



FOLVILLE JUNIOR SCHOOL

FIRST AID POLICY

2023-2024

First Aid and Medication Policy

Statement of intent.

Folville Junior School is committed to caring for and protecting the health, safety and welfare of its pupils, staff and visitors. We confirm our adherence to the following standards at all times:

- To make practical arrangements for the provision of First Aid on our premises, during off-site sport and on school visits.
- To ensure that trained First Aid staff renew, update or extend their HSE approved qualifications at least every three years.
- To have a minimum of 3 trained First Aiders on site at any one time, including a person with a paediatric first aid qualification for after care provision. Such people will be able to responsibly deliver or organise emergency treatment.
- To ensure that a trained first aider accompanies every off-site visit and activity.
- To record accidents and illnesses appropriately, reporting to parents and the Local Authority SO2 reporting and if necessary the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).
- To provide accessible first aid kits at various locations on site, along with a portable kit for trips, excursions and sport.
- To record and make arrangements for pupils and staff with specific medical conditions.
- To deal with the disposal of bodily fluids and other medical waste accordingly, providing facilities for the hygienic and safe practice of first aid.
- To contact the medical emergency services if they are needed, informing next of kin immediately in such a situation.
- To communicate clearly to pupils and staff where they can find medical assistance if a person is ill or an accident has occurred.
- To communicate clearly by telephone and completing the accident report slip to parents or guardians if a child has sustained a bump to the head at school, however minor, and to communicate in writing in relation to every instance of accident or first aid or the administration of medicine for pupils.

Details of First Aid Practitioners at Folville Junior School

1 Day Course	Expiry
First Aid Cert - Level 3 - Alison Simpson	17.03.25
First Aid Cert - Level 3 - Barbara Stasiewicz	04.04.25
First Aid Cert - Level 3 – Malgorzata Panahi	09.10.26
First Aid Cert - Level 3 - David Parker	17.03.25
First Aid Cert - Level 3 - Katie Bateman	08.04.22
First Aid Cert - Level 3 - Sarah Cornelius	04.04.25
First Aid Cert - Level 3 – Rosie Pope	09.10.26
First Aid Cert - Level 3 - Sam Instrell	17.01.25
First Aid Cert - Level 3 - Sharon Simons	16.05.24
First Aid Cert - Level 3 - Linda Payne	16.05.24
First Aid Cert - Level 3 - Halima Patel	10.11.23
First Aid Cert - Level 3 – Eden Moore	16.05.24
First Aid Cert - Level 3 - Betty Martin	05.09.25
First Aid Cert - Level 3 – Stacey Warner	09.10.26
First Aid Cert - Level 3 – Heidi Thompson	17.01.25
First Aid Cert - Level 3 - Sue Allen	23.03.21
First Aid Cert - Level 3 – Ian Widdowson	18.01.26
First Aid Cert - Level 3- Tracey Dayman	07.12.23
First Aid Cert - Level 3 – Karen Hammonds	18.01.26
First Aid Cert - Level 3 – Kate Beadle	14.01.27
First Aid Cert - Level 3 – Cheryl Platts	05.12.24
3 Day Course	Expiry
First Aid Cert - Level 3 - Bruce Wells	12.04.24
First Aid Cert - Level 3 - Nikki Browne	12.04.24
First Aid Cert - Level 3 - Nicola Turner	25.03.24
First Aid Cert - Level 3 - Carley Martin	21.01.23

Practical Arrangements at Folville Junior School

Location of First Aid Facilities

- Two Isolations rooms are in the school building, one next to the school office and room two, located next to the mentor room in corridor A. For treatment of minor injuries first aid can be administered in the corridor opposite the school office and in the playground by a designated first aider. Pupils or staff can rest/recover if feeling unwell in either isolation room.

- In both isolation rooms there are first aid supplies, hygiene supplies (gloves, aprons, face masks and visors, paper towels), room two a water supply and sink, isolation room one is in close proximity of staff and pupil toilets.
- A portable first aid kit must be obtained from the first aid store at the back of the office for school visits.

