Ombersley Endowed First School & Pre-School
First Aid, Intimate Care and Medicines in School Policy

Introduction
This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

Aims
• To ensure the efficient application of First Aid to children and staff who are on site during the school working day and during off-site activities
• To draw to employees attention the need to be vigilant with regard to potential hazards in order to assist in reducing the need for First Aid

Staffing Provision
• A qualified First Aider or an 'appointed person' will be available to administer first aid as required during the school working day. The 'appointed person' will have received the necessary training.
• A qualified First Aider will be available to take charge of an accident or illness if required to do so by an 'appointed person'.
• Staff who hold a First Aid qualification will be available if the designated First Aiders are not on site.
• There will be a qualified First Aider accompanying off site activities and visits.
NB. Unqualified staff should only administer first aid if a qualified first aider or appointed person is not on site

First Aid Equipment and Facilities
First Aid materials are stored in every classroom, the staff Room and in the Tree House.
They contain only the following approved equipment, together with guidance on the treatment of injured people:
• Protective latex gloves
• Individually wrapped sterile adhesive dressings
• Plasters
• Extra large sterile individually wrapped unmedicated wound dressings
• Forehead thermometers
• Ice packs (kept in staffroom/Reception/Pre-School fridges)

Mains tap water only will be used to irrigate wounds (on kitchen roll). First Aiders may only use items that they have been trained to use. A First Aider will be responsible for keeping the First Aid stock up to date.

Travelling First Aid Kits
Travelling kits contain:

- Individually wrapped sterile adhesive dressings
- Large sterile unmedicated dressing
- Triangular bandage
- Safety pins
- Individually wrapped moist cleaning wipes
- Micropore tape
- Plasters
- Cool packs
- Hand gel
- Protective latex gloves
- Tissues
- Sick Bags

Procedures
In case of concern about the health of or injury to an individual the following precautions should be followed:
1. Individual sent to a First Aider or Appointed Person.
2. Injury or concern checked and an assessment made of the level of treatment needed.
3. Treatment administered or individual referred to qualified First Aider for treatment.
4. Appropriate persons informed depending on level of injury – class teacher, parents, Headteacher
5. Incident recorded in Accident book
6. Secondary aid will be sought if necessary and at the same time the parent/guardian will be informed
7. If an appropriate adult cannot accompany the casualty to hospital, a member of the SLT, the First Aider or appointed person is responsible for recording details of the accident (such as injury type and treatment given) in the accident book and if necessary complete other documentation.
8. First Aid sticker applied to child's clothing.

Disposal of blood-soaked materials
If dealing with materials contaminated with blood please double wrap in plastic and dispose of in the sanitary bin located in the disabled toilet.

Documentation
1. The First aid list containing specific pupil information is to be kept up to date by the School Administrator. Each class to have a copy of this list in their class register.
2. Accident Book
The accident books are kept in the Staff Room and Reception classroom. The following details should be recorded:

Child's name, class, date time, type of injury, how the injury occurred, treatment given and the signature of the person treating the injury.
3. For major accidents an additional county form should be completed and given to the Headteacher. These forms are kept in the office.

Treatment
Following Government advice, First Aiders must take precautions where possible to protect themselves from infection by:
• Using protective gloves and covering exposed cuts or abrasions with a waterproof or fabric dressing, before treating a casualty
• Washing hands before and after applying dressings
• If direct skin contact with blood or body fluids occurs, the affected area should be washed as soon as possible and medical advice sought.
*** If there is any slight cause for concern parents must be contacted and informed so that they may make a decision on treatment. Parents must always be contacted in the event of:**
1. A significant bump on the head
2. On-going distress
3. Potential illness
4. Very high or very low temperature

Intimate Care and Examinations
No intimate examination of a child must be made except after consultation with the Headteacher and parent of the child.
If it is necessary to make an intimate examination or provide intimate care then the following protocol must be followed.

