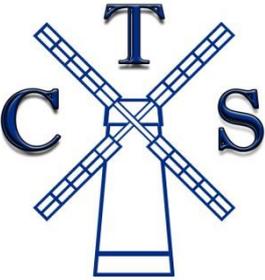


| | | |
|---|-------------------------|--|
|  | Name of School | Corbets Tey School |
| | Last Review Date | 08/01/2018 |
| | Next Review Date | 08/01/2019 |
| | Reviewed by | Governors Name: Julie Lamb Governors Signature:  |

Healthcare and First Aid Policy

At Corbets Tey 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 wellbeing of our pupils is of paramount importance and we wish to support all parents who have any concerns about their child's wellbeing. In order to maintain a clean and healthy environment for all our pupils we ask that parents refrain from bringing their child/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).

Corbets Tey 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 signs of sickness are identified
- To ensure sick pupils are cared for appropriately
- To protect pupils and staff 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.

Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. In the development of this policy, the school has considered its impact with regard to equalities legislation.

Procedures for Sick Children

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

- If a pupil appears to be or informs staff that they are unwell, the class teacher will decide that if, in their opinion the pupil is too unwell to remain in school.
- If a pupil has sickness or diarrhea they will be sent home immediately, they should not return to school for 48 hours after their last case of sickness/diarrhea.
- If a pupil is unwell they will be taken to the school office and a member of staff will contact parents/carers.
- If contact cannot be made with parents/carers then staff will contact the emergency contacts provided by the parents/carers that are recorded on SIMS.

- The pupil will be made comfortable while they wait to be collected.
- If necessary a first aider will be consulted for advice on an illness.
- If parents/carers emergency contacts cannot be reached, the pupil will be made comfortable and monitored and staff will continue to try to make contact.
- If a notifiable disease is suspected or illness reaches notifiable levels the Lead First Aider will contact the Local Authority and school will follow the advice given.
- 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. Parent/ Carer/ authorised adult will be contacted.
- If a pupil is off sick from school parents/carers are expected to ring in each morning and leave a message giving the reason for their child's absence.

First Aid

Under duties set out in the Health & Safety (First Aid) Regulations 2013, 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 (Appendix A). First aiders hold current First Aid Certificates. The Lead First Aider is the Health & Safety Officer and is responsible for maintaining the correct contents of the first aid cupboard in the medical room. All first aid trained staff are responsible for administering First Aid when necessary and appropriate. Several members of staff also hold the Paediatric First Aid qualification.

The names of staff who are nominated First Aiders or who have completed First Aid qualifications are provided during induction of new staff and is displayed in the administration offices, in the medical room, all classes and in Appendix A.

The Headteacher/Office Manager 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 Headteacher/Business Manager will also be responsible for enabling the members of staff concerned to receive adequate First Aid training.

The medical room will be regularly checked by the Lead First Aider 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 main First Aid supplies, and the names of any other qualified first-aiders, will be clearly displayed around the School's premises.

A First Aid kit 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 teacher/lead member of staff.

In the Event of a Major Accident, Incident or Illness

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

In the first instance, the lead first aider or other first aid trained person will be notified and take responsibility for deciding upon the appropriate action. The parents/carers will be contacted. The first aider will assess the situation and decide whether the pupil needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive. If the pupil needs to go straight to hospital, an ambulance will be called. A member of staff will accompany the pupil to hospital and act as a responsible adult in the best interests of the pupil. Health professionals are responsible for any decisions on medical treatment when parents are not available.

If the pupil does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the pupil will be made as comfortable as possible and be kept under close supervision.

Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the school.

All accidents will be recorded in the Accident Book. Accidents of a more serious nature will need to be reported online and to the Lead First Aider or Senior Staff. Please refer to the Accident Reporting Protocol in the Health and Safety Policy for 'Online Reportable Accidents'. Parents/carers will be asked to sign a Healthcare and First Aid Record (Appendix B) when they collect their child to acknowledge any healthcare or first aid performed by the school.

The school will follow Havering Council's accident reporting procedure. The council will in turn report any accidents to the HSE where necessary. The Headteacher/Office Manager/Teaching staff 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 Accident, Incident or Illness

In first instance, the Lead First Aider or other first aid trained person will be notified and take responsibility for deciding upon any appropriate action.

If the pupil does not need hospital treatment and is judged to be able to safely remain at the school, the first aider will remove the pupil from the activities and, if appropriate, treat the injury/illness themselves.

If and when the pupil is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session. Dependent upon the type of injury, (i.e. bump to the head, not requiring hospital treatment) the teacher or lead member of class staff will telephone the parents/carers to inform them that the child has had an accident.

At the end of the session, the teaching staff will fully inform the parent/carer on handover of the pupil of the incident or accident and any treatment given.

If the injury or illness incurred is such that the pupil remains unwell but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the pupil will be kept under close supervision and as comfortable as possible (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).

All accidents will be recorded in the Accident Book, located in the Medical Room and online if appropriate. Parents/carers will be asked to sign a Healthcare and First Aid Record when they collect their child to acknowledge any healthcare or first aid performed by the school.

