



FIRST AID/ SICK CHILD POLICY And Procedures

Updated: Autumn 2016

Reviewed: September 2017

Next Review Date: September 2018

Health, Illness and Emergency

At St. Christopher school we believe it is of paramount importance that children are in school as often as possible in order that they can make the best possible progress. The health and well-being of children is of paramount importance and we wish to support all parents who have any concerns about their child's well-being. In order to maintain a clean and healthy environment for all our children we ask that parents refrain from bringing children to school if they are sick and displaying signs of illness (unless they just have a cold in which case they should be encouraged to come to school).

St. Christopher Primary School recognises its responsibility to promote a culture where health issues are discussed in an open and positive way to achieve high standards.

Aims:

- To ensure sick children are identified
- To ensure sick children are cared for appropriately
- To protect children and adults from preventable infection
- To enable staff and parents to be clear about the requirements and procedures when children are unwell
- To deal efficiently and effectively with emergencies that may arise while children are in our care.

Procedures for Sick Children

If a child becomes ill in school the following procedures will be followed:

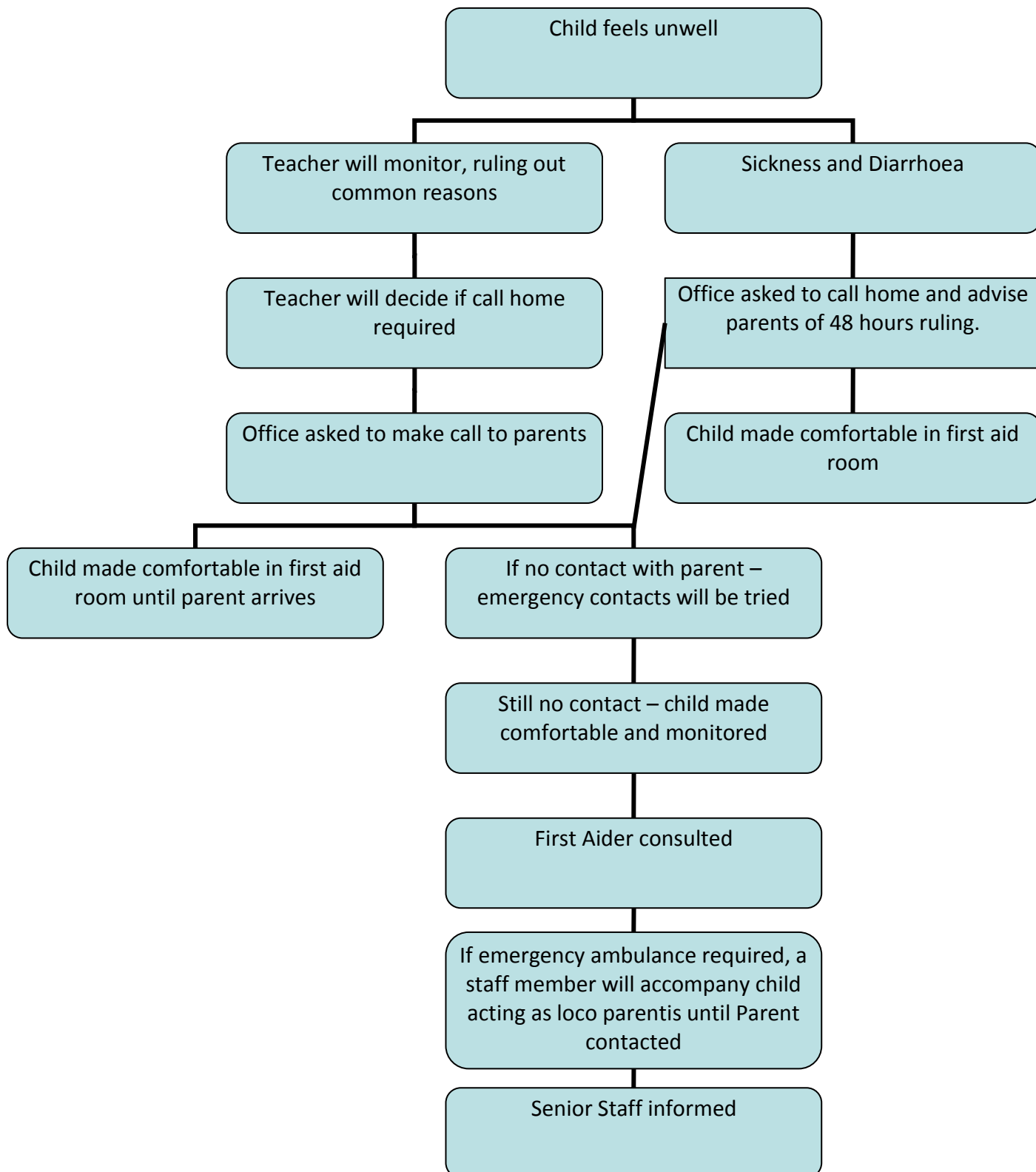
- If a child informs the a member of staff that they feel unwell the member of staff will monitor the child and rule out any common reasons by ensuring that they have been to the toilet, that they are hydrated and that they are warm/cool enough. The member of staff will check that there is nothing worrying the child. **Staff will also check that there is no known condition on medical lists for this child.** Following initial checks the member of staff will then decide whether symptoms may require a call home. If this is the case they will contact the office and a call will be made home.
- If symptoms suggest that they do not require a call home then the teacher will continue to monitor in class or request that they are monitored (as they feel sick) by admin in the first aid area. The child will be monitored and should the symptoms worsen a call home will be made. If in any doubt a call will be made to parents to discuss the pupil. If the child improves and or feels better they will return to class.
- If a child has sickness or diarrhoea in school they will be sent home immediately; children should not return to school for 48 hours after their last case of sickness/diarrhoea.
- The child will be made comfortable while they wait to be collected.
- If contact cannot be made with parents then staff will contact the emergency contacts provided by the parents on the admissions form.
- If parents/ emergency contacts cannot be reached the child will be made comfortable and monitored and staff will continue to try to make contact.
- If necessary a first aider will be consulted for advice on an illness.
- In the case of an emergency when the child's health is at risk an ambulance will be called and a member of staff will accompany the child to hospital. Parents/ authorised adult will be contacted. As soon as possible a senior member of staff will be informed.

