



ALPHA PREPARATORY SCHOOL FIRST AID AND HEALTHCARE POLICY

This is a whole school policy which relates to all areas of Alpha Preparatory School, including the Early Years Foundation Stage (EYFS).

The health and safety of all members of the school community and visitors to the school is a key priority and this policy outlines the procedures to follow with regard to accidents, illness and medication. It should be read in conjunction with the school's Health and Safety Policy, which is available on the school's website.

The school also recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting pupils at the school with medical conditions. This is done through the creation of individual healthcare plans. These will be drawn up in consultation with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported and that no pupil will be excluded from full access to education, including school trips and physical education, on the grounds of their medical condition.

Staff should always phone 999 for the emergency services in the event of a serious injury or medical emergency.

Paediatric First Aiders

Mr P Fahy
Mr D Gonsalves
Mr S Griffiths
Mr K Holland
Mrs P Kilby
Mrs E Lehane
Mr P McAllister
Mrs R McIntyre
Mrs J Patel
Miss J Reilly
Mrs L Richardson
Mrs P Ryan
Miss T Smith
Mrs C Still
Miss J Trott
Mrs A Vallabh

First Aiders

Ms B Travani
Mr I Silvester

The School Welfare Officer is Mrs Jyoti Patel, who is responsible for ensuring that all first aiders have current, up-to-date certificates and receive updated training in accordance with regulations.

There will always be a first aider on site when children are on premises and a first aider will accompany children on school outings. In the case of the EYFS, this will be a member of staff with a paediatric first aid qualification.

First Aid Boxes

First aid boxes are located throughout the school: - CDT room, science laboratory, kitchen, pre-prep block, medical room, nursery and the school hall. There are also travelling first aid kits which are taken to games lessons and outings. All first aid kits are regularly checked by the School Welfare Officer, comply with statutory requirements and are clearly marked.

There are first aid kits located in every classroom and in the staff room. There is also access to a secure first aid pack on the playground.

Any articles used from a first aid box must be reported to the School Welfare Officer, so they can be replaced as necessary.

Defibrillator (Automated External Defibrillators - AEDs)

An AED delivers a high energy electric shock to a victim in sudden cardiac arrest to restore the heart's normal rhythm. The AED we have purchased (recommended by the NHS) is very reliable and analyses precisely the victim's heart rhythm and will not allow a shock to be given unless it is needed. Clear, spoken instructions and visual illustrations guide users through the process of using the AED. A member of staff is extremely unlikely to do any harm to a person who has collapsed in suspected cardiac arrest. The AED is easy and safe to use and present minimal risk to the rescuer. These features make them suitable for use by anyone with modest or even no training. It is known that AEDs have been used by untrained people to save lives. The Welfare Officer carries out regular maintenance checks on the AEDs and logs this information next to the device.

More information on AEDs is available in the British Heart Foundation guidance document (PDF). file:///T:/Policies%20&%20Procedures/defibrillator%20aed_guide_final.pdf

A Training video can be found here: https://www.youtube.com/watch?v=QZR_3U5iESE

Procedure

The class teacher or member of staff on duty makes an assessment of any accident or illness initially. Minor injuries, such as small cuts or grazes can be dealt with in the playground. For more serious 'bleeds' or head injuries, the child should be brought to the school office and will then be treated in the medical room. Nursery children are usually looked after by Mrs. Ryan (Nursery Lead Practitioner), Mrs. Richardson and/or Mrs. Lodhia. Parents will be informed immediately about any injuries causing concern or injuries which may need further medical treatment. If a child is unwell, they will also be assessed in the medical room and their parents will be called if necessary. For both injuries and illness, if the School Welfare Officer or the member of staff dealing with the case feels that the injury or symptoms indicate a serious threat to the child's welfare, then an ambulance will be summoned immediately and the parents duly informed.

If the class teacher or member of staff on duty is in any doubt about the severity of an injury or illness, they should contact the school office for the School Welfare Officer or a qualified

first aider. If a child is lying on the ground and appears to be seriously hurt, do not move him/her. Send for help from the school office, as mentioned above. In an emergency, phone 999 for emergency services.

The minimum requirement is that an appointed person must take charge of the first aid arrangements. The school's assessment should identify the number of appointed persons needed. Arrangements should be made to ensure that this cover is available at all times while people are on school premises.

Recording and Review

All accidents and treatments are logged in the medical room book. The Nursery staff have their own record book, which is reviewed regularly by the Head of Nursery and the School Welfare Officer. The accident books are also reviewed by the Health & Safety Committee to look for patterns or any remedial action that should be taken to enhance safety.

The school will operate in line with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) and will report to the Health and Safety Executive (HSE), as necessary.

Head Injuries

All children with any form of head injury should come to the school office/medical room. A full assessment of the injury will be made, and all observations carried out using the information listed on the pink head injury form. Once an assessment has been made, parents will be informed of the incident. The completed pink form is sent home with the child and a carbon white copy is filed in the child's profile in the school office.

Spillage of Body Fluids

The Maintenance Manager will deal with the spillage of body fluids. If this happens when you are on duty, cordon off the area and do not allow any child to enter. If necessary, evacuate the playground by ringing the bell and send the children to their classrooms. The Maintenance Manager should be advised immediately and the entire area will be disinfected and hosed thoroughly. Protective gloves should be worn when dealing with the spillage of body fluids or when there is a likelihood of spillage.

Allergies and Medical Conditions

At the beginning of each academic year, the list of pupils with allergies or medical conditions is updated by the School Welfare Officer and this list is updated throughout the year when new information is received. The Catering Manager is kept updated about pupils with food allergies and intolerances, in addition to religious requirements. Class and subject teachers are also kept updated of medical needs, and a folder of allergies and medical conditions is kept by the Health Board in the staffroom. Allergy Care Plans and Asthma Plans are in place for all children who require them. Occasionally, a child will have an inhaler prescribed as a result of a cough or during winter. As this is short term use, the child will not have an Asthma Plan in place.

The School Welfare Officer oversees arrangements for pupils who have specific medical conditions and these arrangements will vary according to the needs of the child. The School Welfare Officer will appraise staff about healthcare plans, organisational arrangements and

provide training, such as the use of epi-pens or epilepsy. Staff are informed of, and kept up to date with, any medical issues at staff meetings and by email.

Administration of Medicines

No medication will be administered without the written consent of the parent and the knowledge of the School Welfare Officer. Parents should bring the medication to the school office and complete a medication request form and after consultation with the School Welfare Officer, the medication will be securely stored in the medical room or in the medical cabinet in Alphabets Nursery. Medication must be prescribed for the individual child, and clearly labelled with the pupil's full name and instructions for administration. Any child prescribed antibiotics and attending school, should have taken the medicine for 24 – 48 hours, as advised by a healthcare professional, before returning to school. Children requiring pain relief while at school will come to the school office. Office staff will need to contact the parents/guardians for clarification of how to proceed. If a parent/guardian request that pain relief is given such as Calpol or Nurofen, the office staff will administer the dosage that the parents/guardians have requested. This is formally followed up via an email to the parents.

Asthma Inhalers and Epi-pens

Parents of children who are prescribed asthma inhalers or epi-pens must provide two labelled inhalers or epi-pens. One of these is kept securely in the medical room and the other is kept by the class teacher in the classroom for emergencies. Additionally, an extra epi-pen and inhaler acquired by the school, in accordance with government regulations, is kept in the medical room for each child. This is in case a child's own device does not work or is not available for some reason. Any use of inhalers or epi-pens is recorded, and any use of an epi-pen will result in an ambulance being called. All staff have received epi-pen and Asthma training from a certified and accredited practitioner (GP) and this is updated regularly.

Two children currently have epipens; every room in the school has a laminated red 'Help' card with the child's name and location. This can be taken to the office by any child or adult to request help in an emergency.

Risk assessments for school outings include identifying children who will need an inhaler or epi-pen taken with them.