



Coppice Junior School

# First Aid Policy (Including Intimate care policy)

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| <b>Committee with oversight for this policy:</b>           | Full Board   |
| <b>Policy ratified and adopted by Full Governing Body:</b> | October 2022 |
| <b>Review frequency:</b>                                   | Annually     |
| <b>Policy due for renewal:</b>                             | October 2023 |

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| Headteacher | Mark Knowles | Date |
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| Chair of Governors | Jo Bromige | Date |
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# First aid and healthcare policy

The health and safety of all members of the school community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, pupils and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

In addition to this the school recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting pupils at their school with medical conditions. This is done through the creation of individual healthcare plans. These will be drawn up in consultation with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported and that no pupil will be excluded from full access to education, including school trips and physical education on the grounds of their medical condition.

This policy is created and maintained by the school governing body with the assistance of the headteacher and first aid lead, and is put into practice in conjunction with the school's **health and safety policy and medicines in school policy**. The school expects all staff and pupils to be familiar with this policy, as with all school policies. The governors will ensure that this policy and all individual healthcare plans will be reviewed regularly and be readily accessible to parents and school staff.

**Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.**

## 1. Roles and responsibility

The governing body holds the overall responsibility for ensuring that the school has an up-to-date first aid policy, and effective first aid provision, personnel, and equipment in place.

The governing body must further ensure that arrangements are in place to support pupils with medical conditions and in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. However, it is the school headteacher and SLT that are in the best position to monitor the first aid provision in the school on a day-to-day basis.

### The Headteacher

The headteacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the headteacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

The headteacher will ensure that the first aid lead checks that all individual healthcare plans are regularly reviewed and remain relevant and up to date. The plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. The headteacher is responsible for ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

## First Aid Lead

The First Aid Lead is responsible for ensuring that the first aid provision in school is up to standard and that any shortfalls in provision are identified and dealt with immediately. The school nurse can be contacted via the school office and does regular drop in sessions for parents.

## First Aiders

At present, the school has 19 first aiders and The Den has a further one. First aiders are members of staff who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in *Emergency First Aid at Work provided by first response*. First aiders receive updated training every 3 years and first aiders must make sure that their certificates are kept up to date through liaison with the school *First Aid Lead and the Headteacher*. First aiders are required to give immediate first aid to staff, pupils and visitors to the school when it is needed and ensure that emergency services are called when necessary. First aiders are not paramedics.

The current school first aiders are:

### *Paediatric First Aid 01/11/21*

- *Mark Knowles-Headteacher*
- *Seema Knought-CLSW*

### *Paediatric First Aid 03/11/2021*

- *Scott Higgins-Teacher*

### *Staff who completed emergency first aid at work 01/11/20*

- *Claire Hill-Kitchen/ School support*

### *Staff who completed emergency first aid at work 20/07/21*

- *Kelly Abbott-Phase Leader*
- *Stuart Fraser-Teacher*
- *Hannah Harriman-Teacher*
- *Sarah Evans-Teacher*
- *Louise Cole-CSLW*
- *Claire Simpson- Learning Mentor*

### *Staff who completed emergency first aid at work 24/11/21*

- *Michelle Turpin –Deputy Headteacher*
- *Abi Sleeman-Phase leader*
- *Liz Crowford-Teacher*
- *Mel Lynch-Teacher*
- *Nic Ryall-Teacher*
- *Sue Robinson – Den Manager*
- *Sharon Sheldon- CSLW*
- *Rose Ridsdale-CSLW*

### *Staff who completed emergency first aid at work 23/03/22*

- *Adrienne Cross- Lunchtime Supervisor*
- *Celia Choy-Lunchtime Supervisor*
- *Tracey Farrow-Lunchtime Supervisor*
- *Coya Bedford-Lunchtime Supervisor*

There will be at least one first aider on the school site when children are present. Pupils will be made aware of which members of staff are designated first aiders, and will be notified of any changes to who holds these positions when they occur.

