



KERR MACKIE PRIMARY SCHOOL

FIRST AID POLICY

Aims

1. To provide adequate first aid provision and medical care for pupils, school personnel and school visitors
2. To have in place qualified first aid personnel.
3. To have in place adequate first aid equipment.
4. To inform all staff of any medical condition of our children.

THE MAIN FIRST AIDERS IN SCHOOL ARE:

Paediatric First Aiders:

Denise Meehan
Shabana Mahmood
Chantelle McPherson
Cheryl Thompson
Jas Jandu
Daisy Izenman Qureshi
Michelle Hamilton
Janitta Herbert
Geeta Singh
Anne Perigo
Claire Taylor
Muniba Rashid
Sue Jowett
David Rowlands
Rachel Wilson
Fiaz Lal

The aim is to have all Support staff (Teaching Assistants) trained so as they move around school year on year, we always have a high ratio of First Aiders per Phase.

LUNCHTIME FIRST AIDERS:

Jasbir Jandu
Joanne Proctor
Bahar Begum
Safina Malik
Angela Singh

ADULT FIRST AIDERS:

Gemma Lake

Training

First aid qualifications are renewed regularly (every three years) and it is therefore vital that staff follow the up to date guidelines when dealing with first aid issues. It is the responsibility of staff to ensure that they understand and recognise when their training expires and to ensure they discuss this with Miss Denise Meehan who is responsible for ensuring all first aid training is organised before expiry. The School Business Manager will liaise with Miss Meehan to ensure these are purchased.

Members of staff attend a two-day refresher paediatric First Aid course onsite on when they need to renew their certificates and update their knowledge.

It is the responsibility of each First Aider to inform Miss Meehan (records will be kept in school also) within three months of their qualification running out.

Set out below is how First Aid and children's medication is managed at Kerr Mackie Primary School: -

First aid information sheets are on show in every classroom and various places throughout school. These show the names of all first aiders and where the first aid boxes are kept.

The following procedures constitute school policy and are to be used in conjunction with the first aid training you have received.

In the event of an accident

If the child has had a minor accident a first aider does not have to be called to deal with it.

If it is more serious please use a first aider from your year group or Phase where possible.

In the event of an accident or injury the following procedures MUST be adhered to:

1. Assess and treat the injury as follows:
 - Minor cuts and bruises – clean wound and apply appropriate dressing.
 - For bumped heads – apply a wet compress (NOT AN ICE PACK) for 10 minutes. Monitor the injury regularly and if any concerns arise parents/guardians MUST be contacted.
 - For injured limbs – apply an ice pack for 10 minutes to help prevent swelling and monitor the injury regularly. If swelling persists or any concerns arise parents / guardians MUST be contacted.
 - For urgent cases (including severe asthma attacks/allergies)–
 - STAY WITH THE CHILD AND SUMMON HELP.
 - ASK THE OFFICE TO CALL FOR AMBULANCE.

FOLLOW THE CHILD'S HEALTH/CARE PLAN (this will be in the class with their medication)
2. Fill out the pupil accident book. Please ensure the child's full name, class and date is clearly stated on the accident form and the perforated slip which remains in the book. The box at the top right hand side of the accident form needs to have the following name "Denise Meehan". Once completed leave the slip in the wall pouch in the staff room, Denise Meehan will try and collect them on a Friday. Lunch time slips to be placed in the same wall pouch. The slips will be scanned and placed on the child's SIM file on the school system and stay there until they leave school. The paper copy will be shredded according to the school GDPR.
3. Fill in an "accident at school" slip to be taken home by the child/handed to parents.
4. In case of a bumped head, a "bumped head" letter is sent home instead of an accident slip. If the First Aider and a SLT member feel that it would be appropriate to give the parents a ring just to inform them of the incident so to pre-warn in case there is a bump or bruising, then please make a note on the accident slip that goes in the office.
5. In case of serious injury or hospitalisation a CF50 form needs to be completed immediately providing full details of the accident. Forms can be obtained from the office.

Disposing of materials:

Disposal of waste materials will first be placed in a small nappy sack. These are kept in the first aid boxes. These are to be used for the disposal of gloves, bodily fluids etc. and placed in the clinical bin, which is in the hygiene suite.

First Aid Boxes

There is one first aid box per year group as well as one in each playground EYFS, on the wooden shelf, PHASE 2 usually on the equipment trolley and PHASE 3 on the trolley but can be used in the cloakroom of Yr3 , (please take time to familiarise yourself with the contents and the accident book). The accident book needs to be dated and in the section that says 'Hand in to' put Denise Meehan, we no longer need to number the slips. When nearly full please inform Denise Meehan so she can replace it. **First Aid Boxes should be taken out with the teacher in the event of an evacuation. If an evacuation occurs during break times/lunchtime the medication should be in the playground with the teacher.**

The boxes will be checked regularly.

