

# St Matthew's High Brooms CE Primary School

Powder Mill Lane  
Tunbridge Wells  
Kent  
TN4 9DY



## First Aid Policy

**Headteacher: Mrs Judith Holt**  
**Chair of Governors: Mrs Karen Stevenson**

**Ratified: July 2017**  
**Next Review: July 2019**

**Policy written by: Carolyn Pollard, Shirley Austen, Sue Coppard**

*Distinctive Christian values-  
Honesty, Kindness, Respect, Responsibility*

## **First Aid Policy Statement**

### **Rationale**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

### **Purpose**

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of the staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good first aid cover is available in the school and on visits.

### **Guidelines**

New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

### **Conclusion**

The administration and organisation of first aid provision is taken very seriously at St Matthew's High Brooms CE Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school follows guidelines set by KCC in regards to Health and Safety.

## First Aid Policy Guidelines

### Definitions

**First aider** – someone who administers first aid, has undergone a training course in administering First Aid at Work (FAW) and holds a current FAW certificate, current Paediatric First Aid (PFA), an Emergency First Aid at Work (EFAW) certificate or Emergency Paediatric First Aid (EPFA) .

Current First Aiders:

Name	Qualification	Valid until
Shirley Austen	FAW	Oct 2017
Sue Coppard	PFA	May 2018
Kathryn Neighbour	FAW	Feb 2018
Sara Brown	FAW	Feb 2018
Pauline Rylie	FAW	Oct 2018
Claire Hardwick	FAW	Feb 2019
Claire Latter	FAW	Oct 2017
Carolyn Pollard	FAW	Nov 2017
Kevin Aldridge	FAW	July 2017
Amanda Page	FAW	June 2017
Debbie Brown	EPFA	May 2020
Geeta Patel	EPFA	May 2020
Lisa Webb	EPFA	May 2020
Jenny Hibbett	EPFA	May 2020
Wayne Clarke	PFA	Jan 2020
James Draper	PFA	Jan 2020

Trained first aiders are constantly reviewed and members of staff will be booked onto first aid training when a need has been identified by the school.

### Responsibilities:

Name	Position	Responsibility
Shirley Austen	First Aider	Restocking first Aid
Sue Coppard	First Aider	Restocking first Aid
Judith Holt	Headteacher	Reviewing serious accidents: Completing online HS157
Kimberley Lewis	Secretary	Emergency calls 999 Contacting parents
Debbie Brown	Admissions Officer	Emergency calls 999 Contacting parents
Carolyn Pollard	AHT	Reviewing serious accidents: Completing online HS157

## **First aid kits**

First aid kits are stored in the First Aid Room and in the following areas; Classrooms on the field, upstairs classrooms above hall. Emergency first aid kits are available for use for off-site school visits. These 'bumbag' first aid kits must be signed in and out by a first aider on trips.

## **Educational Visits**

A person trained in first aid should accompany children on a visit

Classes leaving school take a first aid kit and a sick bucket containing essential cleaning aids and disposable waste bags.

Any medication for pupils' needs, such as asthma pumps, should be checked and taken with the first aider on school trips.

## **What equipment should be in the first aid box?**

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'. Where there is no special risk, the list in Appendix 1 – Suggested list of first aid equipment, should be considered to be a basic minimum.

## **Cuts**

Gloves should be worn to treat cuts. All open cuts should be covered after they have been treated with water. Children should always be asked if they can wear plasters BEFORE one is applied. We always use non-allergic plasters but children may be given an alternative dressing. All cuts should be recorded in the accident file and parents informed. All blood waste should be placed in the medical waste bin in the first aid room.

## **Bumped heads**

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack/cold compress and the child should be given an advisory "Bumped Head" sticker/letter to take home. Parents may be informed by phone during the school day and wherever possible spoken to at the end of the day. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book.

## **Asthma**

Children with Asthma do not require a care plan. In order for children's Asthma pumps to be kept in school in the child's classroom, a Asthma Pumps Permission Form (appendix 4) must be filled out. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly and inform parents should the pumps expire or run out. Asthma pumps should be carried by a responsible adult in charge of the person who it has been prescribed to for young children. Older children may carry their own asthma pump but it is the adult in charge of that child to be aware. All pumps must be clearly labelled with the child's name. Asthma sufferers should not share inhalers.

