



**Early Years Foundation Stage  
First Aid Policy**

PREPARED BY:

APPROVED BY:

DATE:

REVIEW DATE:

## **General Statement**

Our Lady & St Joseph Catholic Primary School is committed to providing emergency first aid cover to deal with accidents, which occur to employees, children and all categories of visitors.

This policy is specifically related to the children in the Early Years Foundation Stage (EYFS). This policy will work in conjunction with the school's Safeguarding Policy and the 'Supporting children with medical needs & administration of medicine policy'.

## **We will:**

- Have a minimum of one suitably stocked first aid box in the Nursery and Reception classroom first aid cupboards (which meets OFSTED requirements).
- At least one appointed person will be in school to take charge of first aid arrangements.
- We will review the arrangements for first aid annually (or as specific issues arise which mean the policy needs reworking or re-wording.)

## **First Aid Box**

Paediatric first aid boxes, which conform to the OFSTED minimum provision, are located in both the Nursery and Reception medical cupboards (Marked with green cross).

Asthma inhalers, epipens and other medication linked to children's ongoing chronic conditions are kept next to the first aid cupboard.

## **Appointed Persons**

The following persons are responsible for ensuring that the paediatric first aid box is correctly stocked according to the Local Authority's advice. Linda Wilson (medical lead), Claire McGhie (EYFS lead) and Patrick Devereux (Headteacher).

The school will ensure that there is at least one qualified paediatric first aider in school during school hours and on Nursery and Reception class trips.

## **Accident Reporting**

All accidents will be recorded and reported according to the Local Authority's guidelines.

For all incidents, the parent/carer will receive an incident report form outlining:

- The date, time and place of the incident recorded in incident book.
- The name of the injured person.
- Details of injury and what first aid treatment was given.

The following will also take place:

- Green or orange (minor injury during lunch break) wristbands will be attached to pupil.

- At the end of the school day, a first aider with knowledge of the incident will dismiss each pupil who has suffered injury or illness (alongside class teacher). The parent will receive a verbal notification and/or explanation of the incident.

### **First Aid Training**

Appropriate staff will be kept up-to-date with paediatric first aid training.

### **School Visits and Journeys away from school**

Before undertaking any off-site activities, the Headteacher alongside the Medical/First Aid Lead will assess what level of first aid provision is needed. A portable first aid kit will be carried, the contents of which will conform to the Local Authority's guidance. All visits and journeys away from school will be risk assessed by the appropriate member of staff. At least one person on EYFS outings will have a paediatric first aid certificate.

### **Documentation**

All appropriate staff will receive a copy of this policy.

### **Medicines**

We advise that children on courses of prescribed medicine do not come to school until they have recovered. If prescribed medicines do have to be administered during school time it is best done by a parent or named adult. If this can't be arranged then the medical lead (Linda Wilson) or member of staff delegated by the medical lead can administer the prescribed medicine during the school day. This is only permissible if a parent has filled out the medical administering form. If prescribed medicine has to be taken three times a day this can happen prior to school, after school and at bedtime.

If the prescribed medicine has to be taken four times, the medicine can be brought in to school by a responsible adult, not the child. The adult bringing the prescribed medicine in to school must complete a medical form at the main office. The medicine must be in its original bottle and/or box with a doctor's prescription label stating the child's name, dosage and how often the medicine should be administered.

The prescribed medicine will be administered by the medical lead or delegated member of staff in school in the presence of another adult. The date, time, type of medicine and dosage will be recorded by the medical lead or delegated staff member, in the medical file. The medicine file is located in the main office.

In the absence of the medical lead the Head teacher will delegate a medical lead who has the appropriate first aid qualifications.

## Treatment

- First aid will be administered by the qualified first aiders.
- Treatment will normally be given in the classroom or in the medical room if the incident happened on the playground – whichever is closest or most appropriate to the situation.
- Hands will be washed before and after dealing with any cuts or grazes. Disposable gloves must be worn if the wound is bleeding or open.
- Water or antiseptic wipes will only be used to clean cuts or grazes. No lotions or creams will be used.
- If necessary, the cut will be covered with a plaster or other dressing.
- Details will be recorded in the incident book. A wristband with injury details will be attached to the injured pupil. This will be done for all but the very minor scratches and bumps.
- The EYFS incident book is located in the Reception classroom first aid cupboard.

Any child who has sustained an injury **MUST** have their name written on the **first aid reporting board**. This is located on each of the EYFS playground doors. At the end of the school day the class teacher must delegate a first aider to personally dismiss those children with their names on the board. The first aid staff member will invite the parents or carers in and give a verbal report of the incident and treatment received.

An injury which requires further monitoring or treatment must be reported to parents or carers immediately usually by first aid staff, the medical lead or the Headteacher.

## RIDDOR reporting

We follow RIDDOR reporting guidelines published by the HSE.

Any injury that requires hospitalisation, clinical or G.P. appointments will be recorded and reported on a RIDDOR form and sent according to RIDDOR guidelines. This report is sent directly to the Health and Safety Executive (HSE).

Parents will receive a copy of the internal incident report form. Depending on the nature of the incident or the perceived accuracy of the reporting, a parent/carer can arrange a follow up meeting for further clarification of the incident or the details reported in the incident reporting form.

For all RIDDOR incidents the school must follow up with the parents/carers to ensure the child is safe and well. The school should put measures in place to enable speedy return to school where advisable.

## Unwell children

If a child is feeling unwell and needs to go home, parents will be contacted. Children normally stay with their class until collected or wait in the office. The Head teacher will be informed if a pupil needs to be sent home. The whole school policy for illnesses will be followed.

In an emergency we will follow the appropriate Emergency Procedures in line with Local Authority guidelines.

Details of chronic illness or allergies are also kept and further details of these conditions are kept in the school medical file (main office).

### **Medical Needs**

For pupils with long-term needs (such as asthma) the appropriate forms need to be filled in at the beginning of each academic year.

Asthma inhalers are kept in the classroom medical cupboard. They will be taken on trips and to PE lessons.

### **Guidance on dealing with spillage of body fluids**

Spillages of blood, vomit, urine and excreta should be cleaned up as according to the whole school policy.