

# Courthouse Green Primary School

'Doing our best to be our best'

## First Aid/Sick Child Policy and Procedures

### Health, Illness and Emergency

February 2016

At courthouse Green 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).

Courthouse Green Primary School recognises its responsibility to promote a culture where health issues are discussed in an open and positive way to achieve high standards.

#### **Wraparound**

Our Wraparound (before and after school care) follows this policy. All Wraparound staff are first aid trained.

#### **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 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.

- If a child informs their teacher/ leader that they feel unwell the teacher/leader will make a decision if the child is too unwell to be in school.
- If a child has sickness or diarrhoea they will be sent home immediately, children should not return to school for 24 hours after their last bout of sickness/diarrhoea.
- If a child is unwell they will be taken to the school office and a member of staff will contact parents/carers.
- If contact can not be made with parents then staff will contact the emergency contacts provided by the parents on the admissions form.
- The child 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/ emergency contacts can not be reached the child will be made comfortable and monitored and staff will continue to try to make contact.
- If a notifiable disease is suspected the business 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.
- In the case of an emergency when the child's health is at risk an ambulance will be called and a member of staff will accompany the child to hospital. Parents/authorised adult will be contacted.
- If a child is off sick from school parents 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 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.

The names of staff who are nominated First Aiders or who have completed First Aid qualifications are displayed in the First Aid bay.

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

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 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.

### **In the Event of a Major Accident, Incident or Illness**

The School requests that parents/carers complete and sign an emergency medical treatment form enabling the Phase Leader or 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:

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 child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive. If the child needs to go straight hospital, an ambulance will be called. The parents/carer will also be contacted. A member of staff will accompany the child to hospital so long as the emergency medical treatment form has been completed and signed.

If the child 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 child 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 child's return to the School).

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 first aid given will be recorded in the First Aid book. Parents/carers of children in Early Years will be asked to sign the Early Years First Aid book when they collect their child to acknowledge any first aid performed by the School.

The school will follow Coventry Council's accident reporting procedure (forms and further advice are held in the school office) – the school's Health and Safety advisor will make any necessary reports to the HSE on the school's behalf. The Business Manager/Headteacher/Foundation Phase Leader 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 the first instance, the designated First Aider will be notified and take responsibility for deciding upon any appropriate action.

If the child does not need hospital treatment and is judged to be able to safely remain at the School, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.

If and when the child is feeling sufficiently better, they will be resettled back into the activities, and teaching staff will be asked to keep the child 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) admin staff may telephone the parents to inform them that the child has had an accident.

At the end of the school day, teaching staff will inform the parent/carer on handover of the child of the incident or accident and any treatment given.

All first aid given will be recorded in the First Aid book. Parents/carers of children in Early Years will be asked to sign the Early Years First Aid book when they collect their child to acknowledge any first aid performed by the School

The school will follow Coventry Council's accident reporting procedure – (forms and further advice are held at the school office) – the school's Health and Safety advisor will make any necessary reports to the HSE on the school's behalf.

### **Medication – please see: Policy and Procedures for the Administration of Medicine to Children**

#### **Sun Protection**

The Phase Leader and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sun screen for their children. 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.

#### **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. 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, the Phase Leader and 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.

#### **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 their classmates.

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.

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 ask your G.P. for information or contact the school.

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 24 hours following the last bout of sickness or diarrhoea.

Parents will be contacted and informed if their child appears to have a high temperature.

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.

#### Health protection agency

#### **West Midlands PHE Centre**

6th Floor,

5 St Philip's Place  
Birmingham  
B3 2PW

Tel: 0344 225 3560

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