

A Co-operative Academy

**Rickley Park Primary School
First Aid Policy (March 2017)**

(Including supporting pupils at school with medical conditions)

Approved and adopted by:	Pupils and Parents Committee
Signed by:	
Date:	November 2019
Date of Review:	November 2021

Reviews and Amendments		
Date	Committee	Amendments
Nov 19	P+P	GDPR ammendments added and a few lines to do with logistics removed.

1. Key Values

We have the same chances. We have the same choices.

We know that everyone has something special to contribute.

We persevere and work hard, not because we are told to but because we want to improve.

We stick together for the good of all.

We look after ourselves, each other and our world by taking responsibility for our actions.

We let everybody talk and have their say.

2. 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.

3. 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.

4. Implementation

- The Assistant Headteacher 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.
- 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.

5. Notification of Parents

- No medication will be administered to children unless it has been prescribed by a doctor
- No medication will be administered to children without written 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.

6. 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.

7. 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.

- 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.
- When a child starts at Rickley Park and has an identifiable need e.g may need an epipen for their medical need, the Assistant Headteacher will arrange the relevant training for staff from the School Nurse Team.

8. 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.
- 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 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

9. 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.