



First Aid Policy

Approved by: Nazene Langfield

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1. Introduction

This policy outlines the procedures for first aid provision at Nazene Danielle School of Performing Arts (NDSOPA). It aims to ensure the health and safety of all pupils and staff through effective first aid practices.

2. Assessment of Need

The level of first aid provision (staff training, first aid kits, and internal procedures) shall be reviewed annually or following a related incident, feedback from interested parties, or significant changes to the school's premises/activities.

3. First Aiders

- Nazene Danielle Langfield
- Rebecca Clow
- Suzanne Langfield

These individuals shall keep their certification up-to-date through regular refresher training. There will always be at least one qualified member of staff on site when the pupils are present. Other staff members who hold a First Aid Certificate are allowed to administer First Aid if confirmed by the Principal or Administrator.

4. First Aid Kits

First aid kits are located in the following areas of the school:

- Reception Unit 3
- First Aid Room Unit 3
- Class room 1 Unit 2

All first aid kits are clearly identifiable and available to all staff. First aid kits are replenished regularly. The Pastoral Lead/Administrator is responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished when needed, and stock ordered.

5. Medical Attention Procedure

Should a pupil suffer an accident or require urgent medical attention, the following procedure must be followed:

- Check for any immediate danger to the pupil.
- Assess the pupil's condition.
- If you are not a trained first aider, request help from the nearest trained staff member.
- If necessary, call 999 - ask for an ambulance and answer all questions calmly.
- Administer first aid as appropriate until help arrives.
- Arrange for a member of staff to contact the pupil's parents/carer and make them aware of the situation.
- If parents/carer cannot be contacted, leave a message asking them to contact the school urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.
- A member of staff must accompany the pupil to the hospital and stay with them until their parent/carer arrives.
- Complete an Accident Form and hand it to the Administrators/School office.

For each accident, an accident form is completed and is sent home with the pupil.

6. Infectious Diseases

The following arrangements are in place to minimize the risk to staff and pupils of infectious diseases:

- A member of the office staff is responsible for keeping abreast of any new information relating to infectious, notifiable, and communicable diseases and local health issues, including Covid-19. New information shall be disseminated to staff members and parents/carers as necessary.
- If a pupil feels unwell, is sick, has diarrhea, symptoms of Covid-19, has an accident, and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated from others and arrangements made for collection by their parent/carer.
- Emergency contact numbers will be used if the parent/carer cannot be contacted.
- The pupil and parent's right to confidentiality shall be respected.
- The pupil shall be treated in a sympathetic, caring, and understanding manner.
- Parents/carers shall be kept informed of any infectious diseases occurring at the school.
- Parents/carers are expected to notify us if their child is suffering from any infectious disease that may put others at risk, including Covid-19 symptoms/infection.
- Parents/carers are expected to call or email the administrator that morning if their child is unwell and will not be attending school.
- Parents/carers are expected to state the reasons for absence by email to the administrator on the day of absence and upon returning following illness.

If required, the head (or deputy) will make a RIDDOR statement to the Health and Safety Executive.

7. Procedure for the Safe Cleaning of Body Fluids from Floor Surfaces

Avoid direct contact with body fluids, as they all have the potential to spread germs. Germs in vomit and feces may become airborne, so it is very important to clean up body fluids quickly.

1. Put on gloves and a disposable apron. Disposable latex or vinyl gloves are the best choice. However, reusable rubber gloves are acceptable as long as they are cleaned and sanitized after each use.
2. Sprinkle 'Sani-dry Absorbent Granules' liberally on all visible material. Allow approximately 90 seconds for the powder to absorb all visible material. Be careful not to agitate the material, so that germ particles do not become airborne.
3. Remove all visible material from the most soiled areas, using paper towel or single-use disposable red cloths.
4. Put all used paper towels and cloths into a plastic bag and take them directly to the outside bin.
5. The remaining visible material should then be vacuumed using a designated vacuum cleaner. The vacuum cleaner bag MUST be changed after use.
6. Wash the non-disposable cleaning equipment (mops, buckets) thoroughly with soap and water, then rinse with a sanitizing solution.
7. Discard gloves, and disposable aprons into a yellow bag for incineration.
8. Wash your hands thoroughly using soap and water.
9. Inform the caretaker or cleaner that a thorough clean/steam of the area is needed.

8. Pupil Health Care Plans

- NDSOPA recognizes that some pupils may have medical conditions that require support so that they can attend school regularly and take part in school activities.
- Individual Health Plans will be developed for all pupils with medical conditions requiring support during school time.
- Plans are developed with input from the parent/carer.
- Plans are reviewed as necessary by the Principal, office staff, or relevant staff member with input from the parent/carer.
- Parents/carers are expected to inform the school of any change in their child's condition or medication requirements.
- Parents/carers are expected to supply the school with any life-saving prescription medication their child may require.
- Relevant staff are briefed on the pupil's medical requirements and the administration of any medication.

- Copies of Health Care Plans can be accessed by all staff members in the staff room.
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9. Medication

Competent staff members shall only administer prescription or non-prescription medication to pupils where there is a health reason to do so and we have received written consent from the parent/carer.

Staff members will not administer a greater dose than the official recommended dosage unless with doctor's prescribed permission via a signed doctor's note.

Competent staff members shall only administer life-saving prescription medication to pupils in accordance with their health care plan and with written consent from their parent/carer (e.g. for anaphylaxis, asthma, diabetes, epilepsy).

Medicine consent forms for parental completion will be located in the Administrator's/School Office. Records shall be kept by the Administrator/School office of all medication administered to pupils.

All medication shall be stored in accordance with product instructions, in their original container, and in a safe and secure location, out of reach of pupils.

Epipens and inhalers are kept in a clearly marked bag, situated in the Administrator's office during class hours and under staff charge when the child is off-site on a relevant trip.

10. Forms

Medication Administration Form

Parent/Guardian Consent for Administering Medicine

- **Child's Name:**
 - **Class/Year:**
 - **Name of Medication:**
 - **Dosage:**
 - **Time(s) to be Administered:**
 - **Duration (e.g., days, weeks):**
 - **Special Instructions:**
 - **Parent/Guardian Name:**
 - **Parent/Guardian Signature:**
 - **Date:**
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Diabetes Care Plan Form

Diabetes Management and Care Plan

- **Child's Name:**
 - **Class/Year:**
 - **Doctor's Name:**
 - **Hospital/Clinic:**
 - **Phone Number:**
 - **Parent/Guardian Contact Information:**
 - **Name:**
 - **Phone Number:**
 - **Email:**
 - **Emergency Contact Information:**
 - **Name:**
 - **Phone Number:**
 - **Relationship to Child:**
 - **Details of Diabetes Management:**
 - **Medication:**
 - **Dosage:**
 - **Times to Administer:**
 - **Dietary Requirements:**
 - **Monitoring Blood Glucose Levels:**
 - **Signs of Hypoglycemia/Hyperglycemia and Action Plan:**
 - **Any Other Relevant Information:**
 - **Parent/Guardian Name:**
 - **Parent/Guardian Signature:**
 - **Date:**
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11. Monitoring and Review

- This policy will be reviewed annually to ensure it remains effective and up-to-date with current legislation and best practices.
- The next review is due by June 2025.
- Feedback from staff, volunteers, and parents will be considered during the review process to continuously improve the policy.