

# Halfway Nursery Infant School



## First Aid Policy

Date Policy Written / <b>Updated:</b>	November 2020
Date Policy accepted:	
Date of Next Review:	November 2021
Signed (Headteacher)	
Signed (Chair of Governors)	
Minute Number	

# HALFWAY NURSERY INFANT SCHOOL

## Policy & Guidelines for Administering First Aid in School

### AIMS:

The Aim of this Policy is to set out guidelines for all Staff in school in the administering of First Aid, and to determine whether or not the child is in need of 'First-Aid' or merely 'Pastoral Care'. Having such clarity will help us to ensure we are providing the best possible provision for safeguarding our pupils. This is in line with the DfE document 'Keeping Children Safe' – DfE 2016.

### CLASSIFICATION & STAFFING

Halfway Nursery Infant School is fortunate to have two members of Staff with designated responsibility for administering First-Aid in school. These are: Nicola Hunter and Lindsay Tatham. At least one TA from each year group has received Paediatric First Aid training and this has been updated and refreshed according to legal timescales. These are:

Alison Dyche  
Nicola Hunter  
Lindsay Tatham  
Jess Roberts  
Teresa Barker  
Elizabeth Boddington

The following Play Leaders are also trained:

Zoe Thickett

.....

The above designated first aiders (Nicola Hunter, Lindsay Tatham or Elizabeth Boddington) **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of Staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with epipens in school - irrespective of the type of illness or injury sustained. **On NO ACCOUNT must these pupils be left/sent to self-administer their own treatment.**

Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted. Copies of these are kept in the First Aid cupboard, in the Medication file in the School Office (for children in main school) and, for Nursery children, in the kitchen behind the door.

Classification for incidents such as these is '**FIRST AID**'

Consultation from the designated member of First-Aid staff **should not be sought** in the event of **minor incidents** which may be treated with Pastoral care.

Examples of these are:

- Minor cuts or grazes

- Pupils who feel - or who are actually – sick
- Minor bumps to the head – i.e. pupils colliding in the playground.
- Minor marks to the body (bruises), skipping rope burns etc
- Dog-dirt on shoes/soiled clothing/mud on clothes etc

Classification for incidents such as these is ‘**PASTORAL CARE**’

### **FIRST-AID:**

In the event of **major injury**, the designated member of First-Aid staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require medical assistance (i.e. Parent called into school/hospital visit/ambulance), a member of the office staff should be contacted immediately to seek urgent authorisation from the Head/SLT (injury type permitting) and the relevant action taken. After the incident has been dealt with, an Accident Report Form will be completed and sent to the Local Authority.

### **PASTORAL CARE:**

Incidents requiring ‘Pastoral Care’ should be treated as follows:

- **DURING LESSON TIME:** The Teaching Assistant assigned to that class will provide pastoral care for the child.  
**BREAK AND LUNCHTIMES:** During lunchtimes the Midday Supervisors administer First Aid and Pastoral Care. During break times the Teaching Assistant on duty will provide pastoral care. All other incidents requiring First Aid are sent to the First Aider.

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Guardians/Carer at the end of the school day.

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made by the Head Teacher/SLT. Should the decision be that Parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with the Head/Deputy Head Teacher, and Parents contacted.

### **EPIPENS:**

In the event of there being a child in school requiring an ‘Epipen’, the **administering of epipens must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first.** All staff have received epipen training from the School Nurse, Jane Tarron. Please ensure you are familiar with the use of epipens and/or symptoms of anaphylactic shock.

### **PUPILS WITH SPECIFIC NEEDS:**

Details of Pupils with specific needs i.e. diabetic/severe allergies/epipens etc may be found at the front of each register, and on the Safeguarding boards in the staffroom. Please take time to familiarise yourself with the pupils concerned and their individual potential need.

### **INCIDENT REPORTING:**

All incidents requiring first-aid (whether minor or major) must be recorded in the school First-Aid book. This is situated in the Library. A first aid note (often referred to as ‘head bump’ letters) **MUST** also be issued to parents/carers when collecting their child from school. In the case of head bumps or other serious injuries e.g. cuts, sprains, stings or burns, the class teacher should personally hand over the note to parents/carers to be sure they have received and understood it. If the parent/carer is not collecting the child then the class teacher **MUST** ring the parent/carer to explain the injury and any follow up care needed.

### **TREATMENT:**

School has a ready supply of minor first aid equipment. These may be found in the Library and in all buildings.

The administration of items such as antiseptic creams, etc is not permitted in case of allergic reaction. Cuts and grazes should be treated with gauze and clean water and elastoplast/micropore applied where applicable. There are buckets in the Library for pupils who feel sick. Please place a vomit bag inside the bucket before use. Absorbent powder, mops and buckets may all be found in the Building Supervisor's store. Members of staff should not clean up vomit unless the Building Supervisor is unavailable.