Responsibilities of the Trained First Aiders

- Provide appropriate care for pupils or staff who are ill or sustain an injury
- Record all accidents in the incident report book (located on school office reception).
- In the event of any injury to the head, however minor, ensure that a copy of the incident report slip is sent home to parents/guardians and a telephone call home, informing of the incident. Also a bumped head sticker is given to the pupil to wear in school, to make other staff aware of the incident.
- Make arrangements with parents/guardians to collect children and take them home if they are deemed too unwell to continue the school day.

Responsibilities of the Head/Deputy Head Teacher

- Ensure that all staff and pupils are familiar with the school's first aid and medical procedures.
- Ensure that all staff are familiar with measures to provide appropriate care for pupils with particular medical needs (e.g. Diabetic needs, Epi-pens, inhalers).
- Medication kept securely in the school office, or in the head/deputy head teacher's office.
- Ensure that a list is maintained and available to staff of all pupils with particular medical needs and appropriate measures needed to care for them.
- Monitor and re-stock supplies and ensure that first aid kits are replenished.
- Ensure that the school has an adequate number of appropriately trained First Aiders.
- Co-ordinate First Aiders and arrange for training to be renewed as necessary.
- Maintain adequate facilities.
- Ensure that correct provision is made for pupils with special medical requirements both in school and on off-site visits.
- On a monthly basis, review First Aid records to identify any trends or patterns and report to the Health and Safety committee

- Fulfil the school's commitment to report to RIDDOR, as described below
- Liaise with managers of external facilities, such as the local sports facilities, to ensure appropriate first aid provision.
- Contact emergency medical services as required.
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies

What to do in the case of an accident, injury or illness

A member of staff or pupil witnessing an accident, injury or illness should immediately contact a named trained first aider (see above). The school office should be contacted if the location of a trained first aider is uncertain. Any pupil or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help as needed. The pupil or member of staff should not be left unattended. The first aider will organise an injured pupil's transfer to the isolation room if possible and appropriate and to hospital in the case of an emergency. Parents should be informed as necessary by telephone by the first aider or school office. A written record of all accidents and injuries is maintained in the accident book.

Contacting parents

Parents should be informed by telephone as soon as possible after an emergency or following a **serious/significant** injury including:

- Head injury
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe hypoglycaemia for pupils, staff or visitors with diabetes
- Severe asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the pupil is generally unwell

If non-emergency transportation is required, an authorised taxi service will be used if parents are delayed. A member of staff will accompany the pupil until a parent arrives. Parents can be informed of smaller incidents at the end of the school day by the class teacher.

Contacting the Emergency Services

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconsciousness (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

Accident reporting

The accident book must be completed for any accident or injury occurring at school, at the local sports facilities, or on a school trip. This includes any accident involving staff or visitors. The accident book will be monitored by the appointed person as certain injuries require reporting (RIDDOR requirements).

Pupils who are unwell in school

If a pupil becomes unwell, a parent should be contacted as soon as possible by the appointed person, the school office or the head teacher.

Anyone not well enough to be in school should be collected as soon as possible by a parent. Staff should ensure that a pupil who goes home ill remembers to sign out at the school office.

First Aid equipment and materials

The Ian Widdowson is responsible for stocking and checking the first aid kits. Staff are asked to notify the Ian when supplies have been used in order that they can be restocked. The first aid boxes contain:

- A first aid guidance card
- At least 20 adhesive hypo allergenic plasters
- Triangular bandages (slings)
- Safety pins
- Cleaning wipes

- Adhesive tape
- Sterile eye pads
- Medium sized un-medicated dressings
- Large sized un-medicated dressings
- Disposable gloves
- Yellow clinical waste bag

First aid for school trips

The trip organiser must ensure that at least one adult accompanying the trip has an appropriate first aid qualification and undertake a risk assessment to ensure an appropriate level of first aid cover, with reference to the educational visits policy, which includes further guidance. First Aid kits for school trips are stored at the back of the school office and contents should be checked and replenished before leaving school. First Aid kits must be returned and replenished on return. Any accidents/injuries must be reported, by completing the incident report slip and given to the pupil to take home to their parents. RIDDOR guidelines for reporting accidents must be adhered to. For any major accident or injury the appropriate health & safety procedure must be followed.