Policy for Providing Intimate Care
Not all staff are willing to undertake toileting support, nor are intimate hygiene procedures included within their job descriptions. However, there is an expectation that members of staff would be willing to undertake this duty occasionally. Therefore, at OEFS, no member of staff is required to change soiled or wet children, however, all staff are expected to change children on an occasional basis if they are happy to do so and they follow the agreed Protocol.
For children who have a recognised, ongoing incontinence difficulty it may be necessary for the school to provide regular toileting support and intimate care as part of a Healthcare Plan.
Agreed Protocol
1. If a child has an ongoing, recognised problem with soiling and/or wetting, written permission from the parents should be sought for members of staff to regularly change the child in school and
provide intimate care as part of the child's Healthcare Plan.
2. If an occasional soiling/wetting incident occurs the child should be encouraged to change and clean themselves, with verbal support and guidance from an adult. **Every effort must be made to encourage the child's independence and minimize staff intervention.**
3. If the child is unable to adequately clean/change themselves then the supervising adult should ask permission from the child to help change/clean them.

4. If the child does not agree or is particularly distressed then parents should be asked to come into school to change their child.
5. If parents cannot be contacted staff must deal sensitively with the child, encouraging him/her to clean themselves or accept help from the adult**.**
6. When a child is being cleaned by a member of staff then **another adult must be in close proximity**. **All efforts must be made to ensure the privacy of the child and to avoid loss of the child's personal dignity**.
7. **All staff must be familiar and comply with school safeguarding procedures.**

Off-site Activities
When children are involved in off-site visits the following will apply:
1. The required number of stocked travel First Aid Kits will be taken (1 per year group)
2. A qualified First Aider will accompany the children
3. If an accident occurs the First Aider or teacher in charge will deal with it using the following strategies:
- Treat the injury and if it is considered to be sufficiently minor then let the pupil continue with the activity, under supervision.
- If there is any doubt then the teacher in charge must phone the school to seek advice
- If necessary the teacher will seek specialised advice from a hospital casualty department and inform the school immediately.
An adult (preferably a teacher) must stay with the child until treatment is completed or a parent/guardian arrives
- On return to school **any** accident must be reported immediately by the teacher directly to the Headteacher and the parent/guardian of the child and an accident report completed as soon as is reasonably possible.

Medicines in School
The school will administer medication only in the case where a child has an ongoing medical condition and an agreed Health Care Plan has been signed by the parents, School Nurse and Headteacher. However, there are no legal or contractual requirements for teachers to administer medication. If a child needs medication during the day and the dosage cannot be altered to fit around school times then parents are offered the facility of coming into school to administer medicine themselves.

Asthma Inhalers
Inhalers can be administered by the child, with the support of a First Aider or appointed person. Inhalers are stored in classrooms.
For off-site visits the First Aider will be responsible for ensuring that all appropriate inhalers are taken on the visit and class teachers will keep the inhalers with them throughout the visit.
It is the parent's responsibility to check that they have medication in them, that they are in date and that spacers are clean.

Auto-injectors for Anaphylaxis Shock Treatment
All members of staff receive appropriate Auto-injectors training annually. Auto-injectors are stored in the child's classroom in a clearly marked box, out of reach of children. It is the Class teacher's responsibility to ensure Auto-injectors are taken on off-site visits.
It is the parent's responsibility to check Auto-injectors termly in order to ensure that they are in date.
To ensure that all staff members are aware of those children with serious allergies, a brief description of each child's allergy is placed on the board in the staffroom and in the First Aid area.

Visitors and Contractors
First Aid will be given where necessary to individuals who have been invited onto the site. Non-employees will be treated under 'good neighbour' terms if first aid facilities are requested.

Signed: ***Caroline Moore***

Date: April 2020
Review Date: Autumn 2023

APPENDIX 1

Ombersley Endowed First School
Parental Permission for Intimate Care

I have read the First Aid, Intimate Care and Medicines in School Policy.

I give my permission for …….. to receive intimate care (for example helping with changing or following toileting) should the need arise.

I understand the staff are doing this on a voluntary basis and will endeavour to encourage my child to achieve independence in this area with dignity and respect.

I will provide the necessary clothing.

I understand I will be informed on each occasion this happens.

Signed ……

Person with legal responsibility for …….