



ST JOHN HENRY NEWMAN CATHOLIC SCHOOL

PUPIL FIRST AID POLICY AND PROCEDURES

Approved by	
Name:	A. Yellowley
Position:	Chair of Governors
Signed:	<i>A. Yellowley</i>
Date:	October 2021
Review date:	October 2022

Health, Illness and Emergency

At St John Henry Newman Catholic School we believe that attendance in school is vital so that pupils can make the best possible progress. The health and well-being of every pupil is of paramount importance and we wish to support all parents who have any concerns about their pupil's well-being. In order to maintain a clean and healthy environment for all our pupils, we ask that parents refrain from bringing a pupil to school if they are sick and displaying signs of illness.

St John Henry Newman Catholic 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 pupils are identified
- To ensure sick pupils are cared for appropriately
- To protect pupils and adults from preventable infection
- To enable staff and parents to be clear about the requirements and procedures when pupils are unwell
- To deal efficiently and effectively with emergencies that may arise while pupils are in our care.

Procedures for Sick Pupil

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

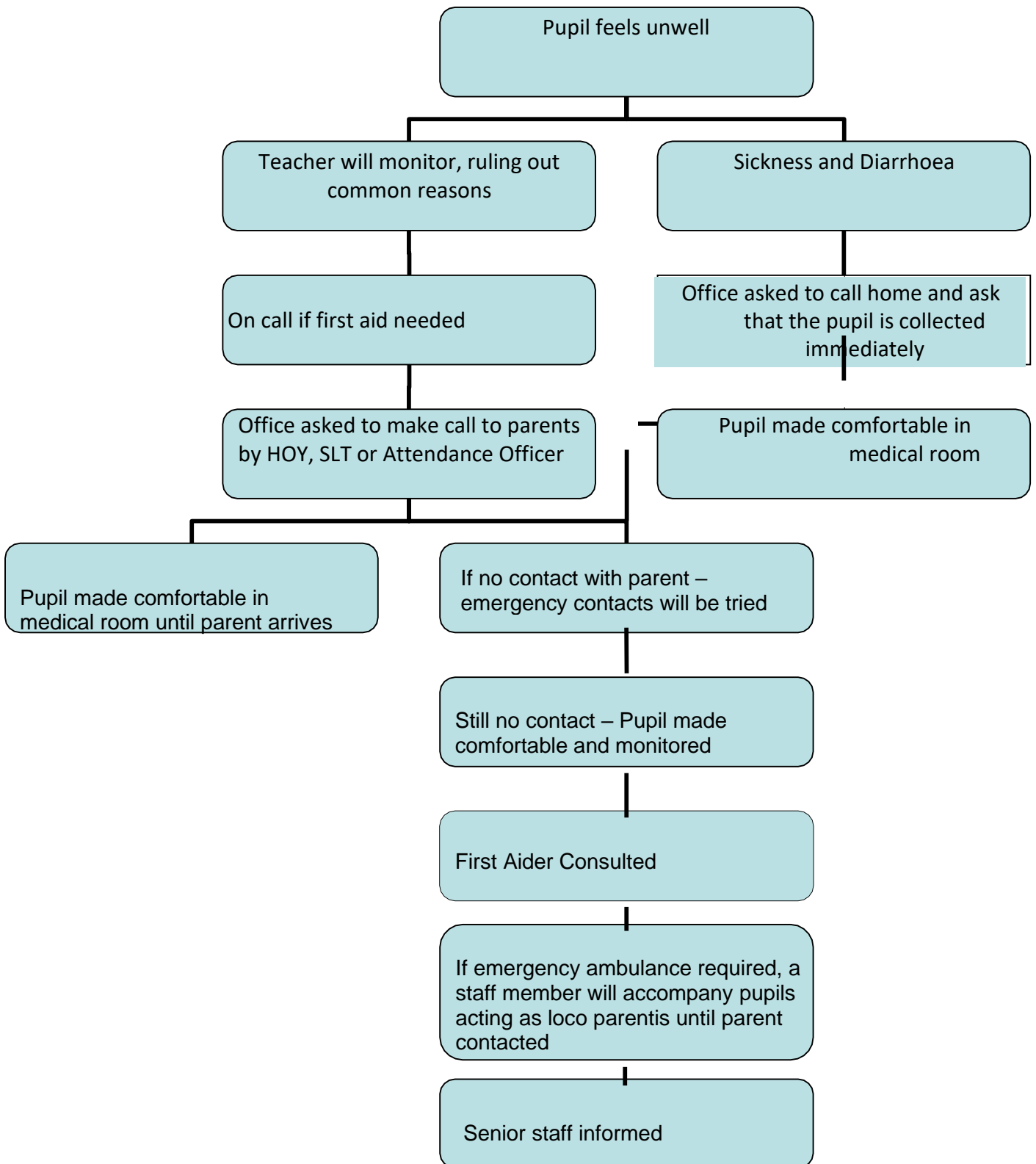
- If a pupil informs a member of staff that they feel unwell the member of staff will monitor the pupil and rule out any common reasons by ensuring that they have been to the toilet, that they are hydrated and that they are warm/cool enough. The member of staff will check that there is nothing worrying the pupil. **Staff will also check that there is no known condition on medical lists for this pupil.** Following initial checks the member of staff will then decide whether symptoms may require immediate first aid and use on call. On call will take the pupil to Student Services who will investigate whether the pupil does require a call home. If the pupil feels better they will return to class.
- Only a Head of Year, member of Senior Leadership Team or Attendance Officer can give permission for a pupil to be sent home.
- If symptoms suggest that they do not require first aid then the teacher will continue to monitor in class.
- If a pupil has sickness or diarrhoea in school they will be sent home immediately
- The pupil will be made comfortable while they wait to be collected in the medical room.
- If contact cannot be made with parents then staff will contact the emergency contacts provided by the parents on the admissions form.
- If parents/ emergency contacts cannot be reached the pupil will be made comfortable in the medical room and monitored and staff will continue to try to make contact.
- If necessary a first aider will be consulted for advice on an illness.
- In the case of an emergency when the pupil's health is at risk, an ambulance will be called and a member of staff will accompany the pupil to hospital. Parents/ authorised adult will be contacted. As soon as possible a senior member of staff will be 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.