### **School staff**

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's **health and safety policy**, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the school's first aid policy and standard procedures
- keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in school that they are supervising or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury
- cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensure that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.
- be aware of the needs of pupils with medical conditions that they teach
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- where appropriate to the needs of the pupil, teachers and other school staff may be asked to provide support, including the administering of medicines for pupils with individual healthcare plans. Where this is the case, staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions
- staff will not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). The school recognises that a first aid certificate is not appropriate training in this instance
- a designated member of staff – First Aid Lead will be responsible for ensuring that all supply staff and new staff members are fully briefed as to the needs of any pupil with individual healthcare plans which they are likely to encounter.

Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's health and safety policy and procedures.

### **Pupils**

Pupils at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. If they are unsure, they should ask a member of staff. Pupils can help the school ensure first aid provision is effectively put into practice by:

- reporting any medical emergencies or incidents to a member of staff immediately;
- reporting anything that they feel to be a hazard to health and safety on or near the school premises
- taking care for their own safety and the safety of others. Pupils that put themselves, staff, or any other members of the school community or visitors to the school in danger through reckless behaviour may be dealt with under the school's behaviour policy
- make sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (*for example diabetes, epilepsy*). This is particularly important in circumstances where pupils will be travelling off the school premises, for example for a sports match or a school trip

- where a pupil has a health condition which requires an individual healthcare plan the pupil will be involved wherever practicable in discussions as to their medical support needs and will be required to act in a way which is compliant with the plan
- all pupils are expected to act in a way which demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow pupil is unwell.

### Parents

Parents can help the school maintain effective first aid provision by:

- alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school in writing of such circumstances. Where medicine has been prescribed either for a set timescale or as an ongoing provision, the school must be notified in writing. This medicine will be kept by the first aid lead, in the first aid boxes in the staff room unless there is a specific reason for the child to have it on them at all times. It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff
- where their child requires an individual healthcare plan, the parent will be involved in the development and review of the plan. They will be expected to carry out any action which they have agreed to as necessary as a part of its implementation, eg provision of medicines and equipment, ensuring that they or a nominated adult are contactable at all times
- working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home
- making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises
- familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.

### Office Staff

Inform sports coaches where the list of first aiders is located.

### Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school **health and safety policy**. Names of school first aiders are displayed outside the staffroom.

## 2. First aid boxes

Each classroom has at least one first aid box, and these are situated by the teacher's desk. They can be replenished from supplies kept by the first aid lead. It is the responsibility of all members of staff in each classroom to ensure that their first aid boxes are fully stocked at all times with items that are within expiry dates, and it is the responsibility of the first aid lead to oversee this provision. First aid boxes contain inhalers and creams for the children who are in that class.

First aid boxes should only be used by qualified first aiders.

**For off-site activities**, first aid boxes should be taken from the classroom and returned back to the same place. If only some children from a class are going offsite, then a visit first aid box can be used. It is the trip lead's responsibility to check that all inhalers have been taken with the children.

### 3. Information on students

Parents must provide written consent for the administration of first aid and medical treatment by school staff to their child before their child is admitted to the school.

The school takes pupil privacy and confidentiality very seriously. The First Aid Lead will be responsible for sharing medical information to other staff on a need-to-know basis – for example, ensuring that information regarding pupil allergies is shared with staff taking a class on an off-site trip. Pupil medicine records are kept in the filing cabinet in the photocopying room.

All staff will be made aware of which pupils have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the child is (see **Medicines in School Policy** and **Medical Conditions Policy**)

- responsibility to regularly remind themselves which students are on this list, and what they should do in the case of an emergency.
- In the case of a medical emergency, as defined by the individual healthcare plan Emergency services should be contacted where they are needed, or thought to be needed.
- If a pupil becomes unwell (eg has an asthma attack, suffers a hypo etc) during the course of the school day the parents will be informed as soon as possible so that this may be monitored for any ongoing effects. A record should be made of all such incidents
- If a pupil needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

### 4. Procedure in the event of an illness

If a pupil falls ill while in a school lesson they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action. A second opinion can be asked for if appropriate. Pupils who are clearly in pain, are distressed, or are injured will never be required to go anywhere unaccompanied.

A first aider will administer the appropriate first aid, and parents will be called to pick up their child if they are too unwell to complete the rest of the school day. If a parent or carer is unable to get to the school to pick up the child, the child will remain with an adult by the office or the staffroom until they are able to get there at the end of the school day or arrange for another family member or carer to collect them.

