



CAMERON HOUSE SCHOOL

4 THE VALE, LONDON SW3 6AH

MEDICAL AND FIRST AID POLICY

ISI – Regulation Paragraph 13: The proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy:

ISI – Regulation Paragraph 24: the proprietor ensures that suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including— (a) accommodation for the medical examination and treatment of pupils; (b) accommodation for the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility; and (c) where a school caters for pupils with complex needs, additional medical accommodation which caters for those needs. (2) The accommodation provided may be used for other purposes (apart from teaching) provided it is always readily available to be used for the purposes set out in sub-paragraphs (1)(a) and (b).

The School's policy and procedures include information and guidance on the following:

- practical arrangements at the point of need;
- the names of those qualified in first aid and the requirement for updated training every three years (also refer to the Staff Training Log Policy Handbook Section 5);
- having at least one qualified person on each school site when children are present;
- showing how accidents are to be recorded and parents informed;
- access to first aid kits;
- arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes);
- hygiene procedures for dealing with the spillage of body fluids;
- guidance on when to call an ambulance;
- reference to RIDDOR (also refer to the Welfare Health and Safety Policy – Policy Handbook Section 3).

The school will provide medical care if necessary throughout the school day under the guidance of The First Aid Officer (**for all classes including the EYFS; Reception Class**). The school also has most members of staff who are trained in First Aid. The school is situated near to Chelsea and Westminster Hospital if needed for emergencies or advice. *This policy has due regard to KCSIE 2018; DfE guidance on 'First Aid In Schools'. This policy also has due regard to the terms of the Equality Act 2010 and guidance provided by the Equality and Human Rights Commission as to its implementation in school.*

There are appropriate facilities for pupils who are ill in accordance with the Education (School Premises) Regulations 1999. The school complies with ISI and DfE regulations.

Practical Arrangements at the Point of Need;

Any child who feels unwell or has injured themselves should report immediately to their Class Teacher and then the First Aid Officer if necessary. Occasionally, it may be necessary for a child to be sent home or to receive appropriate medical care elsewhere other than in school. If a child is unwell and awaiting collection to be taken home, a quiet place is provided for them to lie down and rest (in the Staffroom). Accommodation for the medical examination and treatment of pupils and for the short term care of sick or injured pupils, which includes a washing facility and is near a toilet facility, is available. There is also a foldout bed and medical blanket for the child's additional comfort if needed. The accommodation provided may be used for other purposes at other times but it is always readily available to be used for medical purposes when needed.

Children who may have certain health or emotional issues are welcome to discuss these with the First Aid Coordinator or any other member of staff in confidence. Occasionally, it may be necessary to involve other healthcare professionals or support from within the school but this will only be done with the child's permission.

Medical Records

On entry to the school all parents complete a pupil medical information form.

Personal health care plans must be submitted if a pupil suffers from severe asthma / epilepsy / diabetes / severe allergies, or any other serious condition where more information may be required.

Medical records are kept confidentially and securely (locked) in the School Office. Medical information may be provided to the Head or specific teachers if necessary (i.e. if the child is going out of school on a visit.)

The Names of Those Qualified in First Aid and the Requirement for Updated Training Every 3 Years (also refer to the Staff Training Log Policy Handbook Section 5);

Staff Training

The School's First Aid is overseen by the Class 1 Assistant (Dianne Redbond) who has attended the three Day Paediatric first aid course and acts as the school's First Aid coordinator in partnership with the Health and Safety Officer. For the Early Year's pupils, the Reception Teacher and Teaching Assistant also complete the two day Paediatric first aid course is also completed by Annie Worlledge (EYFS coordinator/Deputy DSL), Sian Barraclough (EY teaching assistant), Laura Pryer (School office), Suzanne Haigh (Deputy Head / DSL), Zoe Venbles (Class 2 Teaching Assistant) and Claire Cahil (Class 3 teacher) Staff complete the 'Emergency First Aid' course at least every 3 years. Staff having curriculum responsibilities and those representing non-teaching staff will manage safety in those areas on a day-to-day basis. See the Courses and training Log for further details (Policy Handbook Section 5).

There must always be at least one qualified person on site when children are present (including when off site e.g. during sports lessons).