Notifiable Diseases

□ If a notifiable disease is suspected or reported by a parent/carer the admin manager/ senior leader will contact the health protection agency and school will follow the advice given. The school will also inform Ofsted if a notifiable disease is confirmed by the health protection agency.

Procedures for Sick Children

If a child becomes ill in school the following procedures will be followed:



First Aid

Under duties set out in the Health & Safety (First Aid) Regulations 1981, the School recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the School. The school has adopted and follows the First Aid Code of Practice. The school has a First Aid Risk Assessment to ensure that we provide enough qualified first aiders.

The School has a number of designated members of staff responsible for First Aid. First aiders hold current First Aid Certificates. They are responsible for maintaining the correct contents of all First Aid boxes and administering First Aid when necessary and appropriate. Several members of staff also hold the Paediatric First Aid qualification.

Within our Early Years setting, at least one person who has a current paediatric first aid certificate will be on the premises at all times when children are present, and will accompany children on outings.

The names of staff who are nominated First Aiders or who have completed First Aid qualifications are displayed around site.

The Business Manager will ensure that there is a fully trained First Aider (or an appointed person in the event of there being no alternative) available at all times during the school day. The Business Manager will also be responsible for enabling the members of staff concerned to receive adequate First Aid training.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The location of the First Aid box, and the names of any other qualified first-aiders, will be clearly displayed around the School's premises.

A First Aid box will be taken on all off site visits or outings. This is the responsibility of the Group Leader accompanying the group on the visit.

In the Event of a Major Accident, Incident or Illness (also see major accident flowchart)

The School requests that parents/carers complete and sign an emergency medical treatment statement enabling any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the school.

In the event of such an event, the following procedures will apply:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action. The First Aider will assess the situation and decide whether the child needs to go straight to hospital and whether they can administer first aid. First Aider will check against child's records for any known medical issues. If the child needs to go straight to hospital, an ambulance will be called. The parents/carer will also be contacted. A member of staff will accompany the child to hospital (if the parent is unable to arrive quickly) and will consent to medical treatment being given, so long as the emergency medical treatment statement has been completed and signed.
- If the child does not need to go straight to hospital but their condition means they should go home, the first aider will administer any first aid and the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of the Health Protection's infectious and communicable disease advice will govern the child's return to the School).
- If the First Aider assesses that the injury is not major, but minor: **See Minor Injury section**
- All accidents will be recorded in the First Aid book. With regard to children in Early Years, the school will notify Ofsted of any serious accident, illness or injury to or death of, any child while in our care, and of the action taken. Notification will be made as soon as is reasonable practicable, but in any event within 14 days of the accident occurring. School will also notify local child protection agencies of any serious accident or injury to, or the death of any child while in our care, and will act on any advice from those agencies.
- The school will follow Coventry Council's accident reporting procedure (forms and further advice are held in the school office) – the Council will in turn report any accidents to the HSE where necessary. The Business Manager/Headteacher/Foundation Phase Leader and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the School's policies or procedures, and act accordingly, making suitable adjustments where necessary.

