



First aid and illness Policy

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Chair of Governors:	Gary Lester

Introduction

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care, and understanding, in our school.

At Dorchester, St Birinus CE Primary School 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 should be read in conjunction with the school Health and Safety and Medicine policies.

All minor injuries and bumped heads are recorded in the Accident Book (located with the first aid equipment). Any major injuries are recorded in the Accident Book and then on the County online reporting system.

First Aid Training

All staff are given full training in accordance with current legal requirements (i.e. all staff attend a basic six-hour course every three years). There is additional training for at least one member of the Foundation team (in accordance with EYFS requirements). The school maintains an up-to-date list of those employees who have undergone emergency first aid training.

All staff are informed of First Aid arrangements and made aware of this policy as part of their induction.

First Aid Equipment

The first aid equipment is located in the Disabled Toilet, clearly marked. This room is situated near the office where parents and medical details are kept.

In addition to this, there are first aid kits in each classroom and portable first aid kits are provided for out of school visits.

The checking and ordering of stock is carried out by an appointed member of staff, who fills the boxes around school, disposes of any out of date items and ensures that enough stock is maintained to supply the school. There is no first-aid budget; stock is purchased on a need basis.

Accident Procedures

During playtimes and lunchtimes injuries that require first aid treatment are dealt with in the first instance by the teachers on duty. For injuries that require closer attention children are sent to find a qualified first aider.

Minor incidents and accidents are be dealt with, wounds cleaned etc and the child returned to the playground when possible and practical. Persons administering first aid will wear disposable gloves where bodily fluids are involved. An adult witness will 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) will be disposed appropriately.

All head bumps/injuries are recorded (including a brief description of the incident). In the case of head injuries, a letter informing the parents of the incident will be completed.

If a child has an accident, which requires urgent hospital treatment, the school will call 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. If this is not possible, arrangements would be made to take the child to the surgery.

Illness

Children who feel unwell are sent to the office where a decision to send them home will be made by the class teacher.

Vomiting and diarrhoea

There are buckets available for pupils who feel sick. Mops and buckets may all be found in the caretaker's cupboard. Vomit is treated as a biohazard and the area will be thoroughly disinfected.

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 24 hours after the last symptom has elapsed.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox etc, a member of staff will look at their arms or legs.

If a child has any of these infections they will need to stay off school for a prescribed period of time. The Headteacher, school office or NHS Direct will advise timescales.

Head lice

Staff do not examine children for head lice. If we suspect a child has head lice we will inform the parents and ask them to examine the child.

Pastoral care

There may be occasions when children state that they are unwell or require First Aid but actually require 'pastoral care'. Incidents requiring 'Pastoral Care' will 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/lunchtime the teacher on duty will take 'Pastoral' care of the child ensuring his/her well-being. It is the teacher's responsibility to inform the child's class teacher.

If any member of staff is unsure whether a child is unwell, requires First Aid or requires pastoral care then they are encouraged to find another opinion from a first aider.

It is the class teacher's responsibility to inform parents of significant pastoral care needs.