives	x	√
Maintains injury/illness records as required (including complete of the 'Accident Slip')	√	√

### First Aid in school

At the start of September 2016, members of staff completed 12 hour paediatric first aid training. For a current list, please refer to the appendix. When children are taking part in off site visits, we ensure that a paediatric first aider accompanies the group.

### Details

#### First aid and emergency kits

First aid kits and first aid provisions are stored in the **medical room, Foyer, nursery classroom** and **reception classroom**. All accidents are to be reported to the **school administrator**. Gloves are used to protect staff and children and must be worn when dealing with cuts and/or bodily fluids. First aid kits must be carried on all out of school visits and playground duty. The contents of the first aid kit must be checked prior to an offsite visit.

#### Cuts

All open cuts should be cleaned with water. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Severe cuts that have been treated should be recorded on the accident slip and a copy to be given to the parent. Anyone treating an open cut wound should wear gloves. **All blood waste and bodily fluids should be disposed of in the orange bin with orange liner, located in the Medical Room. This waste is then transferred into the schools large bin and taken away by a waste disposable supplier.**

#### Bumped head

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with a cold compress. Parents and guardians must be informed by **TELEPHONE** and a head injury letter is to be completed (**Appendix A**). The child should be monitored. **ALL** bumped head incidents should be recorded in the **First Aid Folder**.

### **First Aid Folder**

All accidents are recorded using the accident slips, which are then filed into the '**First Aid Folder**'. This is kept in the school office. The Early Years Manager has nominated the school administrator to ensure that a record is made of any first aid treatment given is logged in the accident log book. The information included into the accident slips must include:

- **Date, time and place of incident/accident.**
- **Name, class of the injured/ ill person.**
- **Details of the injury/ illness and what first aid was given.**
- **Name and signature of the first aider or person dealing with the incident.**

### **Calling the emergency services:**

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. The following accidents may warrant a call to the emergency services include:

- Casualty is not responding
- Casualty is bleeding severely
- Casualty is unconscious and not breathing
  
- Casualty has had a spinal injury
- Casualty has had a severe head injury

If a member of staff is asked to call the emergency services, they must inform them:

1. Whether the casualty is breathing and/conscious.
2. State what has happened.
3. The age of the person.
4. The child's / adult's name.
5. 5. The location of the school.

In the event of the emergency services being called, the school administrator OR another member of staff wearing a **HI VIS jacket** should wait by the school gate on the appropriate road and guide the emergency vehicle into the school. If the casualty is a child, their parents should be contacted immediately after the emergency service have been informed and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office.

### **Medicines in school (See 'School's Administering Medicines Policy')**

#### **What can be administered?**

In school we will only administer medicines prescribed by the doctor or hospital.

## **Parental/ guardian permission**

Medicines will not be administered unless we have the written permission of parents and in the case of prescribed medicines, we must have proof of them being prescribed. Clearly labelled with the child's full name and date of birth. The date when they were prescribed will also be noted.

Blank Administration of Medicines forms are available from the school office. (**Appendix B**)

## **Creams including sun-creams**

We can administer creams for skin conditions such as eczema. HOWEVER, staff must not rub cream onto a child's body. Application of these creams must be made under the observation of another adult and permission logged.

## **Where are medicines stored?**

No medicines should be kept in the class or in the child's possession (with the exception of inhalers). All medicines are kept in the Medical Room fridge. Administration of medicines takes place in the Medical Room.

## **Epipens and Anaphylaxis**

Some children require epipens to treat the symptoms of anaphylaxis shock. Epipens should be all kept centrally in the medical room on top of the cupboard for easy access by staff. Epipens will only be administered by first aiders, who have epipen training.

## **Asthma and Inhalers (see 'Asthma Policy and Procedures')**

Children have access to their blue inhalers at all times. All inhalers are to be kept in the medical room in a labelled bag in the box and one in classrooms. All inhalers should be clearly labelled with child's full name and date of birth.

*Other asthma sufferers cannot share inhalers. It is the parent's responsibility to ensure children have inhalers on day trips and off site visits. Children will not be allowed to go if they are diagnosed with asthma and do not have an inhaler.*

## **Personal Care guidance including changing soiled/wet children (Please also see intimate care policy)**

This policy sets out procedures for handling these situations with dignity and kindness to ensure the needs of individual children are met and health and safety standards are maintained. It also aims to work within Safeguarding guidelines and protect any members of staff from potential allegations.

- Staff to wear disposable gloves and aprons while dealing with the incident.
- Changing area to be cleaned after use.
- Hot water and liquid soap/ sanitiser available to wash hands as soon as the task is completed.

Children will be supported by volunteer members of staff in cleaning and changing as determined by their level of independence to do so. Dignity, privacy and kindness should be

extended. Soiled underwear should be double wrapped and placed in the child's school bag for washing at home and parents informed.

### **What to do if a child become distressed during the changing process?**

Talk the child through each step and reassure them that they will feel much better when they are clean. If the distress is such that it is difficult to continue then stop the changing process. If this results in a hygiene issue then parents should be contacted to explain the situation and an agreed course of action established. In any event a record must be made of distress, whether or not the changing was completed and parents informed as soon as possible. If there is any concern re child protection issues these should be dealt with in accordance with school policy.

### **What to do if any marks or redness are seen?**

If marks or redness are seen then this should be recorded and reported to the child's parents as soon as possible. If there is any child protection concerns these should be dealt with in accordance with school policy.

## **Head Lice**

Staff do not touch children and examine them for head lice. If staff suspect a child has head lice, then a standard letter will be given to the parents.

## **Diarrhoea and Vomiting**

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

## **Chicken pox and other rashes**

If a child has any of these infections they will need to stay off school for a prescribed period of time. The Early Years Manager or school office will advise timescales.

## **Hygiene/Infection Control**

Basic hygiene procedures must be followed by all staff.

### **How to deal with fluids and blood spillages**

Basic hygiene procedures must be followed by all staff.

In dealing with spills of blood, vomit or excrement, TARBIYYAH staff will follow these procedures:

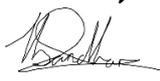
- Rubber gloves must be worn at all times
- Disposable wipes must be used and disposed of immediately
- Spillages must be disposed of in the orange bin liner in the medical room. This will then be taken away by a certified waste management supplier.
- Floors and other affected surfaces must be disinfected following the manufactures instructions.

- The area should be ventilate and left to dry
- Any soiled fabrics must be washed or discarded
- Soiled garments to be placed in sealed polythene bags and then sent home.

### **Monitoring the Effectiveness of the Policy**

The monitoring of all first aid procedures will be monitored by the Early Years Manager. Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the Trustees.

Signed: *2Raage* (Early Years Manager)

Signed:  (Chair of Trustees)