

*'Live Fully, Laugh Often, Learn Deeply,
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SICK CHILD AND FIRST AID POLICY



The health and wellbeing of children is of paramount importance and we wish to ensure that children are in school as often as possible, so that they have the opportunity to make the best possible progress. We wish to support all parents/carers who have any concerns about their child's wellbeing.

In order to maintain a clean and healthy environment for all our children, staff and visitors we would ask that parents/carers refrain from bringing children to school if they are sick and displaying signs of illness. *(Please refer to appendix A for common conditions).*

The school recognises its responsibility to promote a culture where health issues are discussed in an open and positive way to achieve high standards.

Under duties set out in the Health & Safety (First Aid) Regulations 1981, the School recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the school.

Aims:

- To ensure sick children are identified
- To ensure sick children are cared for appropriately
- To protect children and adults from preventable infection
- To enable staff and parents/carers to be clear about the requirements and procedures when children are unwell
- To deal efficiently and effectively emergencies that may arise while children are in our care

Procedures for Sick Children:

If a child becomes ill in school the following procedures will be followed:

- If a child informs their teacher that they feel unwell the teacher will make a decision if the child is too unwell to be in school
- If a child is unwell they will be taken to the medical room and a member of the office staff will contact parents/carers
- If contact cannot be made with parents/carers then the office staff will contact the emergency contacts provided by the parents/carers
- The child will be made comfortable while they wait to be collected
- If necessary a first aider will be consulted for advice on an illness
- If parents/carers and/or emergency contacts cannot be reached the child will be made comfortable and monitored and staff will continue to try to make contact

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- If a notifiable disease is suspected a member of the senior management team will contact the Health Protection Agency and the school will follow the advice of the Health Protection Agency
- In the case of an emergency when the child's health is at risk an ambulance will be called and a member of staff will accompany the child to hospital. Parents/ carers will be contacted
- If a child is off sick from school parents/carers are expected to ring in each morning before 9.15am. A message can be left on the school's answerphone giving the reason for their child's absence (telephone number 01245 464377)

First Aid

The school has adopted and follows the First Aid Code of Practice. The school has a First Aid Risk Assessment to ensure that there are enough qualified first aiders on site.

The School has a number of designated members of staff responsible for first aid. All first aiders hold current First Aid Certificates. A designated first aider is responsible for maintaining the correct contents of all first aid boxes. Several members of staff also hold the Paediatric First Aid qualification.

The names of staff who are nominated first aiders or who have completed first aid qualifications are displayed in the medical room.

The Headteacher in conjunction with the School Business Manager will ensure that there is a fully trained first aider (or an appointed person in the event of there being no alternative) available at all times during the school day. The Headteacher in conjunction with the School Business Manager will also be responsible for enabling the members of staff concerned to receive adequate First Aid training.

The First Aid boxes will be regularly checked by the designated person to ensure their contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The location of the First Aid boxes, and the names of any other qualified first-aiders, will be clearly displayed around the School's premises.

A First Aid box will be taken on all off site visits or outings. This is the responsibility of the trip leader, or where this is not possible, the first aider accompanying the group on the visit.

In the Event of a Major Accident, Incident or Illness

The School requests that parents/carers complete and sign an emergency medical treatment form enabling the teacher or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the school.

In the event of such an event, the following procedures will apply:

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- A designated first aider will be notified and take responsibility for deciding upon the appropriate action. The first aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive
- If the child needs to go straight hospital, an ambulance will be called. The parents/carer will also be contacted. A member of staff will accompany the child to hospital and will consent to medical treatment being given, so long as the emergency medical treatment form has been completed and signed
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision. *(From this point on, the provisions of the Health Protection's infectious and communicable disease advice will govern the child's return to the School)*
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the School

All accidents will be recorded in the First Aid book.

The school will follow Essex County Council's accident reporting procedure (forms and further advice are held in the school office). The Headteacher or a member of the Senior Management Team will report any accidents to the HSE where necessary.

The Headteacher and the Senior Management Team should consider whether the accident or incident highlights any actual or potential weaknesses in the school's policies or procedures, and act accordingly, making suitable adjustments where necessary.

In the Event of a Minor Accident, Incident or Illness

In the event of such an event, the following procedures will apply:

- A designated first aider will be notified and take responsibility for deciding upon any appropriate action. If the child does not need hospital treatment and is judged to be able to safely remain at school, the first aider will treat the injury/illness accordingly. If and when the child is feeling sufficiently better, they will return to their lesson or activity they were undertaking and where appropriate they will be kept under close supervision
- Dependent upon the type of injury, (i.e. bump to the head or a facial injury not requiring hospital treatment) the first aider dealing with the injury will telephone the parents/carers to inform them that the child has had an accident
- At the end of the session, the teaching staff will fully inform the parent/carer on handover of the child of the incident or accident and any treatment given

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- If the injury or illness incurred is such that treatment by the first aider is deemed inappropriate but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible. *(From this point on, the provisions of the Health Protection's infectious and communicable disease advice will govern the child's return to the School)*

All accidents will be recorded in the First Aid book.

The school will follow Essex County Council's accident reporting procedure (forms and further advice are held in the school office). The Headteacher or a member of the Senior Management Team will report any accidents to the HSE where necessary.

The Headteacher and Health and Safety Governor will review the First Aid book each term and address any areas of concerns.

Exclusion of sick children from school

We understand the needs of working parents and do not aim to exclude children from school unnecessarily. However, the decision of the school is final when requesting the exclusion of a child for illness or infection. Decisions will take into account the needs of the child and those of the group.

Children with infectious or contagious diseases will be excluded for certain periods. If a member of staff suspects that a child has an infectious or contagious disease, they will request that parents consult a doctor before returning the child to school.

We recommend that no child may attend the school while suffering from one of the communicable diseases and they should be excluded for the minimum periods recommended. Please see guidelines to illness/communicable diseases provided by the Health Protection Agency.

Sun Protection

The Headteacher and staff understand the dangers posed to children and themselves by over exposure to the sun. In hot weather, parents/carers are asked to ensure that a long lasting sun screen is applied before their child comes to school.

Parents/carers should also ensure that their child has a hat or cap, which they can wear when playing outside in the sun.

In hot weather, staff will encourage children to drink water frequently.

Staff will also ensure that shady areas out of the sun are always available to children when playing outside.

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Headlice

Transmission of lice within the classroom can be a common occurrence. When it does occur, it is usually from a 'best friend' as lice are only transmitted by direct, prolonged, head-to head contact. When a case of headlice is suspected the parents/carers will be notified and asked to treat their child accordingly before they return to school.

All staff have responsibility for ensuring that they work within the remit of this policy and in the manner in which they have been trained.

Responsibility for the implementation, monitoring and review of this policy lies with the Senior Management Team.

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Appendix A

Extract from NHS Choice - <http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

Common Conditions

- Cough and cold. A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better
- Raised temperature. If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better
- Rash. Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school
- Headache. A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your GP
- Vomiting and diarrhoea. Children with these conditions should be kept off school. They can return 48 hours after their symptoms disappear
- Sore throat. A sore throat alone doesn't have to keep a child from school. If it's accompanied by a raised temperature, the child should stay at home