## **Headlice**

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard letter (appendix 3) should be sent home (in paper copy, by parentmail or clasdojo) with all the children in that class where the suspected

headlice incidence is. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

## **Rashes**

### **Rashes/Common Ailments**

If a child is suspected of having chicken pox, measles etc; we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look. For the inspection of other rashes the same procedure should be followed. If we suspect the rash/ailment to be contagious (such as scabies, impetigo, conjunctivitis, etc.) we need to inform parents and request that children are treated before returned to school. In most cases once treatment has begun it is safe for children to return to school. If more than one child is suspected to have the same rash/ailment in one class a letter should be sent home to all parents in that class, to inform them as to allow them to spot problems early and began treatment early, thus avoid the further spread of rash/ailment. It is the Headteacher's duty to decide if there is an outbreak of infectious disease and whether there is a need to report it to the local HPU (Health Protection Unit).

### **Sickness/ Diarrhoea**

The school will inform parents that children should be off school for 48 hours from last episode of diarrhoea or vomiting as recommended by NHS.

### **Accident file**

The accident book is located in the first aid room and should be completed for every incident where first aid is administered. Old accident books are stored in the first aid room/school office. For major accidents, KCC recommends the on-line HS157 Accident/Incident Report form is completed. These are available through the Kelsi website.

In circumstances where the first aider or appointed person has completed the on-line accident/incident report form, they must ensure a copy of the pdf is passed to the Headteacher and a copy is stored in the school office.

### **Administering medicine in school**

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' files/ Inclusion folder/ First Aid-Medicine Record files and on file in the office. Children with Medical conditions have to have a care plan provided by the school nurse, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored in the first aid room. Each child's medication is in clearly labelled and their care plan stored in the first aid room. For further information on pupils with medical conditions in school please see the 'Supporting Children with Medical conditions policy'.

All medicines in school are administered after parents complete a permission form (appendix 2) that is discussed and agreed with a first aider or following the agreement of a care plan. Medicines administered in schools during the day at parents request, must be clearly labelled with the pupils name and held in a designated lockable cupboard/box. Each dose given at school must recorded showing the time, date and who administered them.

Ibuprofen (on prescription only) or Paracetamol (supplied by parents only) can be held, but must be kept separately from the first aid box and stored securely for safety. Prescription medicines can only

be given after written permission is obtained from parents/carers under Doctor's directions and in original containers.

### **Calling the emergency services**

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: 01892 528098
2. Give your location as follows: St Matthew's High Brooms, CE Primary School
3. State that the postcode is: TN4 9DY
4. Give your name:
5. Give name of child and a brief description of child's symptoms:
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.
7. Ensure that the emergency gates are opened with the key held in the school office.

It is important to:

Speak clearly and slowly and be ready to repeat information if asked

# Appendix 1

## Suggested list of first aid equipment



- A leaflet giving general guidance on first aid such as the HSE leaflet “Basic advice on first aid at work” (see “Where can I get further information?”) <http://www.hse.gov.uk/pubns/indg347.pdf>
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approximately 12cm X 12cm), individually wrapped, sterile un-medicated wound dressings
- Two large (approximately 18cm X 18cm), individually wrapped, sterile un-medicated wound dressings
- One pair of disposable gloves (Nitrile or vinyl gloves with the code EN374)
- Tablets or medicines should not be kept in the first aid box.