If a child who is sent home early is still too unwell to attend school the next day, parents should follow the procedure outlined under the subheading below. The school aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is risk. Staff will work with pupils who have missed classes to ensure that they are able to catch up on all the classwork that has been done in their absence.

If a member of staff is unwell, he or she may ask for a first aider to support them throughout the school day but should ensure that their manager is aware of class cover that has been arranged or needs to be arranged either for a single lesson or for a prolonged period of time.

## 5. Procedure in the event of an accident or injury

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. Another first aider should be called for as soon as possible if a second opinion is required.

First aiders are not paramedics, and if the first aider feels they cannot adequately deal with the injury then they should arrange for access to appropriate medical care without delay.

All injuries should be logged by the First Aider on Medical Tracker. Children who suffer a head bump must take home a letter informing parents about signs of concussion to look out for. For any significant injury a parent is to be informed by phone call.

### Emergency services

**An ambulance should always be called by staff in the following circumstances:**

- a significant head injury
- fitting, unconsciousness, or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive.

Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

## 6. Procedure in the event of contact with blood or other bodily fluid

The school understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other pupils and staff:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water

- record details of the contamination
- report the incident to a school First Aid Lead and take medical advice if appropriate. The school First Aid Lead will then arrange for the proper containment, clear-up and cleansing of the spillage site.

## 7. Intimate care

We are committed to ensuring that children are treated with sensitivity and respect.

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are too young to or are unable to do.

Intimate care tasks are associated with bodily functions, body products administering of injections and personal hygiene that demands direct or indirect contact with, or contact with intimate personal areas. Examples include support with dressing and undressing (underwear), changing incontinence pads, helping someone use the toilet or washing intimate parts of the body, administering insulin injections, helping a child change for swimming or cleaning a pupil who has soiled him/herself or vomited. It is also associated with other accidents that may require a child to remove their clothes. Some pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

If a child soils him/herself during school time, two members of staff (teacher, TA or lunchtime supervisor) will help the child:

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and give to parents to take home.

**This help will only be provided if the child is unable to do this independently.**

Permission to help the child will always be given by the child.

At all times the member of staff pays attention to the level of distress and comfort of the child. In the event a child is reluctant to change themselves and finally refuses adult help, the parent/carer will be contacted immediately.

Our intention is that the child will never be left in soiled clothing, so as soon as a member of staff is aware of the situation, she/he will ask the child to clean themselves or in the case of some children who need support they may, with the child's permission help clean the child.

Individual care plans will be drawn up for any pupil requiring regular intimate care. Intimate care arrangements will be discussed with parents/carers and recorded on the care plan. See appendix B

The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

## 8. First aid in afterschool clubs and Sports events.

The risk of injury is increased during increased physical activity. It is the responsibility of the head of the physical education department to ensure that first aid boxes in this department are kept fully stocked.

**The office staff will alert all visiting sports providers as to where these first aid boxes are kept when they sign in and where they can find a list of first aiders. First aid boxes should only be used by trained staff.**

**For off-site activities and away fixtures**, the visit first aid box will be taken from the cabinet in the photocopying room and returned back to the same place. The teacher needs to collect any inhalers from the classrooms of children taking part in the fixture and return them as soon as the child get back into school. It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host school that there is adequate first aid provision in place. Risk assessments should be carried out. If an accident



or injury does occur, first aid should be sought from the host school's first aiders. If the student must visit the host-school's first aid room or be given first aid treatment elsewhere, a member of staff from our school should be with them at all times. Where necessary in an emergency situation, students should be taken to the nearest Accident and Emergency Department.

Injuries that occur off-site should be reported to a first aider on return to the school, who will provide first aid follow-up care where necessary.

Where pupils have individual healthcare plans, sufficient active support will be provided to permit them to take part within sporting and off-site activities as fully as possible. Pupils will be encouraged to participate according to their own abilities and reasonable adjustments will be made ensure that this is practicable. A separate risk assessment will be carried out as appropriate prior to off-site activities and consultation will take place with appropriate parties (pupils, parents, health specialists) during this process.

