FIRST AID/

SICK CHILD

Policy And Procedures

Updated: February 2013
Review date: October 2014
Health, Illness and Emergency
At St. Christopher school we believe it is of paramount importance that children are in school as often as possible in order that they can make the best possible progress. The health and well-being of children is of paramount importance and we wish to support all parents who have any concerns about their child’s well-being. In order to maintain a clean and healthy environment for all our children we ask that parents refrain from bringing children to school if they are sick and displaying signs of illness (unless they just have a cold in which case they should be encouraged to come to school).
St. Christopher Primary School recognises its responsibility to promote a culture where health issues are discussed in an open and positive way to achieve high standards.

Aims:
- To ensure sick children are identified
- To ensure sick children are cared for appropriately
- To protect children and adults from preventable infection
- To enable staff and parents to be clear about the requirements and procedures when children are unwell
- To deal efficiently and effectively with First Aid emergencies that may arise while children are in our care.
**Procedures for Sick Children**

If a child becomes ill in school the following procedures will be followed:

- **Child feels unwell**
  - Teacher will monitor, ruling out common reasons
  - Teacher will decide if call home required
  - Office asked to make call to parents

- **Sickness and Diarrhoea**
  - Office asked to call home and advise parents of 48 hours ruling.
  - Child made comfortable in first aid room

- If no contact with parent – emergency contacts will be tried
  - Still no contact – child made comfortable and monitored
  - First Aider consulted
  - If emergency ambulance required, a staff member will accompany child acting as loco parentis until Parent contacted
  - Senior Staff informed

**Notifiable Diseases**

- If a notifiable disease is suspected or reported by a parent/carer the admin manager/ senior leader will contact the health protection agency and school will follow the advice given. The school will also inform Ofsted if a notifiable disease is confirmed by the health protection agency.
First Aid
Under duties set out in the Health & Safety (First Aid) Regulations 1981, the School recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the School. The school has adopted and follows the First Aid Code of Practice. The school has a First Aid Risk Assessment to ensure that we provide enough qualified first aiders. The School has a number of designated members of staff responsible for First Aid. First aiders hold current First Aid Certificates. They are responsible for maintaining the correct contents of all First Aid boxes and administering First Aid when necessary and appropriate. Several members of staff also hold the Paediatric First Aid qualification.

Within our Early Years setting, at least one person who has a current paediatric first aid certificate will be on the premises at all times when children are present, and will accompany children on outings. The names of staff who are nominated First Aiders or who have completed First Aid qualifications are displayed around site.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The location of the First Aid box, and the names of any other qualified first-aiders, will be clearly displayed around the School's premises.

A First Aid box will be taken on all off site visits or outings. This is the responsibility of the First Aider accompanying the group on the visit, or where this is not possible, the Phase Leader.

A member of the admin team will occasionally monitor first aid books to ensure that procedures are being followed correctly. This member of staff will initial and date to show that this has been completed.

The following pages include two flowcharts in order to help staff deal with accidents. The wristband system ensures that when there is no obvious injury eg: scratch or graze, and no call home then parents and other staff can quickly identify that a child has been treated for first aid. The children will be regularly reminded of the importance of the wristbands in assemblies. Parents will be informed about this procedure too, and there will be regular reminders on the newsletter and school website.
**In the Event of a Suspected Major Accident, Incident or Illness**

The School requests that parents/carers complete and sign an emergency medical treatment statement enabling any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the school.

In the event of such an event, the following procedures will apply:

1. **Child involved in major accident/incident**
   - First Aider to assess situation
   - **Child requires hospital treatment**
     - Office to contact Parent
     - If no contact made with parent – emergency contacts will be tried
     - If still no contact made, a member of staff will accompany child and act as Loco Parentis

2. **Child needs to go home**
   - **Ambulance called**
     - Child accompanied by parent/member of staff. If staff, the signed medical consent form will be taken so that they can give consent for any emergency treatment required
     - Coventry City Council accident reporting procedure followed
     - Coventry City Council report to HSE where necessary

3. **First Aid administered by First Aider**
   - Child made comfortable under close supervision
   - **Office to contact Parent**
     - If no contact made with parent – emergency contacts will be tried

4. **Accident book to be completed at earliest convenience**
   - Accident Investigation
In the Event of a Suspected Minor Injury
When a child reports an injury or an injury is witnessed, the following procedures will be followed:

Minor Injury

First Aid administered once checks for ongoing medical issues/allergies carried out

Other injury

First Aid administered and First Aid band given to child

Incident recorded in first aid book

Cuts and grazes

First aid administered

Incident recorded in first aid book

Head/neck/face injury

Injury assessed and cold compress provided if required

Phone call/text home to advise parent
If no direct contact made, a first aid band will be issued

Incident recorded in first aid book
Medication – please see: Policy and Procedures for the Administration of Medicine to Children

Sun Protection

Leaders and staff understand the dangers posed to children and themselves by over exposure to the sun. In hot weather, parents/carers are encouraged to apply long-lasting sun cream to their child before school. Children will also be encouraged to wear a hat when playing outside in the sun. In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside. If the weather is exceptionally hot then the Headteacher may take further precautions such as limiting the time outside.

Exclusion of sick children from school

We understand the needs of working parents and do not aim to exclude children from school unnecessarily. However the decision of the school is final when requesting the exclusion of a child for illness or infection. Decisions will take into account the needs of the child and those of the group. Children with infectious or contagious diseases will be excluded for certain periods. If a member of staff suspects that a child has an infectious or contagious disease, they will request that parents consult a doctor before returning the child to school.

On very rare occasions if an illness or disease can put a member of staff or unborn child at risk then the Headteacher will make a decision after seeking medical and HR advice.

We recommend that no child may attend the school while suffering from one of the communicable diseases and they should be excluded for the minimum periods recommended. Please see guidelines to illness / communicable diseases provided by the Health Protection Agency.

Coughs and colds do not normally require the child to be excluded but this depends on the severity and how the child is able to cope with the school routine. If a child appears unwell we may ask that the child is taken home.

Although exposure of children to a communicable disease is not in itself sufficient reason to require their exclusion from school, any child who becomes a home contact of diphtheria, poliomyelitis, typhoid and paratyphoid fevers will be excluded.

A child who has sickness or diarrhoea whilst at the school is to be collected immediately and kept away for 48 hours following the last bout of sickness or diarrhoea.

If the sickness is not linked to sickness and diarrhoea and for example is related to reflux then an exception will apply. A senior member of staff will make this decision.

To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents who will be requested to take their child from school to be seen by a doctor.

Chicken Pox – children need to be absent from school for a minimum of 5 days from the onset of the rash. After this time, if all the spots have dried and scabbed over, the child can return to school.

Parents will also be contacted if their child develops a rash or suspected thrush. This will need to be checked by a Doctor whose advice should be followed. Our school has a duty to protect pregnant workers and vulnerable children from diseases that could affect their health.

With regards to our Early Years pupils, Ofsted will be notified of any food poisoning affecting two or more children looked after on the premises. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident.

Closing the School in an emergency

In very exceptional circumstances, the School may need to be closed at very short notice due an unexpected emergency which may affect health and wellbeing of pupils and staff. Such incidents should include:

· Serious weather conditions (combined with heating system failure)
· Burst water pipes.
· Discovery of dangerous structural damage
· Fire or bomb scare/explosion
· Death of member of staff
· Serious assault on a staff member by the public
· Serious accident or illness

In such circumstances, under the direction of the Headteacher, staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue (See Emergency Plan) where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.