Training in paediatric first aid continues to be a requirement for the EYFS, with at least one person with a current certificate on the premises at all times when children are present and accompanying children on outings.

How Accidents are to be Recorded and Parents Informed

Schools should be aware of the duty to inform parents of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given. Any

accidents (which are more than something very minor like a small bump (not to the head) must be recorded in the School's Official Accident Book. This is kept by the playground door. Once completed by the member of staff who witnessed the accident, it must then be shown and counter signed by a member of the SLT. Parents must also be informed and a bump form completed (parents/carers must then sign this to show they have read it and are aware of the accident). Bump forms should also be completed by a member of staff for all minor accidents (e.g. during playtime). This is a whole school procedure and includes accidents which occur within the EYFS setting.

Notification to Parents Regarding Contagious Illness

Should a child be diagnosed with a contagious illness, such as chicken pox, a letter will be sent to all parents informing that a pupil in the school (and specific class) has been diagnosed. This letter will advise of symptoms also.

Parental Responsibility

Parents must accept responsibility for their child's welfare and are asked not to send them into school if they are infectious, have been suffering from diarrhoea or vomiting in the previous 48 hours or are unable to attend lessons. Parents will be informed and asked to collect their child if they become ill or sustain an injury and are unable to continue with lessons. Children may not go home unless permission has been given by the Head for them to leave. The Deputy Heads may give permission in the absence of the Head. Children will not be sent home to an empty house.

Confidentiality

Medical information will be managed within the guidelines and procedures identified in the school's data protection policy. All staff will also abide by the school's child protection and anti-bullying policies and ensure that where issues concerning child protection are raised that the procedures are followed.

Where children make staff aware of issues that have pastoral implications (such as bullying) the children will be strongly advised to share the information with a member of the staff team so that appropriate support mechanisms can be put in place.

Access to First Aid Kits

A first aid kit must be accessible at all times and with appropriate content for use with children. An accident book or similar written record (see information above) must be kept for accidents or injuries or first aid treatment. All classrooms are fully equipped with a first aid kit and first aid kits are also located in other locations around the school. The First Aid Coordinator (Dianne Redbond), checks these each term to ensure that the first aid kits are fully stocked at the start of each term. Staff are responsible for ensuring they remain fully stocked during the term. More useful information for staff is available in the Staff Handbook. The First Aid kit in the EYFS Classroom is stored in the top cupboard above the Teaching Assistant's desk.

Arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes)

Prescribed Medicines

Medicines should only be taken at school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Parents must provide written consent to the school by completing and signing the 'Permission for the school to supervise "pupil self-administration" form' (found in the Parents' Handbook), which details the child's name, what the medication is, why it is being taken, the dosage, time and method of administration. A record of medication given is kept in each classroom, detailing the date and time medication is given, the medication and dosage and the member of staff administering the medication. Parents must bring in the medication in its original container and hand it in at the start of school to the School Office. The First Aid Officer or a First Aid Trained member of staff will then supervise the child taking the medication as prescribed. Pupils are not to carry any medicines on their person during school hours (see below for exceptions).

Parents must ensure that any medicines provided for use at school are in date and replacements are sent in prior to their expiration. Expired medicines cannot be administered.

Any child who needs to use an inhaler for asthma should carry it with them at all times, and will be allowed to use it as necessary. A spare named inhaler must be brought in to be kept in an agreed place.

Any child prescribed an Epi-pen is encouraged to keep it with them at all times. Their second Epi-pen will be stored in an unlocked cupboard in an agreed place so as to be easily accessible if required in an emergency.

Expiry dates for all medication kept in school will be checked regularly by the First Aid Coordinator. Parents will be informed in advance of expiry date that a replacement is required.

Any food or other allergies will be recorded in the pupils' file and discussed at staff meetings to ensure all staff are aware of any allergies. Photos of pupils with allergies are shared with all staff, can be found in the staffroom (on the inside of a closed cupboard door for confidentiality purposes) and in each first aid kit along with a copy of the emergency contact details.

