



# First Aid Policy

# **Pupils who become unwell at School**

## **1. Background**

It is important that instances of pupil illness at school are dealt with correctly. Pupils who become unwell at school should be dealt with in a clear and consistent manner. The need to ensure that any system is not abused by pupils should be balanced against the school's duty to exercise due diligence in protecting the welfare of our pupils.

The following factors were considered in compiling this procedure:

- The school is not an appropriate environment for pupils who are medically ill. The school has no facilities for caring for pupils who are unwell.
- Staff at school are not medically trained, and are therefore not able to make judgments regarding a pupils' state of health.
- It is accepted that some pupils may seek to abuse any sickness procedure in order to gain authorisation to leave school, when they are not medically ill.
- It is unreasonable to expect the designated First aid person to make anything other than very basic judgments. These should be made based upon clear criteria set down by the school, and should carry the support of the leadership team. The designated First Aid person should be responsible only for applying the criteria set down by the school, and therefore cannot be held accountable for judgments which are later discovered to be incorrect following medical examination.

## **Referral to the designated First Aid Person**

In the event of a pupil informing a member of staff that they feel unwell, the pupil should be told to report to a Designate First Aid person.

Pupils should not be referred to a Designated First Aid person regarding issues of a non-medical nature, such as damage clothing.

### **First Aid Qualification**

All support staff are First Aid trained, as are lunchtime supervisors. Miss Dixon and Mrs Shakespeare are Paediatric First Aid trained.

To ensure that there is adequate provision the Headteacher has considered the following:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures

At least one member of staff with a 4 hour First Aid qualification accompanies all of site activities which take place outside the immediate vicinity of the school.

### **The Role of the First Aid Person**

At school the main duties of a First Aider are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- Someone who takes charge when someone is injured or becomes ill
- Looks after the first-aid equipment e.g. restocking the first aid containers
- Ensures that an ambulance or other professional medical help is summoned when appropriate

The First Aid person is responsible for following the criteria prescribed by the school, and following the procedure regarding authorising a pupil to leave school. In the event of a pupil being authorised to leave school because they are ill, the pupil should in all cases be collected from school.

The First Aid person should authorise a student to leave school based upon the following criteria.

- The pupil has very clear visible physical symptoms of illness, e.g. paleness, shivering, rashes etc.
- There is evidence that the pupil has vomited. The testimony of the pupil in question or their friends may not always be sufficient to meet this criteria.
- The pupil has returned to the First Aid Person for a second occasion on the given day, for a reason which is considered valid.
- The pupil has an on-going and documented medical problem.

In the event of the First Aid Person making a decision based upon the criteria to authorise a pupil to leave school, the First Aid person will seek to contact the person designated in the pupils file, and request that arrangements are made for the pupil to be collected from the school office.

Additional caution should be employed when dealing with pupils who are known to have a high rate of authorised absence.

In the rare event of the contact person not being available, the First Aid person will make reasonable efforts to identify a suitable environment in which the pupil may wait within school. It is recognised however that it is not within the remit of the First Aide Person to supervise ill pupils until their parent/guardian can be located.

**On no account should a pupil be allowed to leave school unsupervised.**

In all cases, the reason for contacting parents/authorising a pupil to leave school should be clearly documented, and the pupils signed out.

**Contacting Parents**

As stated above, the First Aid Person will initially contact the pupil's parent/guardian to inform them of the pupil's illness, and request that they come to school to collect them. In the event of a parent or guardian becoming abusive, the First Aid Person will immediately refer this matter to a member of the leadership team.

Pupils will not be allowed to leave school until they are collected.

Any further contact concerning the circumstances of the First Aid Person's decision should be received by a member of the Leadership Team.

### **Record Keeping and Reporting Accidents**

All minor accidents are recorded in the accident book which is located in the Office.

In accordance with the LA regulations all accidents are recorded on an accident form either by the First Aider or the person who witnessed the incident. The forms include date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. Depending on the severity of the accident and in accordance with the school's and LA's AIR Health and Safety Policy the forms, once completed and signed, are either filed in the appropriate pupil/staff files or reported by telephone and then sent to the LA who provide a unique ACCRAS number.

### **First Aid equipment**

The First Aid containers are marked with a white cross on a green background. There are several First aid boxes located in the Office and staff room. Lunch time supervisors take First Aid bags out with them at break times.

Minimum provision of First Aid items include:

- A leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressing (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (sterile)
- 6 safety pins

- 6 medium sized (approx 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- 1 pair of disposable gloves

There are several First Aid containers which are regularly signed out to members of staff who participate in off site activities.

Minimum provision of First Aid items for off site containers:

- A leaflet giving general advice on First Aid
- 6 individually wrapped sterile adhesive dressing (assorted sizes)
- 1 large sterile un-medicated wound dressing (approx 18cm x 18cm)
- 2 triangle bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves

The First Aider is responsible for identifying and examining the contents of the First Aid containers – restocking as soon as possible after use. Any extra stock is discarded safely after the expiry date has passed.

The Governors and Headteacher of Toll Bar Primary School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid and guidance on medication for pupils, employees and visitors to the school.

## **Health and Safety**

First Aid notices are displayed in prominent places throughout the school. The notices include the location of equipment, facilities and the First Aid personnel.

Last reviewed: January 2010

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