

St Elizabeth Catholic Primary School

Medical and First Aid Policy



The Governing Body of St Elizabeth Catholic Primary School

Date of Policy	May 2021
Review Date	May 2023
Chair/Committee Chair of Governor's signature	
Headteacher's signature	

Mission Statement

Inspiring and achieving lifelong learning in a welcoming Catholic community.

Safeguarding Statement

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality statement

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

School Values

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – Relationships, Resilience, Responsibility and Respect, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

British Values

At St Elizabeth's, the school recognises and promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people;
- and encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

Data Protection

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data. The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

Medical and First Aid Policy

Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), and the following legislation: [The Health and Safety \(First Aid\) Regulations 1981](#), this state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel [The Management of Health and Safety at Work Regulations 1992](#), require employers to make an assessment of the risks to the health and safety of their employees [The Management of Health and Safety at Work Regulations 1999](#), require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

The Governors of St Elizabeth Catholic School recognise that there is a requirement for children to take prescribed medication whilst at School. In some cases, children may be required to take medication on a long-term basis and this has been addressed in the preparation of this policy.

Appointed person(s) and first aiders

The school's appointed persons are Ms Susan Fennelly, Ms A John (Executive Headteacher) Mrs T Jennings (Head of School KS2) and Ms Sutherland (Head of School EYFS & KS1). They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

The Executive Headteacher

- The Executive Headteacher is responsible for the implementation of this policy, including:
- Ensuring that an appropriate number of [appointed persons and/or trained first aid personnel] are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

Staff

- School staff are responsible for:
- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a [first aider/appointed person] is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

During coronavirus

We will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

- Parents' contact details
- Risk assessments will be completed by the [job title of relevant individual] prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing.
- Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

Accident reporting procedure

What is an Accident?

An accident is an unplanned, uncontrolled event which may or may not result in a personal injury.

Reporting Procedures

All accidents and incidents are to be reported to the School Office as soon as possible and logged in the minor accident reporting books. More significant accident/incident reporting must be completed immediately and, where necessary, forwarded to LA. This procedure is outlined in the school's Health and Safety Policy.

Copies of the Accident Reports are kept filed in the **First Aid room**. Accident and incident reports are monitored for trends and a report is produced for the Governors as necessary.

Minor and Head Injuries:

All children will be seen by the First Aider who will administer first aid and send them back to class. Children will be issued with an Ouch! Sticker, so that both teachers and parents are aware of their injury. Any child suspected to have suffered a head injury will be looked at by the First Aider and a call will be made to a parent or carer to inform them of the injury. For minor and head injuries a letter will go home with the child. (Appendix A)

Major Injuries:

A First-Aider needs to be summoned immediately and it is the First Aider who will ascertain whether an ambulance is needed or not. Wherever possible the school will inform the child's parent or carers that the child has suffered a major injury. If calling for an ambulance, please follow the advice of the person on the phone.

Transport to Hospital:

If an ambulance is required, the emergency '999' service should be used. Wherever possible no casualty should be allowed to travel to hospital unless the parent/carer is notified first. No casualty should be allowed to travel to hospital unaccompanied.

Following any incident and at the soonest convenience, an accident/incident form must be fully and accurately completed, this is to be completed by the School Office. These forms, as with minor injuries, are sent off to the LA and a hard copy is to be left on file.

An accident/incident form must be completed for an accident or incident which involves an employee, pupil, parents, visitors or contractor.

Illnesses

Any child suspected of having an infectious disease, skin condition, virus or serious illness, needs to be looked at by a trained First-Aider. Follow the procedures above for minor and major occurrences. The parent/carer, where possible will be contacted. If the school is in any doubt, the school nursing team will be contacted for advice.

Children and young people with potential COVID-19 symptoms

In order to ensure your children do not miss out on their education, it is important to be clear about how COVID-19 symptoms differ from those of other infections that we normally see circulating at this time of year. It is important that all of us – including those who make up the community around our school - are vigilant for the symptoms of COVID-19 and understand what actions we should take if someone develops them, either at school or at home.

COVID-19 Symptoms

The main symptoms to be aware of are:

- new continuous cough
- fever/high temperature
- loss of, or change in, sense of smell or taste

We recommend testing only for those with a continuous cough, fever, or loss of or change in the sense of taste or smell. The UK senior clinicians continue to keep the symptoms for case definition under review and will continue to use evidence to adjust these if it becomes necessary.

It is essential that people who have COVID-19 symptoms, or who share a household with someone who has symptoms, do not attend school, nursery or other childcare settings, and must self-isolate along with all members of their household. If the test is negative, self-isolation can end for everyone. If the test is positive, Test and Trace will give you further advice.

The Schools policy is that parents/carers MUST keep children at home when they are acutely unwell, and/or have a complaint that is deemed as infectious to others.

Asthma Pumps

Parents/carers must have an allergy card signed by a GP or Asthma nurse and this card is to be kept in the classroom along with the inhaler. It is advisable for the child to have one pump on their person, one kept in school and one kept at home.

Staff are advised that in the event of a serious asthma attack the child should not be sent for their inhaler, another person should get it.

Eczema

Children with Eczema will have a care plan completed by the School Nurse in order for creams to be administered by school staff. All Eczema creams are kept in the classroom or medical room.

Eczema - EARLY YEARS

Eczema cream can be applied by staff if the school have a copy of the prescription and a letter from the GP or Health Visitor.

Complex Medical Needs

Medical conditions such as diabetes, sickle cell and epilepsy have detailed care plans written by specialists from the appropriate department at the hospital.

Regular meetings to review care plans take place and the school ensures specific training is available for support staff and class teachers.

Medicines

The school policy is that prescribed medicines will be administered as long as the prescription is correct and medicine needs to be administered more than three times per day. We do however encourage parents/carers to administer medicines at home if possible.

Parents or carers have prime responsibility for their child's health and should provide the school with information about their child's particular medical condition, and the treatment or special care needed at school.

Parent or Carers are asked to work jointly with the school to reach an agreement on the school's role in helping the child's medical needs. In the first instance, the school would encourage parents or carers to administer medicines to their child and/or children. **Only in exceptional circumstances will the school administer medication to a child while at school. Parents or Carers must give their permission by completing the relevant attached form (Appendix B).**

First Aid Boxes

First Aid Boxes are in the medical room and a miniature first aid box is kept in every classroom. All staff are required to take First Aid Boxes with them when on school trips. These boxes are checked regularly by a trained first aider and re-filled as necessary.

First Aiders

A full list of staff that hold first aid certificates are displayed in the first aid room and school office. The school has first aiders trained on asthma and allergy (including epi-pen). Annual reviews are carried out.

Training

All school staff are able to undertake first aid training if they would like to. All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. Staff are encouraged to renew their first aid training when it is no longer valid. At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Appendix A

Date: _____ Name of First Aider: _____
Reported to: _____ Parent(s) called? Yes/No _____
Time of injury: _____ Time of follow up: _____ Follow up check by: _____

Dear Parent / Carer,
Child's Name: Class:

Re: Head/Body Injury Report
Details of what happened.....

During the school day, your child received a minor head injury. It is school policy in cases of injuries to the head that we send home a copy of this guidance letter with your child, for your information. Please read carefully.

Head Injuries

Due to the inconsistent nature of head injuries, children who have received even what is seemingly a slight bump on the head should be closely observed for a least 24 hours after the incident occurs. Many times, symptoms indicating a head injury do not occur for several hours or until the following day. The severity of the blow to the head does not always determine whether a particular child will or will not sustain a head injury. If your child receives a blow to his/her head, observe him/her for the following symptoms:

1. Nausea or vomiting.
2. Lethargy: Is the child extremely sleepy?
3. Mental confusion and disorientation: Can the child remember his/her name?
4. Lack of movement: Is the child able to move arms and legs properly?
5. Unequal size or dilation of pupils of eye.
6. Prolonged or increasingly severe headache.
7. Loss of consciousness.
8. Stiffness of neck.
9. Convulsions (seizures).
10. Slowing of pulse.
11. Drainage of blood or clear fluid from nose or ear.
12. Bruising on face.
13. Swelling on face.

Should any of the above symptoms develop you should seek medical advice.

Body Injuries

Falls/knocks/bruises/grazes/splinters/cuts/scratches/vomiting/collisions/rashes/sprains/
Twists/temperature
Other.....
Authorised.....
AJ TJ FF PG MG CR FA CW

Appendix B

St Elizabeth Catholic Primary School

Request form for parents to complete if they wish the school to administer medication for short term medical conditions/illnesses.

Details of pupil

Surname :

Forename:

Address :

.....

Class.....

Condition/Illness:

Medication

Name/Type as detailed on container:

Date dispensed: How long required: Days

Dosage and method:

When required to be taken:

Any side effects:

Contact details

Name and relationship to child:

Contact telephone number:

I understand that I must deliver the medicine personally to the Headteacher or office staff and accept that this is a service which the school is not obliged to undertake.

Signed: Date:

Date of Ratification:		Signed: <p style="text-align: center;">Ms A John (HEAD TEACHER)</p> <p style="text-align: center;">Mr T O'Sullivan (CHAIR OF GOVERNORS)</p>
Review date:		Signed: <p style="text-align: center;">Ms A John (HEAD TEACHER)</p> <p style="text-align: center;">Mr T O'Sullivan (CHAIR OF GOVERNORS)</p>
Review date:		Signed: <p style="text-align: center;">Ms A John (HEAD TEACHER)</p> <p style="text-align: center;">Mr T O'Sullivan (CHAIR OF GOVERNORS)</p>
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