



# First Aid Policy

LCS is committed to providing adequate and appropriate first aid equipment, facilities and trained staff in accordance with the Health and Safety (First Aid) Regulations 1981. In addition to this the school is committed to ensuring the safety of all staff, pupils and visitors. This is the statement of general policy and arrangements for London Christian School.

## **Practical arrangements**

The whole school health and safety risk assessment will include assessing need and arrangements for first aid provision on the school premises and on educational visits. First aid boxes are located in all classrooms as well as in the school office and the rooftop playground. There are also first aid boxes in the sick bay designated to be used on trips. A designated sick bay with a bed and basin and near to a toilet can be found on the ground floor next to the school office. The school secretary is the appointed person responsible for maintaining accident record books, replenishing first aid supplies and arranging staff training as appropriate.

## **Illness during the school day**

If a child becomes unwell or is injured during the school day, they will be sent with a friend to the sick bay for initial assessment and the office will liaise with the Headteacher to decide if a parent/carer needs to be informed. They will consider the nature and severity of the injury or illness as well as the medical history of the student and any other relevant factors. The pupil will be sent home as soon as is practically possible if considered to be too unwell to continue with the school day or potentially contagious to others.

If a member of staff or a pupil becomes seriously unwell or injured whilst at school, the member of staff in the classroom or on duty will contact the office via walkie talkie or send a student to the office to request the assistance of a first aid trained member of staff. Whilst the child or member of staff is receiving first aid attention, it is the responsibility of the member of staff in the classroom or on duty to stay with the remaining children. The Headteacher will decide and arrange for the child to be either taken home or to a hospital, either by a member of staff/parent/carer and/or by ambulance.

If a child is unwell in the morning before arriving at school and could be contagious, parents must ensure that the child is kept at home for the wellbeing of the child and other students. Children who have had diarrhoea and/or vomiting on the evening preceding, or the morning of a school day, should not come into school that day.

Any child who is found in school with head lice will be sent home for treatment so as to reduce the spread to other students. If parents notice that their child has head lice they must ensure that it is treated as soon as possible and before the child comes back to school.

## **First aid trained staff**

The school currently has the following staff trained in First Aid (correct as of August 2015):

- Natalie Trowbridge      *Emergency First Aid at Work*
- Joseph Ammoun        *Emergency First Aid at Work*
- Frances Goldenberg    *Paediatric First Aid*
- Samuel Gamblen        *Paediatric First Aid*
- Anna Pringle            *Paediatric First Aid*
- Samuel Smith           *Emergency First Aid at Work*
- Danielle Alexander      *First Aid at Work*

A list of the qualified First Aiders can be found in the sick bay and in the staff room.

At least one qualified First Aider must be on-site at all times when there are more than 10 people present. In addition to this, there must always be a member of staff trained in Paediatric First Aid within reasonable distance from the Early Years Foundation Stage (EYFS) classes and on EYFS trips.

The school is aware of the requirement to renew first aid qualifications once every three years and will ensure that an appropriate number of staff are trained.

### **Recording incidents**

Minor Incidents Carbon Copy (MICC) books and the First Aid book are used to record incidents both on and off-site. MICC books can be found in the office, on the rooftop playground and in First Aid boxes. These books are for recording and notifying parents of non-serious injuries or sicknesses which occur on or off-site that do not require the administration of first aid. The following details must be recorded in the MICC book:

- Name of student and date
- What happened (factual and with no other student referenced)
- Injury/sickness described
- How the injury/sickness was treated
- What happened to the student directly after the incident
- Signature of reporting adult

Once the incident has been recorded in the MICC book, the duplicate copy must be sent home via the student's parent communication book. The MICC books will be kept for a minimum of three years.

The First Aid book is located in the office and is used for the accurate recording of first aid administration which will be administered, where possible, by a member of staff trained in first aid. The First Aid book must only be completed by a member of office staff or the Headteacher. Incidents that result in death, major injury or incapacity from work for three or more consecutive days will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0845 300 992. In the case of EYFS children, these accidents will also be reported to local child protection agencies as well.

The school secretary is the appointed person responsible for monitoring the incident record books to ensure all incidents are properly documented and to identify any patterns / reasons for further risk assessment.

### **Medical action plans and medication**

If a pupil has a medical condition (such as epilepsy, asthma and allergies), the parent should inform the school and complete a medical action plan form when they first join the school or when the condition is diagnosed. This form includes details of symptoms, severity and frequency of symptoms and full details (name, dose, frequency) of prescribed/recommended medication needed, as well as authorisation from parents to administer this medication in school. This will be kept in the medical plan folder in the sick bay and consulted if needed. Any changes to this condition should be brought to the school's attention immediately and the action plan changed and authorised accordingly. Each class teacher will be given a list of pupils who have medical conditions in the school and a list can also be found on the staffroom notice board. It may be necessary for the Headteacher to arrange for a member of staff to undergo specialised training for the welfare of a pupil. All medication must be kept either in the sick bay or in the staff fridge and should be clearly labelled with the child's name. If medication is administered by the school according to the authorised medical action plan, it is recorded in the pupil medication administration log and the parent is informed verbally on the same day.

For any ad hoc administration of medication (e.g. a course of antibiotics), parents must complete and sign an ad-hoc medicine information form, which includes the reason for medication, details of symptoms and full details (name, dose, frequency) of the prescribed/recommended medication needed, as well as authorisation from parents to administer this medication in school. These forms will also be kept in the medical plan folder and administration is recorded in the pupil medication administration log. Please note that the school will only administer medication prescribed or recommended by a doctor/nurse or pharmacist. Any other medicine should be administered outside school only.

If a member of staff has a medical condition, they are advised to communicate details to the Headteacher and keep any medication out of reach of children. Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and must communicate effectively with the Headteacher as to the advice given.

#### **First aid on a trip**

The staff member in charge of the trip should make sure that they always take a first aid kit with them on any trips off site.

- For minor injuries, the child will be given attention and the Minor Incidents Carbon Copy book will be filled in and put in the student's parent communication book.
- In the event of serious injury, an ambulance should be called straight away, followed by a call to the Headteacher. The school will contact the parents of the student where appropriate.
- Staff should consider student medical plans in their trip risk assessment (e.g. allergies / asthma) and specific medication for pupils must go on the trip (*see Educational Trip Preparation Checklist and Health and Safety Policy*). The teacher or the person assigned to look after the child should administer the medicine, if required, and in an emergency, the staff member most readily available should administer the medicine.

#### **Hygiene procedures**

Protective materials will be worn when cleaning up after an incident involving body fluids and necessary precautions will be taken to minimise exposure to staff and pupils. Materials and equipment for cleaning up after such incidents can be found in the sick bay and include disposable gloves, cloths, disposable sick bowls and body spill granules.

Policy approved by Directors, July 2015.