Procedures for Sick Pupil

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



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 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. The names of staff who have completed First Aid qualifications are displayed around site. The Bursar/Assistant Bursar will ensure that there is a fully trained First Aider (or an appointed person in the event of there being no alternative) available at all times during the school day. The Bursar/Assistant Bursar will also be responsible for enabling the members of staff concerned to receive adequate First Aid training.

The First Aid boxes will be regularly checked to ensure 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 boxes, 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 Group Leader accompanying the group on the visit.

In the Event of a Major Accident, Incident or Illness (also see major accident flowchart)

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 pupil 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:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action. The First Aider will assess the situation and decide whether the pupil needs to go straight to hospital and whether they can administer first aid. First Aider will check against pupil's records for any known medical issues. If the pupil needs to go straight to hospital, an ambulance will be called. The parents/carer will also be contacted. A member of staff will accompany the pupil to hospital (if the parent is unable to arrive quickly) and will consent to medical treatment being given, so long as the emergency medical treatment statement has been completed and signed.
- If the pupil does not need to go straight to hospital but their condition means they should go home, the first aider will administer any first aid and the parent/carer will be contacted and asked to collect their pupil. In the meantime, the pupil will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of the Health Protection's infectious and communicable disease advice will govern the pupil's return to the School).
- If the First Aider assesses that the injury is not major, but minor: **See Minor Injury section**
- All major accidents and bangs to the head will be recorded in the First Aid book. School will also notify local pupil protection agencies of any serious accident or injury to, or the death of any pupil while in our care, and will act on any advice from those agencies.
- The school will follow the Health & Safety accident reporting procedure (forms and further advice are held in the Finance Office) Kym Allan, Schools Health & Safety Consultants will in turn report any accidents to the HSE where necessary.

The Bursar/Assistant Bursar/Headteacher/ and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the School's policies or procedures, and act accordingly, making suitable adjustments where necessary.

In the Event of a Minor Injury (also see minor accident flowchart)

When a pupil reports an injury or an injury is witnessed the following procedures will be followed:

- The member of staff will assess the injury/context of the injury and act accordingly. If the injury is not minor the member of staff will contact a qualified First Aider for advice or action. **See Major Accident section above**
- ⊖ A member of staff will administer first aid for a minor injury. This may be cleaning up of a graze and or applying a plaster. (pupils will be checked for any ongoing medical issue or allergy to plasters). Cold compress will be applied to any bumps or bangs to the head or face.
- The school will follow the Health & Safety accident reporting procedure (forms and further advice are held in the Finance Office) – Kym Allan, Schools Health & Safety Consultants will in turn report any accidents to the HSE where necessary.

Medication – please see: Policy and Procedures for the Administration of Medicine to Pupil Sun Protection

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

Exclusion of sick pupil from school

We understand the needs of working parents and do not aim to exclude pupils from school unnecessarily. However, the decision of the school is final when requesting the exclusion of a pupil for illness or infection. Decisions will take into account the needs of the pupil and those of the group. Pupils with infectious or contagious diseases will be excluded for certain periods. If a member of staff suspects that a pupil has an infectious or contagious disease, they will request that parents consult a doctor before returning the pupil 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 pupil attend the school while suffering from one of the communicable diseases and they should be excluded for the minimum periods recommended. Please see copy of the guidelines in the staffroom to illness/communicable diseases provided by the Health Protection Agency. Although exposure of a pupil to a communicable disease is not in itself sufficient reason to require their exclusion from school, any pupil who becomes a home contact of diphtheria, poliomyelitis, typhoid and paratyphoid fevers will be excluded.

