

## Thurlbear CE VA Primary School

### First Aid & Sickness Policy

It is our policy to ensure that appropriate first aid arrangements are in place for our staff, pupils and any visitors to our premises. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment. This policy has been written using guidance from the DFES Good Practice Guide – Guidance on First Aid in Schools. This policy should also be read in conjunction with the school Health and Safety Policy, Medicine and Asthma Policies.

#### **First Aid Training**

We have a number of staff who attend first aid training in accordance with current legal requirements which allows them to administer emergency first aid to children and adults. The school maintains an up-to-date list of those employees who have undergone first aid training. All staff will be informed of First Aid arrangements and made aware of this policy as part of their induction.

#### **First Aid Equipment**

All classrooms have a fixed locked wall mounted 'First Aid' cabinet. A first aid kit is also kept in the school office, hall kitchen and staff kitchen. A list of children with known medical conditions is kept in the School Office. A list of adults with known medical conditions is kept in the School Office. Each classroom has 'Guidance for Minor Injuries' in their First Aid cabinet. In addition to this, portable first aid kits are provided for out of school visits. The checking and ordering of stock is carried out by admin staff and support staff, who fill the boxes around school, dispose of any out of date items and ensure that enough stock is maintained to supply the school.

#### **Accident Procedures**

During playtimes and lunchtimes injuries that require first aid treatment should be dealt with in the first instance by the staff on duty. For injuries that require closer attention or are of a serious nature, the First Aider in the Workplace should be immediately notified. Minor incidents and accidents should be dealt with, wounds cleaned etc and the child returned to the playground when possible and practical. Persons administering first aid should wear disposable gloves where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body. Any dressings or materials which have been in contact with body fluids (e.g. blood, vomit etc) must be disposed of by 'double wrapping' in a plastic bag or being disposed of using the 'sanitary bins' in the toilets which are emptied by an appointed contractor. During lesson times if no trained member of staff is present, and the injury cannot be dealt with, the child should be sent to the office, accompanied by another child or adult. No child should be left alone if they are ill.

All head bumps/injuries must be recorded (including a brief description of the incident, time and date) in the 'bump book' and the child receive a sticker to say that they have 'received first aid at school'. Parents should also be notified at the end of the day by the class teachers of any significant concerns if they have not already been contacted.

If a child has an accident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. If parents cannot be contacted a member of staff will accompany the child and stay with them until the parents arrive. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

### **Illness**

The decision to send an unwell child home will be made by a member of the Senior Leadership Team.

### **Vomiting and diarrhoea**

There are buckets in every classroom for pupils who feel sick. 'Sanitaire emergency clean-up', mops and buckets may all be found in the caretaker's cupboard.

- Sprinkle with 'Sanitaire' and leave as per instructions
- Remove debris with a dustpan and brush into a double bag
- Mop with disinfectant if hard floor area – use Red Mop and Bucket
- Inform caretaker/cleaner

Vomit must be treated as a biohazard and the area must be thoroughly disinfected. If a child vomits or has diarrhoea in school, they will be sent home immediately. Children or adults that have been absent from school with vomiting or diarrhoea will not be accepted back into school until 48 hours after the last symptom has elapsed.

### **Head lice**

If we suspect a child has head lice, we will inform parents and ask them to check and treat accordingly. We will publish advice to parents on how to prevent and treat head lice on a regular basis.

### **Pastoral Care**

There may be occasions that children state that they are unwell or require First Aid but actually require 'pastoral care'. Incidents requiring 'Pastoral Care' should be treated as follows:

- If an incident occurs during a teaching session, a member of staff supporting the class / year group should take 'Pastoral' care of the child ensuring his/her well-being.
- If an incident occurs at playtime the person on duty should take 'Pastoral' care of the child ensuring his/her well-being and it is their responsibility to inform the child's class teacher.
- If an incident occurs at lunchtime a Lunchtime Supervisor should take 'Pastoral' care of the child ensuring his/her well-being. If they require additional support they will seek the support of the Headteacher, Deputy Headteacher or a member of the Senior Leadership Team.

Reviewed October 2023  
Review Date October 2024

## First Aid Trained Staff

Name	Qualification	Expiry Date
Jo Moore	Appointed Person First Aid in the Workplace	June 2025
Kathryn Carter	Appointed Person Paediatric First Aid	November 2024
Helen Hellyer	Paediatric First Aid	June 2025
Steve Gillan	Paediatric First Aid	November 2025
Jo Yellowley	Schools First Aid	May 2021
Samantha Warrington	Emergency First Aid at Work	March 2025
Emily Crook	Emergency First Aid at Work	March 2025
Jo Davenport	Emergency First Aid at Work	February 2026
Sarah Jones	Paediatric First Aid	August 2025

## Epi Pen Training

Name
Jo Moore
Kathryn Carter
Helen Hellyer
Sam Lock (Coles)
Josh Webb
Hannah Kelloway
Emily Crook