In the Event of a Minor Injury (also see minor accident flowchart)

When a child reports an injury or an injury is witnessed the following procedures will be followed:

- The member of staff will assess the injury/context of the injury and act accordingly. If the injury is not minor the member of staff will contact a qualified First Aider for advice or action. **See Major Accident section above**
- A member of staff will administer first aid for a minor injury. This may be cleaning up of a graze and or applying a plaster. **(pupils will be checked for any ongoing medical issue or allergy to plasters)**. Cold compress will be applied to any bumps or bangs to the head or face. Pupils in year 1-6 with any treated injury that is not a common cut or graze will be issued with a wristband that will alert the parent that their child has received First Aid. Parents/carers of children in Early Years will be issued with a wrist band to alert parents of **all** first aid administered **including** cuts and grazes, to comply with EYFS standards. Parents can then talk to their child about what happened and if they need further information they can speak to the class teacher by contacting school. All such accidents will be recorded in the First Aid book.
- The school will follow Coventry Council's accident reporting procedure – (forms and further advice are held at the school office) the Council will in turn report any accidents to the HSE where necessary.
- First Aiders – Qualified First aider will check daily the last ten entries in the First Aid Book to ensure the entries are correct and that parents have been contacted

Medication – please see: Policy and Procedures for the Administration of Medicine to Children **Sun Protection**

Leaders and staff understand the dangers posed to children and themselves by over exposure to the sun. In hot weather, parents/carers are encouraged to apply long-lasting sun cream to their child before school. Children will also be encouraged to wear a hat when playing outside in the sun. In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside. If the weather is exceptionally hot then the Headteacher may take further precautions such as limiting the time outside.

Exclusion of sick children from school

We understand the needs of working parents and do not aim to exclude children from school unnecessarily. However the decision of the school is final when requesting the exclusion of a child for illness or infection. Decisions will take into account the needs of the child and those of the group.

Children with infectious or contagious diseases will be excluded for certain periods. If a member of staff suspects that a child has an infectious or contagious disease, they will request that parents consult a doctor before returning the child to school.

On very rare occasions if an illness or disease can put a member of staff or unborn child at risk then the Headteacher will make a decision after seeking medical and HR advice.

We recommend that no child may attend the school while suffering from one of the communicable diseases and they should be excluded for the minimum periods recommended. Please see guidelines to illness / communicable diseases provided by the Health Protection Agency.

Coughs and colds do not normally require the child to be excluded but this depends on the severity and how the child is able to cope with the school routine. If a child appears unwell we may ask that the child is taken home.

Although exposure of children to a communicable disease is not in itself sufficient reason to require their exclusion from school, any child who becomes a home contact of diphtheria, poliomyelitis, typhoid and paratyphoid fevers will be excluded.

A child who has sickness or diarrhoea whilst at the school is to be collected immediately and kept away for 48 hours following the last bout of sickness or diarrhoea.

If the sickness is not linked to sickness and diarrhoea and for example is related to reflux then an exception will apply. A senior member of staff will make this decision.

To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents who will be requested to take their child from school to be seen by a doctor.

Chicken Pox – children need to be absent from school for a minimum of 5 days from the onset of the rash. After this time, if all the spots have dried and scabbed over, the child can return to school.

Parents will also be contacted if their child develops a rash or suspected thrush. This will need to be checked by a Doctor whose advice should be followed. Our school has a duty to protect pregnant workers and vulnerable children from diseases that could affect their health.

With regards to our Early Years pupils, Ofsted will be notified of any food poisoning affecting two or more children looked after on the premises. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident.