## 9. Reporting accidents, emergencies, and first aid administration

Any first aider who has administered first aid should fill out an **incident report on Medical tracker**. There is a laptop in the photocopying room that can be used. A record of **all** incidents, both major and minor must be made. If a record can not be added to Medical Tracker due to an IT issue, then a paper form must be completed and the information added at a later date.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school **health and safety policy**.

### Serious incidents

Serious incidents will also be recorded, and reviewed by senior leaders. The governing body will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported will be reviewed by the First Aid Lead to determine whether there are any accident trends that could be avoided. Any concerns or trends must be reported to a member of SLT and or a DSL if required.

### Reporting to HSE

The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online [<http://www.hse.gov.uk/riddor/report.htm>].

It is the responsibility of the headteacher to report to the HSE when necessary. Incidents that need to be reported include but are not limited to:

### Involving staff

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- cases of work related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)

- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health).

### **Involving pupils, parents, or school visitors**

- accidents which result in the death of a person that arose out of or in connection with the school's activities
- accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital.

### **Incident investigations**

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

Senior managers or governing bodies may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

This policy will be reviewed:

- annually
- after major accidents, incidents and near misses that have first aid implications
- after any significant changes to workplace, working practices or staffing.

## **APPENDIX A: Implications of the Statutory Guidance Document**

### **Additional legal implications for governors**

In making arrangements for supporting pupils with medical needs, governing bodies are now legally obliged to take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some of these will be much more obvious than others and it should never be assumed that two individuals with the same condition will have the same needs or require the same treatment. Governing bodies are obliged to ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The aim of the governing body should be to ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They should ensure that staff, including temporary and supply staff, are properly trained to provide the support that pupils need and further ensure that the school makes explicit behaviour that is not acceptable in relation to the medical needs of pupils, for instance preventing them from taking part in normal activities, requiring parents to attend school to administer medication or provide medical support on out-of-school activities, ignoring the views of children, parents or medical evidence, penalising pupils for absence where this is related to a medical condition etc.

Governing bodies are further legally obliged to ensure that the school has an appropriate level of insurance in place which appropriately reflects the level of risk involved for staff providing support. It is important that the school policy sets out the details of the school's insurance arrangements which cover staff providing support to pupils with medical conditions. Insurance policies should be accessible to staff providing such support and must provide liability cover relating to the administration of medication. Be aware that additional cover may be needed for dealing with specific healthcare issues and for items such as off-site activities.

### **ADDITIONAL ISSUES FOR CONSIDERATION**

The following issues should also be considered in conjunction with the new guidance

1. Home-to-school transport: once a plan has been devised it is important to ensure that the local authority is aware of this so that they can ensure that appropriate transport is available where required. They should also be made aware of emergency procedures. This is particularly important when considering transport issues for pupils with life-threatening conditions.
2. Asthma inhalers: following the change in regulations, schools will now be able to hold asthma inhalers for emergency use. This is entirely voluntary, and further guidance on the topic will be produced by the Department of Health in the near future.
3. Defibrillators – A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Sudden cardiac arrest is when the heart stops beating and can happen to people at any age and without warning. When it does happen, quick action (in the form of early CPR and defibrillation) can help save lives. Modern defibrillators are easy to use, inexpensive and safe. Although schools are not legally required to carry a defibrillator as part of their first aid equipment they are undoubtedly useful. If a school installs a defibrillator for general use they should notify the local NHS ambulance service of its location. Staff members appointed as first aiders should already be trained in the use of CPR, however, it would be good practice to then extend knowledge of these techniques amongst staff and pupils.



Individual care plans for regular intimate care.

|                              |  |
|------------------------------|--|
| Name                         |  |
| Type of care required        |  |
| Reason for regular care      |  |
| <u>Consent</u>               | <p>I the parent/ carer of the above named child agree that members of staff at Coppice Junior School require to carry out the care outlined and I give them permission to do so.</p> <p>Signed:</p> <p>Print Name:</p> |
| <u>Consent collected by:</u> | <p>Name and Role:</p> <p>Signed:</p>   |

This consent can be withdrawn at anytime by the parent/carer.