These boxes can be found in:

Nursery	Box and book on top of the Grey shelf
Foundation	Box and book on top of the cupboard
Year 1	Box and book in Year 1 Sycamore
Year 2	Box and book in 2 Maple
Year 3	Box and book in Year 3 Rowan
Year 4	Box and book in 4 Cedar
Year 5	Box and book in 5 Lilac
Year 6	Box and book in 6 Cherry
EYFS playground and book on the shelf	
Phase 2 playground	Box and book on the Equipment Trolley
Phase 3 playground	Box and book on the shelf in Year 3 cloakroom
After School Clubs	Learning Mentor Office
Parent's Room	Parent's Room

Lessons:

A first aid box should be taken outside for games and in the hall for P.E.

Playtimes:

Phase 2 to use first aid box from Equipment Trolley in Phase 2 playground – record in Phase 2 book
Phase 3 to use first aid box on the shelf in Year 3 cloakroom– record in Phase 3 book

TEACHERS AND SUPPORT STAFF ON DUTY CAN DEAL WITH MINOR INJURIES AND RECORD THE INCIDENT, even if the staff member is not trained. IF AN INCIDENT IS SERIOUS CONTACT A FIRST AIDER, PREFERABLY FROM THE CHILD'S YEAR GROUP.

Lunchtimes:

Use the same First Aid Kits as Playtime. These will be kept on the Equipment Trolley

Minor injuries and accidents

These can be dealt with by any member of staff, teacher, support staff or dinner staff (Most of them are first aiders).

The dinner staff **NEED TO DEAL** with these minor injuries and should not need to contact members of teaching/support staff, unless a decision is to be made as to whether a child needs to go home. IF IT IS A MAJOR INJURY OR ACCIDENT CONTACT A FIRST AIDER AND DENISE MEEHAN (First Aid and Medication lead). Then it will be up to a member of the SLT with advice from the First Aider.

FIRST AID SUPPLIES

Where items are kept:

The ice packs are now kept in the office fridge. The first aider who takes a pack out to use will be responsible for returning it. When using an ice pack please wrap it in a thin towel or cover. DO NOT USE THE ICE PACK BY ITSELF AND DO NOT USE AN ICE PACK ON A PUPILS HEAD

All first aid supplies are kept in a locked cabinet. And all documents, letters etc. are kept on file in One Drive as well as a hard copy in a filing cabinet in the office. Please ask Denise Meehan or a member of the office staff if you need anything.

CHILDREN'S MEDICATION IN SCHOOL

Medication kept in school (long term)

Please send the parent/carer to the office (apart from nursery where you will have a supply of forms, but still will need to inform Denise Meehan so she can fill in the appropriate paper work) with the medication so they can sign a disclaimer. The medication will then be put in an individual plastic zipped wallet together with a copy of the disclaimer and a form for recording administration. The form will require signing and countersigning when a dose is given. Every class teacher will sign for receiving the medication and keep it in a safe place in the classroom.

Please keep all children's medication in the same place so it is at hand in case of having to evacuate the building.

Epi Pens

Children and adults who have a sudden and severe allergic reaction to a foodstuff; insect bite or other external irritant may become ill quite quickly. Epi pens are considered to be a risk free treatment. Staff are correctly trained to administer the Epi pen and will have access to online refresher as well as Denise Meehan been trained externally. An up to date care plan should be provided by parents to keep alongside the epi pen/medication (in the classroom) and a copy of this will be in the First Aid file in the office.

Allergies

WE ARE A NUT FREE SCHOOL, AS PER POLICIES/ DOCUMENTATION FROM ALLERGY UK AND LEEDS CATERING, THIS APPLIES TO ALL AREAS OF THE SCHOOL INCLUDING STAFF ONLY AREAS. Staff and children must not bring in any food that contains NUTS this includes foods such as Pesto and sauces like satay. Food that may have been in contact with nuts in the factory should be OK but if concerned please check first.

If you have a child in your class who has allergies or asthma, it is your responsibility, to make sure that all staff are aware and if a supply teacher is in for the day that they are also informed.

Pupil's photographs and detail of medical care plan are located in the child's classroom for all staff to read and ensure they are familiar with care plans for pupils in school.

Asthma inhalers

As asthma has a variety of degrees of severity, it is important that the parent / guardian informs the school if their child requires an inhaler. Older pupils are able to self-administer their own medication and parents / guardians should be part of this process. An up to date care plan should be provided by parents to keep

alongside the inhalers /medication (in the classroom) and a copy of this will be in Denise Meehan First Aid, locked, filing cabinet in in the PPA room.