Closing the School in an emergency

In very exceptional circumstances, the School may need to be closed at very short notice due an unexpected emergency which may affect health and wellbeing of pupils and staff. Such incidents should include:

- Serious weather conditions (combined with heating system failure)
- Burst water pipes.
- Discovery of dangerous structural damage
- Fire or bomb scare/explosion
- Death of member of staff
- Serious assault on a staff member by the public
- Serious accident or illness

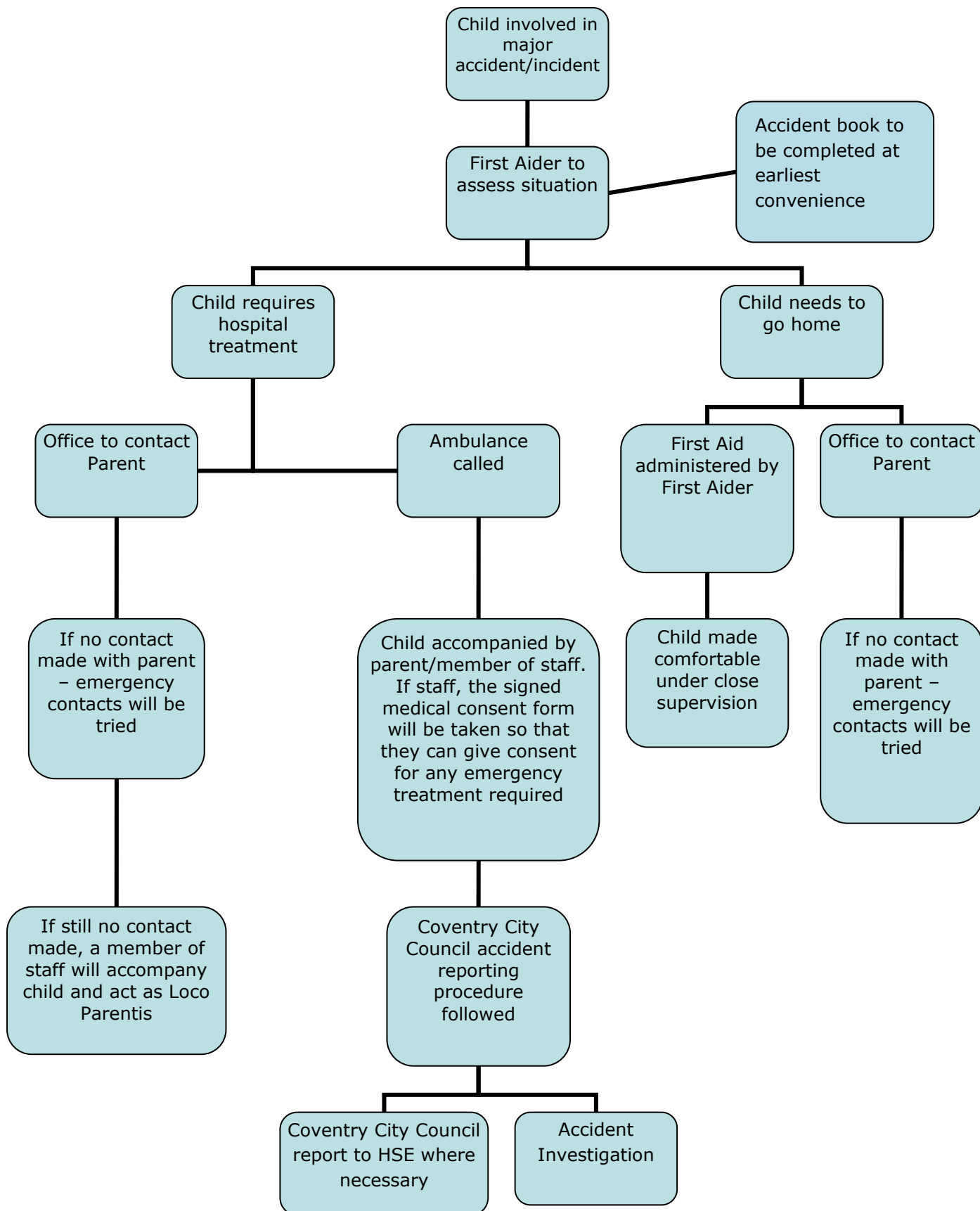
In such circumstances, under the direction of the Headteacher, staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue **(See Emergency Plan)** where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

In the Event of a Suspected Major Accident, Incident or Illness

The School requests that parents/carers complete and sign an emergency medical treatment statement enabling any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the school.

In the event of such an event, the following procedures will apply:



In the Event of a Suspected Minor Injury

When a child reports an injury or an injury is witnessed the following procedures will be followed:

