



**Triumph Trust**  
**First Aid/Sick Child Policy**

**March 2023**

**Date for review: March 2024**

## PURPOSE

The health and safety of our staff, pupils and visitors is of paramount importance to the Triumph Trust. Through this policy, and its linked policies: Health and Safety, Supporting Children with Medical Conditions and the Educational Visits policy, we aim to support our children to be in school as often as possible, so that they can make the best progress possible.

We want children to attend school regularly but will always contact parents if we feel children are too poorly to be in school. The Trust follows current Government/Public Health advice including the management of specific infectious diseases and NHS advice, for example regarding when a child is too ill to come into school. The Trust 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. There are always sufficient numbers of staff who are First Aid trained, available.

The purpose of this Policy is to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes
- Ensure sick children are cared for appropriately and that parents are informed
- Protect children and adults from preventable infection
- Enable staff and parents to be clear about the requirements and procedures when children are unwell

## Legislation and Guidance

This policy is based on:

- **The Statutory Framework for the Early Years Foundation Stage (EYFS)**
- **The Health and Safety (First Aid) Regulations 1981**, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- **The Management of Health and Safety at Work Regulations 1992**, which require employers to make an assessment of the risks to the health and safety of their employees.
- **The Management of Health and Safety at Work Regulations 1999**, which require employers to carry out risk assessments, make arrangements to implement necessary measure, and arrange for appropriate information and training.
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept.
- **Social Security (Claims and Payments) Regulations 1979**, which set out rules on the retention of accident records.
- **The Education (Independent School Standards) Regulations 2014**, which require that suitable space is provided to cater for the medical and therapy needs of pupils
- **The General Data Protection Regulations 2018 (GDPR)**

This policy complies with our funding agreement and articles of association.

## Roles and Responsibilities

### Appointed person

The Executive Head Teacher has responsibility for the implementation of this policy, and delegates the tasks to the appointed person(s) for First Aid and the Trust Business Manager. They ensure that:

- First Aid Risk Assessments are periodically carried out and control measures put in place
- Ensuring there are adequate numbers of trained paediatric and First Aid at Work First Aiders on site, at all times
- Ensuring staff and appointed First Aiders are aware of their responsibilities and how to respond to an incident.
- Ensuring that adequate space is available for dealing with the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

### Qualified First Aiders and nominated staff are responsible for:

- Acting as first responders to any incidents, taking charge and assessing the situation and providing immediate and appropriate treatment where necessary
- Filling in the First Aid book and, where appropriate, an accident form as soon as is reasonably practical, after an incident
- Informing class teachers so that parents can be informed via a slip home/seesaw/ showbie/class dojo where there has been a significant injury (especially a head wound where children will also be given a red band to wear).
- Sending pupils home to recover, where necessary and if the child stays in school send home with a letter to parents detailing the injury
- Ensuring adequate supplies of medical materials and replenishing the first aid boxes as necessary

The names of First Aid qualified staff are displayed in each school, as required by law.

**There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.**

The Trust Governing Board has ultimate responsibility for health and safety matters in school, but delegates operational matters and day to day tasks to the head teacher and staff members.

## First Aid Procedures

### In the event of an incident on the school site resulting in an injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified First Aider, if appropriate, who will provide the required first aid treatment. **Dialling 0 on any phone will take staff to reception who can assist in locating a First Aider, if necessary.**
- The responding First Aider will assess the seriousness of the incident and, where necessary, call for additional help from other First Aiders, or call an ambulance.
- The First Aider will treat the injury according to their training. This may involve putting the patient into the recovery position or moving them to a safer place, if safe to do so.
- If an ambulance is called, the protocol described in **Appendix 1** must be followed.

- The First Aider will record the incident in the First Aid book as soon as it is reasonably practical to do so. They will also complete an accident form if the injury results in the child being sent home, or an ambulance is called.
- No medication of any kind will be administered to the child, unless the parent has been called and has given permission.

## Head bumps

Where a child has sustained a minor bump to the head, the child will be given a red band to wear so that all staff are aware that they need to be monitored closely for the rest of the school day, if they are staying in school. The parent will be given an accident slip at the end of the day. If there is any doubt as to the seriousness of a head bump, the first aider will call the parent to inform them and discuss with them the course of action to be taken. The parent may agree for staff to monitor the child for the rest of the school day.

## 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/first aider 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 48 hours after their last bout of sickness/diarrhoea.**
- If a child is too unwell to remain in school, 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 parents on the admissions forms.
- If necessary, a first aider will be consulted for advice. The child will be made comfortable while they wait to be collected.
- If the school is notified that a child has potentially been in school with a specific infectious disease (for example chicken pox) all staff in school will be notified, so that any vulnerable staff (such as staff who are pregnant) may be informed and take advice from their doctor, if necessary.
- If a notifiable disease is suspected, the Health and Safety Lead/Senior Leader will contact the health protection agency and the Trust will follow the advice given.
- 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/emergency contact will be contacted.
- If a child is off sick from school, parents are expected to ring in each morning (safeguarding requirement) and leave a message giving the reason for their child's absence.

## Off-site procedures:

When pupils are taken off the school site, for a trip or visit, staff must follow the **Educational Visits Policy** and ensure the following:

- They have a school mobile phone that is fully charged and credited to be able to make calls
- A portable first aid kit
- Information about the specific medical needs of pupils (See Supporting Pupils with Medical Conditions policy)
- At least one fully qualified First Aider/Paediatric First Aider must accompany the trip
- If the visit is outside of normal school hours, a designated contact must be established, who can be contacted and help to co-ordinate any responses to an incident, including calling parents etc.
- If parents need to be called, the trip organiser may call the school/designated contact to obtain the detail and/or make the calls as deemed appropriate, according to the situation.

## **Sun Protection:**

The Trust understands the dangers posed to children and staff by overexposure to the sun. In hot weather, parents/carers are encouraged to put 8 hour sunscreen on their children before they come to school. Children should also bring a hat to wear and a water bottle to enable them to stay hydrated. Children will be encouraged to drink water frequently and shady areas out of the sun are always available to children when playing outside.

## **First Aid Equipment**

A typical first aid kit in our schools will include the following:

- A leaflet with general first aid advice
- Regular and large size bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety Pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Sterile eye wash

No medication is kept in First Aid kits.

## **Record keeping and Reporting**

### **Records**

There is a First Aid book located in each of the designated First Aid areas and in all portable First Aid bags. EYFS parents are notified via the parent portal (SeeSaw or Class Dojo) or an injury slip is given at the end of the day. All incidents are recorded in the First Aid book.

Any injuries which result in a child being sent home, or an ambulance called, or, subsequently a more serious injury is diagnosed, or time lost, will also have an accident form completed (Appendix 2), which gives details of the events leading up to the incident and details of the incident itself. Accident Records are reviewed and monitored to assess

if there are any actual or potential Health and Safety issues, or to address potential weaknesses in the Trust's policies, procedures and risk assessments.

Records held in the First Aid book, and the accident forms, will be retained by the school for a minimum of three years, and then securely disposed of.

### **Reporting**

The Trust will follow guidelines laid down by the Health and Safety Executive (HSE) for accident reporting procedures and the Trust's Health and Safety Advisor will make any necessary reports to the HSE on the school's behalf. The Trust will also notify Ofsted and Safeguarding agencies where applicable.

### **Training**

All school staff are able to undertake first aid training, if they would like to.

All first aiders must have completed a training course, and hold a valid certificate of competence to show this. The school keeps a register of all trained first aiders, the training they have received and the refresher dates.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first certificate which meets the requirements set out in the EYFS framework and is updated every 3 years.

This policy will be reviewed by the Trust Business Manager every three years, or as necessary.

At every review, the policy will be approved by the Executive Head teacher.

### **Linked Policies**

Health and Safety

Supporting Children with Medical Conditions

Educational Visits Policy

## APPENDIX 1

### Calling an ambulance in an emergency

The First Aider(s) will need to stay with the patient and will need assistance from other staff members. A senior member of staff should assist the first aider to ensure that the following steps are taken. This may be the senior lunchtime supervisor, or the classroom teacher but can be any member of staff who is available at the time. It is not possible to cover all possible scenarios within this procedure, so common sense should be applied in all cases.

- **GO TO THE NEAREST PHONE** and dial 999.
- Call the admin office (dial 0 from a phone or use the radio) to inform them an ambulance is being called – **they will need to know exactly where the patient is**, so they can direct the ambulance to the correct place, quickly\*.
- Allocate a member of staff to organise the movement of the children away from the affected area, and, if necessary, to clear a safe path for the ambulance to access the school grounds and to ensure the patient's privacy is maintained.
  - This may involve calling 'wet play' to get the children safely inside or moving the children to a different area of the playground, with staff forming a cordon to keep the children away from the area to be accessed by the ambulance.
  - If the incident has occurred inside the building, this may involve moving children to a different classroom.

#### OFFICE:

- Where access for the ambulance is via a locked gate, allocate a member of staff to open the gate (spare keys are kept in the Admin Office).
- Allocate a member of staff to go to the main road to look out for the ambulance and guide them to the correct entrance, and to the patient.
- Print out a data sheet from Arbor for the patient and give to the staff dealing with the incident. (They will pass this on to the paramedics).
- Call the parent/guardian and explain that an ambulance has been called and why. If you don't know the reason, try to reassure them that they are with a First Aider. The parent should be encouraged to come to the school immediately, so they can accompany the child to the hospital, in the ambulance, if necessary.
- If the parent cannot get to school in time, a member of staff is allocated to accompany the child to hospital.

\*Wraparound:

- As the office is closed after hours, wraparound staff will call for assistance from the site officer, or another member of SLT, and they will allocate staff to go to the front of the school to direct the ambulance. They will also call the parent.



## ACCIDENT/INCIDENT REPORT FORM

**Type of accident:** Road or vehicle / Educational Visit / In school / Outside of school / Other

**Were injuries sustained?** YES / NO

### Section 1: Personal Details

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**Name of injured person / person involved:**

**Date/Time of incident:**

**Gender of person:**

**Age of person:**

**Status of person:** Trust employee / Pupil / Visitor / Other (please specify)

**Home Address of the person:**

**Phone no:**

**Email Address:**

### SECTION 2: Details of accident / incident

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**Location of accident / incident**

**Details of the accident / incident** (*what led up to the accident, how did it occur, what did you see or hear, what did you do?*) – continue on second page if necessary.

**Was an injury sustained:** Yes / NO

IF yes, please give details including body part affected:

**Details of any witnesses:**