**The above is a suggested contents lists only. Equivalent but different items will be considered acceptable.**

St Matthew’s First Aiders also consider the following equipment necessary:

Assorted non-allergic plasters

Gauze

Microporous Tape

Disposable gloves

Distilled water/eye pads/eye wash

Foil blanket

Scissors

Bandage

Sling

Plastic bags to put soiled gauze in

First aid slip to record accident/pen



## Record of Medicine Administered to an Individual Child

Name of child: \_\_\_\_\_ Class \_\_\_\_\_

Date medicine provided by parent \_\_\_\_\_

Name and strength of medicine \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Dose and frequency of medicine \_\_\_\_\_

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

**Note: Medicines must be in the original container as dispensed by the pharmacy**

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

Appendix 3 (headlice letter)



Tunbridge Wells  
TN4 9DY  
Telephone:01892 528098  
Fax: 01892 517694

Email: [office@st-matthews.kent.sch.uk](mailto:office@st-matthews.kent.sch.uk)  
Head teacher: Mrs J Holt BA (Hons), PGCE, NPQH  
Assistant Heads: Mrs C Pollard and Mr T Hardwick

Learning together, succeeding together  
and growing in faith.

24 September 2017

Dear Year ? Parent/Carer,

We have had reports of head lice in Year 3. Please check your child carefully for head lice and treat accordingly. We do not wish your child to have the discomfort in class itching and scratching as it detracts from their learning.

We kindly ask that parents check their child's hair regardless whether they think their child has lice, since without rigorous checking the lice are easy to miss. A lotion or spray should be used if a living (moving) head louse is found, the normal advice is to treat the hair and repeat the treatment after seven days and you can buy a fine-toothed comb from your local pharmacy for wet combing.

Please could parents also ensure that long hair is tied back in school.

We would like to thank you in advance for your support.

Yours sincerely,

A handwritten signature in black ink that reads 'J. E. Holt'.

Judith Holt  
Head teacher

## Appendix 9

### Asthma Pumps in Primary Schools

Dear

#### Asthma Pumps

Your child \_\_\_\_\_ has an asthma pump in school.

I am writing to inform you of the School's guidelines with regard to asthma pumps in school.

1. All asthma pumps will be kept in an asthma box, of which there is one in every classroom.
2. All asthma pumps will be named.
3. With the pump there will be written evidence of the frequency of usage necessary for each individual child. This is to ensure that if a child appears to need their pump rather too frequently, then the parent can be informed.
4. We strongly encourage independence so your child will not be restricted from using their pump during the course of the school day, but it is considered courteous to make the normal requests of the teacher first.
5. If the child needs their pump during breaktimes, a request to a member of staff must be made first before entering the building. If the child always needs their pump during lunchtime, then the child can give it to a Midday Supervisor for safekeeping. It will be the child's responsibility to ensure the Midday Supervisor is given it, to take back to class following lunch.

If you wish to see the School Medical Policy, please make a request to the school office.

Would you please sign and return the slip below indicating either your agreement or your wish not to keep the pump in the care of the teacher or other staff, thereby taking full responsibility yourself.

Yours sincerely



Headteacher

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#### **Form 9**

#### **Asthma Pumps**

Please tick as appropriate

{ } I agree and accept the above guidelines regarding asthma pumps in school

Signed \_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_ Child's name \_\_\_\_\_



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Tunbridge Wells  
TN4 9DY  
Telephone: 01892 528098  
Fax: 01892 517694

Email: [office@st-matthews.kent.sch.uk](mailto:office@st-matthews.kent.sch.uk)  
Head teacher: Mrs J Holt BA (Hons), PGCE, NPQH  
Assistant Heads: Mrs C Pollard and Mr T Hardwick

Dear Parent/Carer,

As you are aware, we can administer medicine to children within school hours upon completion of a parental consent form. In addition to giving us permission to administer the medication, this is a great help to the school as it makes us aware of your child's medical needs. Sometimes however, medication is prescribed that may not be required during normal school hours but may carry side effects etc that could affect your child anytime of the day. In this instance, we ask parents to highlight this to the school by completing the form below and returning it to the school office. We can then make the relevant people aware, and in the case of an emergency, advise the emergency services of any medication your child may have been prescribed.

Yours sincerely,

Judith Holt  
Head teacher

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Prescribed Medication

Child's name \_\_\_\_\_ Class \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dose and Frequency of Medication \_\_\_\_\_

Is this a long term requirement? or please state date range medication will be taken:

\_\_\_\_\_

Any other helpful information \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

