



## First Aid and Medical Needs Policy

Bramley Church of England (VA) Infant and Nursery School

**Policy effective from** November 2022

**Approved by** Headteacher

**Last reviewed on** January 2024

**Next review due by** January 2025

### Version history

Version	Description of change	Author	Approved
3.0	Introduction of new medical cabinets and reflection of schools move to GST	Shona Taylor	Headteacher, Jan 2024
2.0	Reformatted and language standardised. Update to serious injuries procedures	Shona Taylor	Headteacher, November 2021
1.0	Original version	Elaine Spick	Governors, November 2019

## **Rationale**

Bramley Church of England Infant and Nursery School (the School) recognises that clear and agreed systems should ensure that all children are given the same first aid and medical care and understanding in the School. Governors will be fully aware of their responsibility in respect of accident procedures and for those children who may require a health care plan due to a specific illness or allergy.

In order to ensure that these procedures are followed the accident book and storage of medicines, including inhalers and auto injectors (epipens), will be included as part of the termly Health Inspection. Accident records will be reviewed regularly by the Bursar to identify any trends or recurring causes of injuries.

## **Paediatric First Aid Qualification and Training**

The school will ensure there are adequate staff who hold a paediatric first aid qualification. Staff with level 3 Early years qualification, achieved after January 2024 are required to hold paediatric first aid training.

All other members of staff will attend First Aid training (6 hours) which is renewed every 3 years.

## **First Aid Facilities**

The office staff is responsible for ensuring that the first aid resources are kept up to date.

The school office is the School's designated medical room.

The School has first-aid medical cabinet in all classrooms, the office and the hall. These cupboards contain medications specific to individual children. The office and hall cupboards contain sufficient equipment to administer first aid.

Mobile first aid kits will be kept in the hall, all classes and the entrance hall (for playtime) and Year 1. Class teachers are to update first aid kits in classrooms and play leader will update the playtime kit.

## **Accident and Incident Procedures**

The following procedures will be followed:

- In the case of a minor accident or injury:
  - The date, time and circumstances of the accident will be recorded in the accident book.
  - Any intervention/treatment will be recorded.
  - A copy of this information will be given to the child's parents/carers.
- In the case of a head injury, children will be given a head bump sticker and record of the accident. If staff assess bump to be significant parents will be

contacted prior to the end of day even when child is well enough to stay in school.

- Classroom staff are to be advised of any accident or injury to enable them to monitor the child for more serious accidents.
- Parental permission for emergency medical treatment is to be obtained as part of the admission process.
- In the event of a serious injuries resulting in medical treatment from a GP or Hospital
  - Staff will be asked to make a written report of any incident including the time, date and circumstances, and naming other children or adults who might have been involved.
  - A written report of the action taken following the accident will be sent to the Health and Safety Executive -Reporting of injuries diseases and dangerous occurrences (RIDDOR) or Surrey online reporting system OSHENS <https://surreycc.oshens.com/> depending on the severity.
  - If the accident is serious an ambulance will be called. If the parents cannot be contacted the Headteacher or another member of staff will go to the hospital with the child. The member of staff will take the child's confidential folder to the hospital and any health care plan.
  - A major incident will be reported to the SW Area School Officer (ASO) on 01483 517835.
- Communicable illness (e.g. Meningitis) will be reported to ASO and Public Health England (PHE) on 0345 894 2944. Office staff have a list of these.

### **When dealing with accidents or injuries staff will wear protective gloves.**

In respect of **Safeguarding**, the School will also record on CPOMS:

- Details of any existing injuries that a child arrives with, including bumps and bruises, which may raise concerns.
- The response of parents to these injuries will also be recorded.

### **General Illness**

If a child becomes ill during the day, parents will be contacted by phone (or the emergency contact person) so that the child may be taken home. In the case of sickness or diarrhoea children must remain at home until at least 48 hours after the last occurrence.

Children are expected to remain at home when they have infectious illnesses until the illness is no longer infectious. Staff will administer medicines for such illnesses if required (see Administration of Medicines). In the case of infectious diseases, the Local Health Authority will be contacted for advice and notification will be given when required.

### **Medication**

Parents are required to provide the School with full details of the child's medical needs and to keep the School informed of any changes. Staff will be trained in the administration of auto injectors (epipens) and inhalers. Inhalers and auto injectors are to be kept in the medical cabinet in child's classroom when child is there. They are both to remain with the individual child as they move around the School.

The administration of medicines will only be undertaken where:

- The medicines have been prescribed by a doctor and details of the dose is included on the packaging or for a short period (up to 3 day) over the counter child specific pain relief is required.
- Parents have completed a medication form and confirming consent.
- The medicine is 'in date' and has the child's details on the label.
- Medicines will be stored in the office, or in the refrigerator in the staffroom if necessary.
- A record is to be kept of the dose and time the medicine was given to the child. This will be conveyed to the parents when they collect the medicine at the end of the day.

For those children identified as having a specific illness or allergy:

- Parents will be requested to complete a Health Care Plan.

Parents will be responsible for:

- Ensuring medication is 'in date'.
- Taking medication home during school holidays.
- Informing the School of any changes or updates that need to be included in the Health Care Plan.
  - Details showing when medicines have been administered will be recorded in the plan. (Office Staff will monitor the expiry dates on medicines)

## **Good Shepherd Trust**

Governors are required to understand their responsibilities in respect of employers and ensure that correct procedures are followed in respect of injuries, under the

- Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)<sup>1</sup>.
- Online Reporting System for Health and Safety <https://surreycc.oshens.com/>

This includes the reporting of:

- Deaths.
- Major injuries that happen to anyone on the school premises or while we are responsible for children offsite.
- Injuries that last more than 3 days.
- Where an employee is away from work or unable to perform their normal work duties for more than three consecutive days.
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital.
- Some work related diseases –go to [www.hse.gov.uk/riddor/guidance.htm#disease](http://www.hse.gov.uk/riddor/guidance.htm#disease) to see a full list of reportable diseases

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<sup>1</sup> [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](#)

- Dangerous occurrences: where something happens that does not result in an injury but could have done so.

Ofsted (children under 3 years old) and Surrey County Council's (Local Authority Designated Officer (LADO) will be contacted about any incidents involving staff as soon as is reasonably possible.

## **Monitoring and review**

This is a working document. The policy is monitored and approved by the Headteacher, and will be reviewed and updated as necessary every three years or earlier if required. It will also be reviewed as part of the annual safeguarding audit.

### **This policy should be read in conjunction with:**

- Safeguarding and child protection policy
- Health and Safety policy and procedures
- Intimate care policy
- SEND Policy