A pupil who has sickness or diarrhoea whilst at the school is to be collected immediately. Chicken Pox – pupil 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 pupil can return to school. Parents will also be contacted if their pupil 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 pupil from diseases that could affect their health.

For information guidance on infection control in school and other childcare settings is attached.

Closing the School in an emergency

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

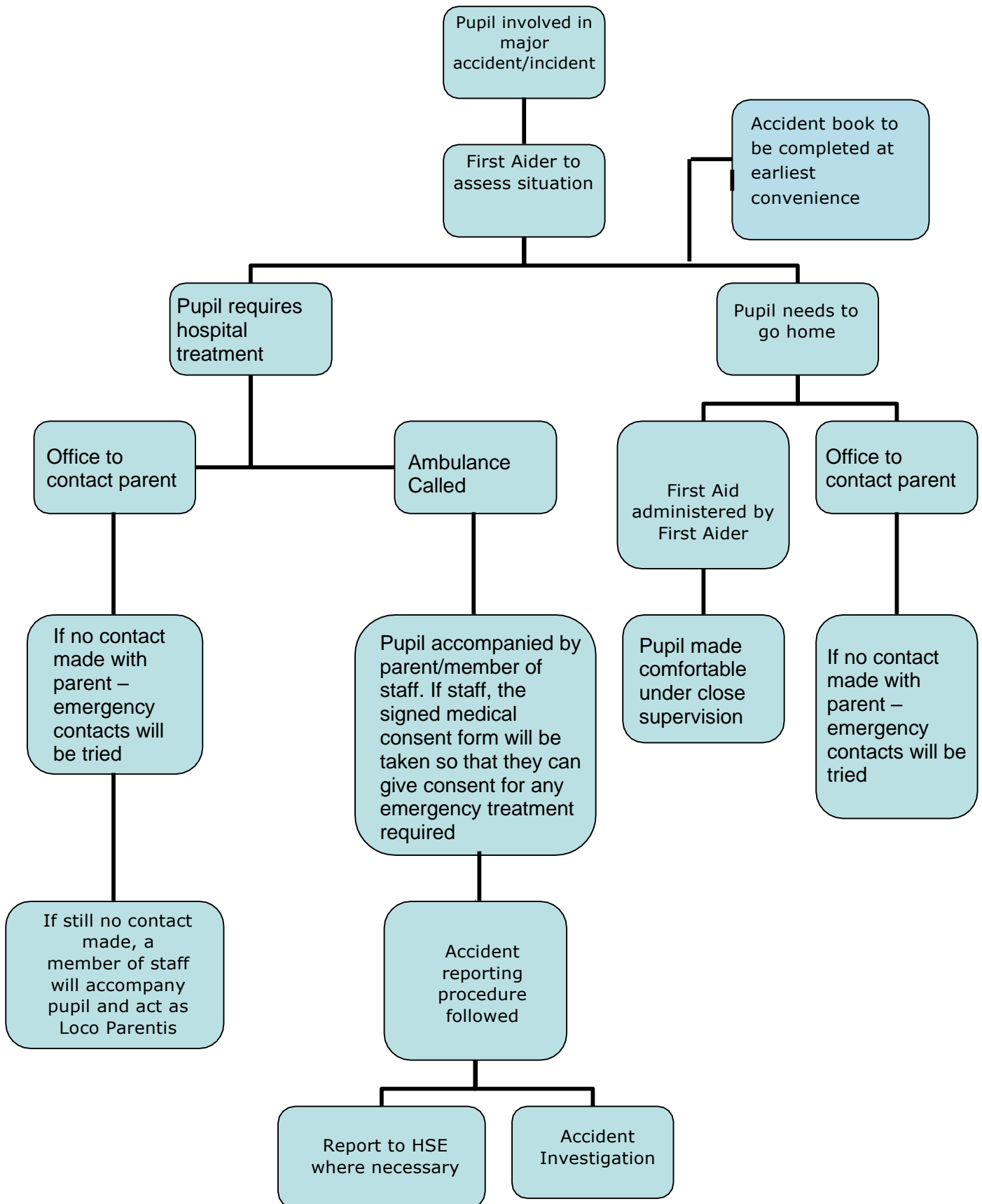
- Serious weather conditions (combined with heating system failure)
- Burst water pipes.
- Discovery of dangerous structural damage
- Fire or bomb scare/explosion
- Death of member of staff
- Serious assault on a staff member by the public
- Serious accident or illness

In such circumstances, under the direction of the Headteacher, staff will ensure that all steps are taken to keep both the pupil and themselves safe. All staff and pupil 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 pupil will be supervised until they are safely collected.

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 pupil 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:



In the Event of a Suspected Minor Injury

When a pupil reports an injury or an injury is witnessed the following procedures will be followed:

