

St. John the Evangelist Catholic Academy

EYFS



Policy on First Aid and Illness

Date of review: July 2019

First Aid & Illness Policy

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.

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 Administering Medication policies.

First Aid Training

The academy maintains an up-to-date list of those employees who have undergone emergency first aid training. Paediatric first aid training has been completed by all members of staff in the EYFS. Three members of staff including a lunchtime supervisor have successfully achieved first aid at work.

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

First Aid Equipment

First Aid equipment is stored in the staffroom, office and in labelled boxes on each playground. First aid boxes can also be found in both EYFS classrooms. Details of children with severe medical conditions are stored in each of these locations- including a copy of their care plan.

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The checking and ordering of stock is carried out by the admin staff, who fill the boxes around school, dispose of any out of date items and ensure that enough stock is maintained to supply the school. 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 should be dealt with in the first instance by the teachers on duty. For injuries that require closer attention children should be sent to the office/staffroom.

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 in the designated yellow bin in the medical room. This is emptied regularly 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.

All head bumps/injuries must be recorded (including a brief description of the incident) and parents will be notified.

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

Children who feel unwell should be sent to the school office. The decision to send an unwell child home will be made by the Headteacher or Deputy Headteacher. If neither are available the office staff will make an informed decision.

Staff in the EYFS are responsible for contacting parents when a child is unwell.

Vomiting and diarrhoea

There are buckets in the Cleaners' cupboard for pupils who feel sick. Mops and buckets may all be found in the caretaker's cupboard. 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 with these conditions will not be accepted back into school until 48 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. To look at a child's back or chest would only be done if the school were concerned about infection to other children. In this case another adult would be present and would not be completed without the child's consent.

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

Head lice

Staff do not examine children for head lice. If we suspect a child has head lice we will inform you and ask you to examine them and treat them when applicable. Head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared.

HIV/AIDS/Hepatitis

- Single used vinyl gloves are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Soiled clothing is bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleaned under mild disinfectant solution and mops; any cloths used are disposed of appropriately.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

Allergies

Children who suffer from an allergy are asked to record this on the child's registration form.

* If a child has an allergy, a risk assessment form is completed to detail the following:

- The allergen
- The nature of the allergic reaction
- What to do in the case of an allergic reaction e.g. medication and how it is to be used
- Control measures - such as how the child can be prevented from the allergen
- Review

* This form is to be kept in the child's personal file and a copy is displayed where it can be seen by all staff

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 teacher on duty should 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 an incident occurs at lunchtime the senior 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. It is the lunchtime supervisor'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 send them to the medical room.

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

In the light of the recent outbreak of swine flu, advisory leaflets have been given out to all parents, staff and children.