

First Aid, Accident and Sickness Policy

Policy Review and Approval

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 Reviewed by: Director of Finance and Administration
 Approved by: Full Governing Board

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A copy of this policy and other related policies can be obtained from the School Office.

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Rationale

This policy applies to all children at Gildredge House, including those in the EYFS and fits in with the school's ethos and values as follows:

Gildredge House is committed to providing quality learning within a safe, caring environment achieved through a close partnership between Governors, staff, students, parents and the wider community.

The information in this statement was taken from the [First aid in schools, early years and further education guidance](#) published by the DfE.

Aims

Gildredge House makes every effort to ensure that all children are safeguarded and well cared for. The children are the centre of our focus in all decision-making and arrangements. The school sees adequate First Aid provision as vital in the daily process of caring for its students.

The school keeps records of illnesses, accidents, and injuries that occur at school and on school trips, together with an account of any first aid treatment given to a student.

Procedure

If a student has an illness or has sustained an injury they will be sent to the first aider, or the first aider called to the location of the student if necessary. Students are not to contact parents directly. The first aider will assess if the parent needs to be contacted.

If a child is not well enough to stay in school, a parent, or another appropriate adult that the parent has made arrangements with, must collect the child. We will not send a child home during school hours on their own.

Any qualified member of staff can administer first aid to a child, another member of staff or a visitor (including parents) in line with the following procedures:

- Administer first aid as appropriate.
- Call for help if appropriate.
- Call emergency services if required.
- Ensure everyone is safe and the injured party cared for and accompanied.
- Call the parents if appropriate, immediately after the incident.
- Record the incident.
- Ensure everyone relevant knows.
- Take any further action as required.

If an ambulance is required, a member of staff will accompany the student if a parent is not available. However, parents will be notified immediately.

The following procedure should be followed:

Suspected Fractures: Parent contacted, and if necessary, an ambulance will be called depending on the location of the suspected fracture.

Cuts and Grazes: Examined, assessed, cleaned and plaster applied if necessary.

Bumps to Head: Examined, assessed, ice pack applied and monitored. Parent informed and advised accordingly. In the case of a Primary phase child, the child will be issued with a sticker to alert other members of staff. For students in the Secondary phase, an email will be sent to the staff teaching the child that day.

Illness: The Welfare Officer, or another appropriate first aider, will assess the severity of illness and make a decision if a parent needs to be called.

The school will adhere to the Government [Guidance on the use of adrenaline auto-injectors in schools](#).

All injuries and illnesses are recorded on our medical data base.

Medication

If we need to hold medication for a student i.e. for diabetes, epilepsy, nut allergy etc, the information will be included on their Health Care Plan. In the case of school trips, the Trip Leader will liaise with the Welfare Officer to arrange for the student's emergency medication and health care plan to be given to the Trip First Aider.

Medication will only be administered by trained staff to Primary phase students; and for Secondary phase students, a trained member of staff will supervise the administration of medication, providing it is received in its original packaging, and a Medication Consent Form is completed. This should be handed to a Receptionist in the School Office/direct to the Welfare Officer. The parent is responsible for completed a subsequent consent form should the instructions of dosage change. The Welfare Officer will safely dispose of any medication that is not collected.

Qualified Staff

A list of the names of staff who are currently First Aid trained is displayed on the noticeboards throughout the school.

Arrangements for students with particular medical needs

Prior to joining school, all medical details are required so that we can provide the level of care expected. Where appropriate, the Welfare Officer and parent will compile a Health Care Plan, and review it every year, or during the year if necessary. All staff are regularly updated.

Sickness and diarrhoea

A child should not return to school for 48 hours after the last time he/she has vomited or had diarrhoea.

Parents must keep school informed of any changes to emergency contacts, including telephone numbers. Staff and those providing food will be informed of any information about food allergies provided by parents.

Contagious illnesses

Parents must alert the school's Attendance Team of any significant health concerns which may affect the health of others e.g. chicken pox etc. The school will inform other parents. The confidentiality of individual children is respected.

Cleanliness

The school is cleaned daily by the school cleaning staff and checks are made at regular intervals throughout the day by staff to ensure toilets and classrooms are clean, tidy and free from hazards. In the Early Years Foundation Stage (EYFS), toys, furnishings, dressing up clothes, "spare clothes", sand and water play areas and other equipment are cleaned as appropriate.

Toilet hygiene

It is the expectation that all children in the EYFS will be 'dry'. However, if a child has a toileting accident, they will be helped to clean and dry themselves and be helped to change their clothes. The adult will then 'bag' the soiled clothes using a plastic carrier bag. Parents will be informed.

Guidance on absence period

This guidance linked below refers to public health exclusions to indicate the time period a child should not attend school to reduce the risk of transmission during the infectious stage.

This guidance must be followed by all parents:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources#exclusion-table>