



FIRST AID AND SICK CHILD POLICY

INTRODUCTION

This policy is based upon Summary of DfES guidance on First Aid provision in Schools (from DfEE good practice guide "Guidance on First Aid for Schools" 1998) (Revised Feb 2014)

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks

An assessment of First Aid needs is necessary to ensure adequate provision is available. This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment given

RESPONSIBILITIES

The responsibility for Health and Safety, which includes First Aid, rests with Proprietors of the school. The Manager, supported by the other members of the Management Team, is responsible for putting the policy in place, including informing staff and parents. All staff, and those parents with responsibility for children in school, should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings. Adequate First Aid cover will be provided in both the main school building and the annexe, as well as during break times. If a staff member is alone on a trip (which would only happen if they were with a small sub group) then they must have access to a telephone in order to summon help.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge. Every member of classroom staff completes first aid training and retrain every three years. No First Aider should give first aid treatment for which they have not been trained.

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. First Aiders can use Epipens if trained to do so.

It is the responsibility of the Manager, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

The contents of the First Aid Cabinets/Kits are to be regularly checked and maintained by the named person. PLEASE ensure Mrs Higgins is informed before items run out.

REPORTING & RECORDING OF ACCIDENTS

Derby Montessori School recognises that:

We have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

(RIDDOR) An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors. Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution. Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

PROCEDURES

At Derby Montessori School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur. All accidents to pupils, staff, parents and visitors, no matter how small will be reported to a member of staff as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required. Once the individuals have been treated, all details regarding the accident will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again. When the child is collected the parent will be asked to sign the Accident Book. Each class has its own separate Accident Book. The record will be kept until after the child is 21 years old.

Trips and Outings

Travel first aid kits and a trained First Aider are present on all trips.

Head Injuries and more serious injuries

Where an accident results in a bump to the head a head Injury form be completed and sent home with the child to inform parents.

The Manager will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the appropriate form.

Specific Pupils

Some pupils in the school have special requirements. Staff have or will be appropriately trained to cater for their needs.

Asthma

Staff should check medical consent forms for written instructions from parents regarding the treatment of children in their class. Information regarding a child's access to his/her inhaler should also be written on the Medical consent form.

COMMON PROBLEMS**Sick Children**

Children are not admitted into the setting if they are obviously unwell or known to have a notifiable or infectious disease. A list of notifiable diseases is kept at the setting and can be referred to when required.

- If a child has either sickness or diarrhoea the child must be kept away from school for 48 hours after the last bout.
- Children who become ill whilst in the setting will be cared for in a quiet area until their parent is able to collect them.
- Derby Montessori School reserve the right to remove any child to hospital in an emergency and if no contact can be made with the parent or guardian. Parents sign a declaration giving permission to this when their child enters the setting.

Children taking Medicines

Children requiring medicine should generally not be in school. We can administer oral prescription medication after completion of the Medication Consent book and section one of the Medication Log book. The administration of medication must be routinely entered under section two of the Medication Log book as soon as possible after they are given. Parents must sign section three of the Medication Log book to acknowledge that the medication was given in accordance with their instructions.

Sun cream

All parents must provide their child with a named bottle of suitable sun screen. Children are also required to wear a hat on sunny days. The children are encouraged to be as independent as possible with their sun cream, although assistance is given by staff if necessary. (See sun protection policy)

Earrings

Should be suitable in size and be safe to wear.

THE APPOINTED PERSON

This person has the responsibility of taking charge during an incident and summoning help if needed.

At Derby Montessori School, each member of staff is able to assume the responsibilities of the Appointed Person.

The maintenance of the First Aid Cabinets / Kits is the responsibility of:

Mrs Alice Higgins

Appendix 1

Typical contents of school first aid kit

- 1 Guidance leaflet
- 1 Protective face shield for performing CPR
- 20 Individually wrapped hypoallergenic adhesive dressings (plasters)
- 2 sterile eye pads
- 4 triangular bandages
- 10 safety pins
- 6 Medium wound dressings (approx. 12cm x 12cm)
- 2 Large wound dressings (approx. 18cm x 18cm)
- 5 Low adherent dressings (10cm x 10 cm)
- 1 Roll of hypo-allergenic tape (e.g. micro pore)
- 3 pair of disposable gloves
- 1 pair of scissors with rounded ends
- 10 packs of 5 sterile gauze swabs, approx. 5cm x 5cm (for cleaning the wound)
- 1 finger bandage and application
- 1 Thermometer

Typical contents of travel / PE first aid kits

- Leaflet for 1st Aid advice
- 10 assorted plasters
- 2 triangular bandages
- 2 safety pins
- 1 Large wound dressings
- 1 pair of disposable gloves
- 5 packs of 5 sterile gauze swabs, approx. 5cm x 5cm (for cleaning the wound)

Appendix 2

RIDDOR – Incidents to be reported

- Accidents resulting in death or major injury
- Accidents which prevent normal duties for more than 3 days
- Loss of consciousness due to asphyxia or absorption of harmful substances
- Fractures / Dislocations
- Amputation
- Loss of sight – temporary or permanent
- Chemicals or hot metal burn to eye
- Penetrating eye injury
- Electric Shock
- Injury leading to hypothermia
- Unconsciousness needing resuscitation / hospital admission for over 24hr