In the case of an asthma attack the inhaler would need to be administered urgently so the school must have an emergency procedure so that all staff are aware of the location of all inhalers. The storage of inhalers needs to be well managed and the distance between where the pupil is situated and where the inhalers are stored must also be considered. Parents / guardians should request an extra inhaler from their family doctor so that this can be left at the school premises. Schools must not allow inhalers to be used by another child, only allow the inhaler to be used by the pupil it is prescribed for.

There are a number of Emergency Inhaler Kits around school in case a child has forgotten their own or it is out of date or they cannot get to their own, even though the inhaler should be with them at all times.

Care takers cupboard Library area,

Nursery next to the First Aid Kit,

PPA room on top of the large filing cabinet as you walk in.

All areas are clearly signed.

IF AN EMERGENCY INHALER IS USED PLEASE ALSO USE THE INDIVIDUAL SPACERS AND EITHER NAME THE SPACER OR THROW IT AWAY.

Medication should be with the child at all times e.g. PE, games, swimming, school trips, etc.

School Trips.

If a child needs short term medication during a school trip a separate disclaimer will need to be signed as it will be the designated First Aider who will dispense the medication.

This includes sickness tablets that may need to be given so many hours before the returned journey.

If a child is on a residential trip, any medication that is usually given at home will need to be signed by a parent before the child can go on the residential.

While on the trip the designated First Aider or lead teacher will dispense the medication when needed.

Short Term Medication

Please send the parent/carer to the office with the medication so they can sign a disclaimer. This will then be kept in the office and the child should be sent at the stated time for the office staff to administer. **The medication must be clearly labelled and from the chemist including a medicine spoon, cup or syringe. NOT A TEASPOON AS THIS MAY NOT BE THE CORRECT MEASUREMENT AND CAN LEAD TO OVER DOSING.** A form is used to record which members of staff were present, this should include 2 signatures from the members of staff.

Refusal to take medicine

No person can be forced to take medicine should they refuse.

Where the information provided indicates that the pupil will not be at great risk if they do not take their medication, but the parent has informed the school that their child should receive their medication, the parent should be contacted as soon as possible.

Parents/ primary carer/ guardian should be communicated with directly and not via a note sent home with the pupil. Records of the conversations should be kept and the school may wish to follow this up with a letter.

Sick Children

If you think a child needs to go home or a parent/carer contacted please ask permission from a member of the SLT.

N.B. PLEASE MAKE SURE THAT CHILDREN KNOW THEY ARE NOT TO TAKE THEMSELVES TO THE OFFICE IF THEY FEEL ILL OR HAVE AN ACCIDENT. THEY MUST INFORM THEIR TEACHER OR A MEMBER OF STAFF ON PLAYTIME/LUNCHTIME DUTY.

Kitchen

The kitchen has their own First Aid box and it is their responsibility to restock it.

Pupils with Special Medical Needs

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

- Epileptic
- Asthmatic
- Diabetic
- Have severe allergies which may result in anaphylactic shock
- Children with complex needs may be more susceptible to both illness and accidents and if need be have a care plan or notification on their records that they may have more than usually time off.
- If a child appears to be having more than usually accidents/incident please bring this to the attention of Denise Meehan who if need be will confer with Kate Davies and the Inclusion team. If further action is needed this information will be relayed back to the class teacher and any relevant support staff.

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure these pupils and others are not put at risk.

In such cases an Individual Health Care Plan will be put into place to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and paediatrician. A school nurse may also provide additional background information and offer practical training for school staff.

Parents should provide the school with full information regarding their child's medical needs. Staff to report any deterioration in a child's health to the teacher who can then inform the parent, Kate Davies Inclusion leader/Ali Garlick Deputy Inclusion leader, Denise Meehan First Aid and Medication leader or Head teacher

Schools should always establish a written record of the details of any pupil with special medical requirements at the earliest opportunity; if possible this should be done before the pupil starts or returns to school. This should be in the form of a health care plan (see Appendix 1). In cases where pupils have short term and relatively straight forward medical needs it might be sufficient to record the information in an abbreviated form of the health care plan.

If a child has been off due to a breakage a Risk assessment needs to be filled in by the Business Manager, class teacher and the parent (if appropriate include the child).

If a child has been off on long term sick an appropriate staggered return to school needs to be in place with parents, class teacher and Head teacher needs to sign as well as the child if appropriate.

The parent or guardian's agreement to the health care plan should be signed and they should be provided with a copy of the plan if requested.

Any changes to a health care plan must be agreed with the parent or guardian and should be recorded in writing.

All school employees who look after pupils should be aware of the school's policy and should be informed what the school's general procedures are in relation to any pupil with medical requirements.

School Trips and Residential

In the case of day visits, a First Aid Kit & sick buckets (we have travel kits in school we use for trips) will be taken and held by the First Aiders who are on the trip. In the case of a residential visit the residential first aider will administer first aid. Documentation will be completed in accordance with procedures at the residential centre.