The school will follow Havering Council's accident reporting procedure. The council will in turn report any accidents to the HSE where necessary. The Headteacher/Office Manager/Teaching staff 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.

Pupil Seizures

All pupil seizures lasting more than 1 minute should be recorded on a Seizure Log kept for each pupil (appendix C). This information can then be made available for medical professionals and/or parents as needed. Absences lasting less than one minute do not need to be recorded. The Healthcare and First Aid record sheet should also be completed if first aid is administered and/or a child goes home or to hospital as a result of their seizures.

Medication

Please see: Administration and Storage of Medication Policy

Sun Protection

Teachers and staff should be aware of the dangers posed to pupils and themselves by over exposure to the sun. In hot weather, parents/carers are encouraged to provide sun screen for their child/children. A store of named sun protection should be requested from parents and kept on the premises. Children will also be

encouraged to wear a hat when playing outside in the sun. 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 playing outside.

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. 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/pupil
- Serious assault on a staff member by the public
- Serious accident or illness

In such circumstances, under the direction of the Headteacher, the teaching staff will ensure that all steps are taken to keep both the pupils and themselves safe. All staff and pupils will assemble at the pre-arranged assembly point (**See Fire Action Plan and Emergency Evacuation 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 pupils will be supervised until they are safely collected.

Exclusion of sick children from school

We understand the needs of working parents and do not aim to exclude their children 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/carers consult a doctor before returning their child to school.

We recommend that no pupil 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 Public Health England.

Coughs and colds do not normally require the pupil to be excluded but this depends on the severity and how the pupil is able to cope with the school routine. If a pupil appears unwell, we may ask the parent/carer to take their child home.

Although exposure of pupils 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 diarrhea whilst at the school is to be collected immediately and kept away for 48 hours following the last bout of sickness or diarrhea.

Parents/carers will always be contacted and informed if their child has a high temperature of 101F / 38C or above.

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 – Pupils 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.

Associated Documents

Health and Safety Policy

Accident Reporting Protocol

Guidance on infection control in schools and other childcare settings (2014)

Supporting Pupils at School with Medical Conditions (2014)

Meeting the Medical Needs of Pupils Policy

Administration and Storage of Medication Policy

First Aid Risk Assessment

Fire Action Plan and Emergency Plan

Appendix A

First Aid Trained Staff as at 13 December 2017

| Legal Forename | Preferred Surname | Training Course Title | Renewal Date |
|-----------------------|--------------------------|---|-----------------------------------|
| Ashleigh | Bryant | First Aid - Paediatric | 20 March 2018 |
| Halldora | Donoghue | First Aid - Paediatric | 20 March 2018 |
| Laura | Duque Martinez | First Aid - Paediatric | 20 March 2018 |
| Sarah Jane | Foss | First Aid - Paediatric | 20 March 2018 |
| Charlotte | Hammond | First Aid - Paediatric | 20 March 2018 |
| Joanne | Lazenby | First Aid - Paediatric | 20 March 2018 |
| Alix | Oakley | First Aid - Paediatric | 20 March 2018 |
| Daisy-Anne | Salisbury | First Aid - Paediatric | 20 March 2018 |
| Rachel | Salisbury | First Aid - Paediatric | 20 March 2018 |
| Allana | Soloman | First Aid - Paediatric | 20 March 2018 |
| Angelique | Charalambous | First Aid - Paediatric | 01 September 2018 |
| Lynn | Clark | First Aid - Paediatric | 01 September 2018 |
| Catherine | Howlett | First Aid - Paediatric | 01 September 2018 |
| Kerry | Lockey | First Aid - Paediatric | 01 September 2018 |
| Lynette | Massey | First Aid - Paediatric | 01 September 2018 |
| Kirsty | Muddle | First Aid - Paediatric | 01 September 2018 |
| Shelby | Powell | First Aid - Paediatric | 01 September 2018 |
| Amy | Putt | First Aid - Paediatric | 01 September 2018 |
| Danielle | Thompson | First Aid - Paediatric | 01 September 2018 |
| Leanne | Whalley | First Aid (c/o Habit Factory) | 23 March 2019 |
| Deborah | Dow (Avelon) | First Aid At Work | 10 October 2019 |
| Lynne | Wade (Avelon) | First Aid At Work | 05 October 2019 |
| Pauline | Burgin (Avelon) | Paediatric First Aid First Aid at Work | 11 February 2018 21 April 2020 |
| Lorraine | Burr (Avelon) | First Aid - Paediatric | 20 March 2018 |
| Karen | Hoffman | Paediatric First Aid First Aid at Work | 11 February 2018 03 May 2020 |
| Vivien | Maxey | Paediatric First Aid Level 3 + AED | 09 June 2019 |
| Gaynor | Griffin | Paediatric First Aid Level 3 + AED | 05 December 2020 |
| Adam | Rivers (Avelon) | Emergency First Aid At Work Level 2 | 17 November 2019 |

Copy to be given to Parent/Carer
Copy to be retained in the Healthcare and First Aid Master File
Copy to be retained in the pupil file

UNCONTROLLED

