



Heathfields Infants & Wilnecote Junior First aid Protocol

Heathfields Infants & Wilnecote Junior Academy are committed to promoting and safeguarding the welfare of children and young persons in accordance with Safeguarding Children in Education, under the provisions of the Education Act.

First Aid provision in school is for everyone present in the school: Children, staff and visitors to the school site. This protocol outlines our daily practice and procedures for first aid within our school. It should be read in conjunction with the following school-based policies:

- Child Protection & Safeguarding
- Medicines in School
- Health & Safety
- SEND

Here at Heathfields Infants & Wilnecote Junior Academy everyone has a duty of care to meet the needs of children, staff and visitors.

1. First Aid Personnel: First Aid staff in school have received training and are certified First Aiders. A list of First Aiders is in the staffroom at the Heathfields Infants and on the wall outside the office and Wilnecote Juniors. This list is updated, as needed; particularly when people have updated their training, or when new staff have attended courses and become certified First Aiders.

Continuing Professional Development & Training

- All current First Aiders have the option to renew their qualification, prior to its expiration. Other staff will be offered a qualification of more first aiders are needed within the year group.
- Staff complete anaphylactic and asthma training annually, in addition to training for specific needs where needed (e.g. diabetic training).

First Aid Equipment

- First Aid Kits/Boxes are available in each classroom and the main office
- Each main school office houses labelled an emergency Epi-Pen, emergency Inhaler's and a Defibrator.
- First Aid Box are checked regularly and contain supplies to comply with current guidelines. The Health and Safety officer monitors the checks monthly.
- There are also portable first aid kits for off site visits. These are situated in the resource rooms/cupboards for when children are going on school trips. The

teacher in charge is responsible for ensuring personal medical equipment is taken on school trips.

Daily Procedure

- If a child/adult is ill or injured, they must receive first aid by a first aider (within the year group, where possible).

The following procedure will then take place:

- The situation will be assessed.
- Appropriate First Aid will be carried out.
- An injury slip is completed to record the incident. The child is given a copy to go in the child's book bag. If the child does not have a book bag in school, a member of staff will ensure it reaches the parent/carer.

A second opinion by a qualified First Aider in school may be sought.

- Further checks, if deemed necessary, on an individual's welfare/condition may be made throughout the school day.
- It will be determined whether further medical advice needs to be sought.
- It will be determined whether the child/person should remain in school.
- If a child has sustained any kind of head injury, which require additional medical care, the parents must be informed immediately, and parents/carers will be advised to seek medical / hospital advice.

What constitutes an emergency?

- An emergency is any first aid situation, where the advice from a medical professional is required and/or the medical profession or emergency services are required to take over the situation.

Emergency Procedures

- A telephone call will be made to the preferred number listed on the school database. The school will telephone each emergency contact in order until contact is made.
- Medical conditions are recorded on Arbor so that all staff working with the child has access to medical information
- Information on procedures to follow in the case of an asthma attack is displayed in shared/communal areas.
- All emergency procedures should be carried out by a qualified First Aider.
- If a situation is deemed serious or life-threatening, an ambulance/emergency services, 999, must be called immediately. Two members of staff should accompany the child/adult to the hospital if the parent/carer is not present.

- Parents/carers should make their own way to the hospital, if they have not been able to get to school, prior to the departure of the ambulance. The child's details should be collected from the school office to be taken to give to hospital staff, (DOB, address, allergy and other key information).
- In situations where it is determined that a hospital assessment should be sought, the parent/carer would be advised to attend the hospital. If the school is unable to contact the parent/carer or emergency contacts, the child will be taken to hospital, via approved transport by the Head of School, accompanied by two members of staff.
- The school has a defibrillator for emergency use in the case of cardiac arrest.

Documentation:

- Record details of the incident and treatment administered in the school's first aid log.
- Inform parents/carers about any accidents or injuries on the same day or as soon as possible.

Consent and Special Considerations

- Obtain consent for administering first aid whenever possible.
- For pupils with medical needs, follow individual healthcare plans and ensure staff are informed about any specific requirements.

Communication

- Ensure all staff and pupils are aware of the protocol and know who to contact in case of an emergency.

Monitoring Procedures

The injury slip system in school allows for the careful logging of incidents. The Health and Safety Officer and the Head of School monitor incident slips, to ascertain repetition of incidences and to identify possible health and safety risks.

Medicines in School

Any child requiring medication, as advised by the GP, and given clearance to attend school, must have their medicine brought to the school office by their parent/carer. The medicine should be clearly labelled with the child's name and the dosage clearly identified and communicated to office staff. The parent/carer must also complete and sign a permission slip.

The member of staff administering medication will complete a medical administration document, and the witness need to initial the sheet.

Contamination / Hygiene

When administering First Aid, the following procedures must be followed:

- Protective gloves must be always worn.
- Body fluids should be placed in a yellow bag and in the appropriate bin.
- Gloves and aprons must be worn when cleaning up vomit and other body fluids.

Individual Hygiene

If a child requires an individual hygiene plan, this is drawn up by the Head of school or SENDCo. The plan must be adhered to by all staff.

Head Lice & Infestation

The parent/carer of the child with head lice will be informed privately/separately by a member of staff. Should any occurrence of head lice be present in a school, parents/carers will be informed to check their own child's hair for lice via Arbor.

Suncream

Parents receive regular reminders from school regarding sun protection. During periods of hot weather, children may bring labelled suncream to school. This is to be kept in their locker. Children are to administer their own suncream. The school advises parents/carers to apply suncream, prior to the start of the school day. Children are encouraged to wear a sunhat for outdoor play sessions during periods of hot weather.