Pupils using crutches or having limited mobility

Parents must inform the school of the nature of injury and the anticipated duration of immobility. The class teacher will arrange for a 'class partner' to carry books, open doors etc. Information about the condition will be discussed in staff meetings to enable teachers to be fully aware of the pupil's needs. Arrangements will be made for the pupil to arrive/leave lessons early to allow for a safe transfer around school. Parents must inform the school of any particular difficulties.

Emergency care plans and treatment boxes

The head teacher/ SENCO ensures that staff are made aware of any pupil with an emergency care plan. These care plans are displayed in the staff room. A copy should also be kept in the pupil's classroom. Pupils with a serious medical condition will have an emergency care plan drawn up and agreed by the appointed SENCO and parents. Emergency treatment boxes must always be taken if the pupil is out of school. The boxes are kept in the head teacher's office.

Pupils with medical conditions

A list is available in the office, staffroom and classrooms, of all pupils who have a serious allergy or medical condition. This information is useful for lesson planning and for risk assessments prior to a school trip. Please return emergency boxes on completion of the trip. If staff become aware of any condition not on these lists please inform the school office.

Dealing with body fluids

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed.

- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately.

Bodily fluids include:

- Blood, Faeces, Nasal and eye discharges, Saliva, Vomit

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up blood and body fluid spillages. All contaminated material should be disposed of in a yellow clinical waste bag, then placed in the waste bin in the disabled toilet at the back of the school office. Avoid getting any body fluids in your eyes, nose, mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.

Infectious diseases

If a child is suspected of having an infectious disease advice should be sought from the appointed person who will follow the Health Protection Agency guidelines below to reduce the transmission of infectious diseases to other pupils and staff.

ILLNESS	PERIOD OF EXCLUSION	COMMENTS
COVID 19	10 days from symptoms. If no symptoms 10 days from the day of a test with positive result. 10 days if in close contact with someone testing positive.	Symptoms: <ul style="list-style-type: none">• High Temperature• Persistent coughing• Loss off taste and smell Suspected cases should be isolated, and parents contacted to collect the child immediately, requesting the parent to take the child for a PCR test, before returning to school.
Chickenpox	5 days from onset of rash	Pregnant women up to 20 weeks and those in last 3 weeks of pregnancy should inform their midwife that they have been in contact with chickenpox. Any children being treated for cancer or on high doses of steroids should also seek medical advice.
German Measles	For 5 days from onset of rash	Pregnant women should inform their midwife about contact
Impetigo	Until lesions are crusted or healed	Antibiotic treatment by mouth may speed healing
Measles	5 days from onset of rash	Any children being treated for cancer or on high doses of steroids must seek medical advice

ILLNESS	PERIOD OF EXCLUSION	COMMENTS
Scabies	Until treatment has been commenced	Two treatments one week apart for cases. Treatment should include all household members and any other very close contacts
Scarlet Fever	5 days after commencing antibiotics	Antibiotic treatment recommended
Slapped Cheek Syndrome	None	Pregnant women up to 20 weeks must inform their midwife about contact
Diarrhoea and vomiting	48 hours from last episode of diarrhoea or vomiting	Exclusion from swimming may be needed
Hepatitis A	Exclusion may be necessary	Consult the Health Protection Agency
Meningococcal meningitis	Until recovered	Communicable disease control will give advice on any treatment needed and identify contact requiring treatment. No need to exclude siblings or other close contacts.
Viral Meningitis	Until fully recovered	Milder illness
Threadworms	None	Treatment is recommended for the pupil and family members
Mumps	5 days from onset of swollen glands	

ILLNESS	PERIOD OF EXCLUSION	COMMENTS
Head Lice	None once treated	Treatment is recommended for the pupil and close contacts if live lice are found
Conjunctivitis	None	Children do not usually need to stay off school with conjunctivitis if they are feeling well. If, however, they are feeling unwell with conjunctivitis they should stay off school until they feel better
Influenza	Until fully recovered	
Cold sores	None	Avoid contact with the sores
Warts, verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms
Glandular fever	None	
Tonsillitis	None	

Linked Policies

Health & Safety	Educational Visits	Administration of Medicines
-----------------	--------------------	-----------------------------

Policy Reviewed Sept 2023