All medicines with the exception of Epi-pens must be collected at the end of the academic year. Reminders to this effect will be sent out. Any medicines not collected on the last day will be disposed of. Epi-pens may remain in the school, and must be replaced prior to expiry dates. It is the responsibility of parents to ensure that in date Epi-pens are held by the school. The school will make reasonable checks to ensure that those held are in date.

If prescribed medicine / topical cream needs to be administered at school, parents must complete a permission form, which can be found in the Parent Handbook or is available in the School Office. All medicines will be kept in the School Office / staff refrigerator and may only be administered in the presence of a First Aid Trained member of staff.

Medicine* and topical creams will only be administered if they have been prescribed. The label on the medicine must state the amount and frequency of the required dosage. (*This includes Neurofen / ibuprofen which will not be administered without a prescription.)

The school keeps a supply of Calpol and Piriton, which will be administered in extreme circumstances. This will only be done with written parental consent., which will be administered in extreme circumstances by a First Aid Trained member of staff, with **written parental permission**.

Staff Responsibility

Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times. Children must not be able to reach or touch any medication.

There are regular staff training sessions (run by external agencies if appropriate) on dealing with medical emergencies in the school. The sessions include dealing with asthma, diabetes, epilepsy, anaphylactic shock and how to use an Epi-pen. The various procedures for getting assistance and an ambulance are covered. A list of children with serious medical conditions is made available to all relevant staff and discussed regularly at staff meetings.

Signs – What to watch out for

- Asthma

The main symptoms of asthma are:

- wheezing (a whistling sound when you breathe)
- shortness of breath
- a tight chest – which may feel like a band is tightening around it
- coughing

- Allergic Reactions

If you are allergic to substances in the air – such as pollen, animal dander and dust mites – the symptoms usually include:

- rhinitis – sneezing and a blocked, itchy or runny nose
- conjunctivitis – itchy, red, streaming eyes
- asthma – wheezing, breathlessness and a cough

If you are allergic to a certain food or medication, symptoms can include:

- urticaria (hives) – a raised, itchy, red rash
- swelling – usually affecting the lips, tongue, eyes and face
- abdominal pain, vomiting and diarrhoea
- atopic eczema – the skin becomes dry, red and cracked

- Eczema

Eczema is a condition that causes the skin to become itchy, red, dry and cracked. It is a long-term (chronic) condition in most people, although it can improve over time, especially in children. Atopic eczema can affect any part of the body, but the most common areas to be affected are:

- backs or fronts of the knees
- outside or inside of the elbows
- around the neck
- hands
- cheeks
- scalp

People with atopic eczema usually have periods when symptoms are less noticeable, as well as periods when symptoms become more severe (flare-ups).

Hygiene Procedures for Dealing with the Spillage of Body Fluids

Special care should be taken when dealing with the spillage of bodily fluids (vomit, urine, faeces, blood etc.). Disposable gloves should be worn. These can be found in all first aid kits. The area should be isolated if possible and then treated with the Emergency Spillage Compound, a yellow sachet located in all first aid kits. This will reduce the spillage to a gel allowing for prompt and easy

clearance. The gel waste should be cleared (a dustpan and brush can be used) and placed in a plastic bag, knotted tightly and removed to an outside bin. The affected area should then be further cleaned with a sanitising wipe found in the designated First Aid area in the Staffroom cupboard. Additionally, a mop and bucket and additional cleaning products are located in the locked cleaning products cupboard in the cloakroom next to Class 6, should this be required. (padlock code 1947)

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Any accidents (which are more than something very minor like a small bump (not to the head) must be recorded in the School's Official Accident Book. This is kept by the playground door. Once completed by the member of staff who witnessed the accident, must then be shown and counter signed by a member of the SLT. Parents must also be informed and a bump form completed (parents/carers must then sign this to show they have read it and are aware of the accident). Any illnesses, diseases and dangerous occurrences must also be reported to the Head and relevant parents (and authorities where appropriate).

When to Call an Ambulance?

In situations where anyone has serious concern about a child's, visitor's or member of staff's health, everyone has the responsibility to call an ambulance (999) if there is any doubt at all about what to do – this includes visitors, staff and pupils.

Policy Reviewed: September 2018 by Dina Mallett and Dianne Redbond

Next Review: September 2019

Approved by: Josie Cameron Ashcroft September 2018 Next Review: September 2019