Pupils with medical needs should be encouraged to participate in school trips as long as the safety of the pupil, other pupils and/or staff is not placed at significant risk.

It may be necessary for school to take additional measures for outside visits. This may include:

- Additional staff supervision.
- Adaptations for bus or coach seats and entrances.
- Provision of secure cool-bags to store medicine.
- Properly labelled medication.

When planning trips and visits which will include a pupil or pupils with medical/Health/SEND needs, all persons supervising (as well as all school staff just in case the lead supervisor is unavailable) the trip should be made aware of the pupils' medical/Health needs and any emergency procedures that may be needed (unless the parent/guardian does not give their prior consent to do this).

The location to be visited should be made aware that persons with medical needs are included in the party, if this is practicable and if the parents have consented (e.g. on a visit to a museum an appropriate member of the museum staff be made aware of any potential difficulties that may arise – such as a member of the party being epileptic). Where it is unlikely that any difficulties will occur there is no need to inform the place to be visited.

If a pupil's medical condition will be aggravated by the place being visited they should not be permitted to go – or take them to an alternative place.

If there is any doubt regarding a school trip the school should discuss the trip with the parent and also, if necessary, seek medical advice.

If a child with particular medical/health needs or any child becomes ill on a school the priority is to get the child help first. If you are able, have one member of staff with the child, one staff member ringing the ambulance and one letting the school office know, who will inform the head teacher or the most senior staff member. SLT will decide if the school will inform the parents as they have access to the child's records or will pass on the details to the staff on the trip.

MOST IMPORTANT THING IS THAT THE CHILD IS LOOKED AFTER AND DEALT WITH AND THE SCHOOL/SLT ARE INFORMED STRAIGHT AWAY SO PARENTS CAN BE INFORMED.

Sporting activities

Most pupils with medical needs should be able to participate in sporting activities either as part of the curriculum or as an extra-curriculum activity.

However, some children will need to take precautionary measures prior to and/or during exercise and may need immediate access to medication afterwards.

Any members of staff supervising pupils involved in P.E. and sporting activities must be aware of the relevant medical conditions and emergency procedures for any pupil with a medical condition who is participating in the lesson or activity either actively or as an observer. For extra-curriculum activity or after hour P.E. lessons, where a pupil with a medical need is participating, the level of supervision should be assessed, and it may need to be increased.

Staff Medicine

All staff medicines must be kept out of reach of children.

A list of staff who have medical/health issues should be kept so if needed members of staff can access their medical records. A list of medication should also be kept, all this information needs to be kept locked and is confidential between the staff member and Denise Meehan First Aid and Medication lead, Heather Proctor SBM and Katie Furlong Head teacher and any other member of staff that person wishes to confided in.

Mental Health

It is important that school looks after the Mental Health and Well Being of both the children and staff. As a school we are currently aware of children's mental health and through our PSED curriculum, RRSA, **we are educating our children on positive mental health and how to deal with it.**

During the academic year of 2018/2019 we began looking at the staff's mental health and wellbeing. We now have two staff Mental Health Champions and part of Mrs Emma Hunt's role as class teacher and PSED lead is to also look at staff mental health such as putting in place Yoga after school for the staff.

We are one of the first schools to be proactive in this area and in the near future we will have a separate Mental Health Policy for both the children and staff.

First Aid during the COVID 19 pandemic.

During the academic year 2019- 2020 and 2020- 2021, all staff had a separate first aid policy with regards to how to deal the first aid. In the policy it stated that all staff had to wear PPE when dealing with an incident. This meant apron, double gloves, face mask and face shield.

In 2021-2022, the staff have the option whether to wear PPE if they wish. PPE is available in all year groups and it is recommended that PPE is worn when dealing with bodily fluids and when the child is expected to have COVID 19.

SCHOOLS SHOULD NEVER ACCEPT MEDICINES THAT HAVE BEEN REMOVED FROM THEIR ORIGINAL CONTAINER OR MAKE CHANGES TO DOSAGE ON PARENTAL INSTRUCTION.

THERE IS NO LEGAL DUTY WHICH REQUIRES SCHOOL STAFF TO ADMINISTER MEDICATION THIS IS PURELY VOLUNTARY.

STAFF WHO VOLUNTEER TO ASSIST WITH THE ADMINISTERING OF MEDICATION AND HAVE BEEN AUTHORISED BY THE HEADTEACHER TO UNDERTAKE THIS TASK WILL BE COVERED UNDER THE SCHOOL'S EMPLOYER'S LIABILITY INSURANCE

All sections in red are the new additions to the previous policy.

Rewritten by Miss Denise Meehan First Aid and Medication lead. October 2021