

Haversham Village School

Procedures for the administration of First Aid

- First aid is administered as necessary throughout the school day in the Recovery Room.
- A First Aid box is located in the Recovery Room and can be used by all staff for treating minor injuries.
- A First Aid “bum bag” is also available in the Staff Room for staff on break time playground duties and can be used by all staff for treating minor injuries.
- During the lunch break, first aid is normally administered by the midday supervisors.
- More serious injuries and illnesses that cannot be dealt with locally should be referred to the Recovery Room, where the child/adult will normally be seen by a first aider, ie a member of staff who holds an “Emergency First Aid at Work” certificate.
- Appendix 1 details the members of staff who hold first aid certificates. Their names are clearly displayed in a file marked ‘First Aid Training’, kept in the Recovery Room.
- All injuries, other than very minor ones, and their treatments are recorded on the appropriate form, and a note is sent home to the parents. Where an injury has necessitated a hospital or similar visit, the Accident Book must be completed.
- If the person treating the child believes that the parent would want to know about the incident, eg a knock to the head or a severe nose bleed, a note will be sent home with the child and/or the matter raised by staff when the child is collected at home time. On occasions, the parent may be contacted by phone to discuss the matter further.
- In the case of a more serious injury, every attempt will be made to contact the parent in order that further medical attention can be sought. Where delay could be harmful, a decision will be taken by the Headteacher to act *in loco parentis* and a member of staff will take the child to a doctor/hospital for treatment, whilst at the same time attempts are made to contact the parent.
- A confidential, comprehensive list of medical notes on all relevant children is compiled from information supplied by parents and distributed to relevant members of staff.
- On educational visits, a first aid bag will be available. In the absence of a first aider, a teacher and/or any other member of staff present will be expected to deal with first aid issues.
- Appendix 2 details the steps to be taken when there appears to be an outbreak of vomiting and diarrhoea.
- Appendix 3 details the letter to be sent to parents when there is a case of head lice within a class.

Date: September 2017

APPENDIX 1

The following members of staff first aiders who hold an “Emergency First Aid at Work” certificate:-

Karen McQueen	January 2016 – valid for 3 years
Alison Mears	June 2016 – valid for 3 years
Rachel Gregory	“ “
June Burdett	“ “
Frances Ying	“ “
Vikki Clark	January 2015- valid for 3 years
Delphine Perschky	June 2016 – valid for 3 years
Lucille Smith	“ “
Wendy Sanchez-Garcia	“ “
Wendy Gleeson	“ “
Michelle Hartland-Chircop	“ “
Kelly Poulter	“ “

The following employees have been trained to Paediatric Level

Hollie McEvoy	July 2017 – valid for 3 years
Marilyn Swannell	“ “

Administration of Medicines is the responsibility of the Marilyn Swannell or another TA in her absence, during playtime or during the school day. Occasionally, Rachel will help out, but her role has changed, as she has taken on financial responsibilities, so it is preferable if other members of staff can deal with First Aid, where possible.

APPENDIX 2

Vomiting and diarrhoea

When does vomiting and diarrhoea become an issue that requires action?

- When several children in the same class are off at the same time with the condition.

How can the children be identified?

- When a message is taken re a child's absence through illness, the caller should be asked if the child has been sick or had diarrhoea, if this information has not already been given.
- If a child is absent through vomiting and diarrhoea, the parent must be told that the child must be kept off school for 48 hours after the illness has stopped.

Who is responsible for identifying that there is an issue?

- Class teachers.

Who needs to be informed that there is an issue?

- Head teacher/class teachers/staff

What actions need to be taken after vomiting and diarrhoea are identified as an issue?

- The toilet area, including taps and handles, must be thoroughly cleaned as soon as practicable.
- The rest of the classroom, in particular chairs and surfaces must be thoroughly cleaned as soon as practicable.
- Thorough daily cleaning must continue until the head teacher notifies otherwise.
- A letter will be sent to parents in the class emphasising that if their child succumbs to vomiting and/or diarrhoea, the child must stay off school for 48 hours after the illness has stopped.

APPENDIX 3

Dear Parents

Head Lice

You are probably aware that head lice continue to be an issue within schools. Although they do not pose a direct health problem, they are a nuisance and the constant itching can cause considerable distress to children.

Please help us by checking your child's hair today and taking positive steps to get rid of any lice. A leaflet detailing the actions that can be taken to treat lice has been sent home with your child.

If you discover that your child is affected, please let their class teacher know. The matter will be dealt with in confidence and neither children nor other parents will be informed of your child's identity.

Thank you for your co-operation.

Mrs Alison Mears
Headteacher