



## Endon High School First Aid and Sickness Policy

### Principles

The County Health and Safety Policy clearly states that the School has a legal requirement to ensure that first aid equipment is provided, and that nominated staff are trained and certificated to ensure the adequate first aid care for its employees.

There is no such legal requirement for pupils, but there is a moral duty and expectation that similar cover will be provided. Schools are therefore advised to have in place identified staff who are trained and carry responsibility for first aid for pupils as well as for staff.

In addition, the Staffordshire Health and Safety handbook recommends that all teachers, acting, as they do, *in loco parentis*, should have at least a simple knowledge of basic first aid, so that they are able to recognise a situation where medical advice and expert attention are needed. Teachers are expected to act in the way that a responsible parent might when an accident occurs, but this does not require them to have any special medical knowledge or training, any more than would be expected of a responsible parent.

Care of injured or ill pupils can be an onerous and time-consuming added responsibility for one or two individuals to shoulder within a large community. It is therefore both necessary and helpful to clarify school policy and practice.

### Aims

1. To ensure that first aid care and treatment is available to all within the school community.
2. To identify and support with training the persons responsible for specific situations, and to have in place effective systems for action.
3. To ensure effective communication with a relative or named contact as soon as a child or adult is deemed unfit to remain in school.
4. To ensure that a sick or injured person is referred to expert medical care when the case is beyond basic first aid.
5. To ensure that related documentation is accurately maintained.

### Practice

1. In the event of a pupil feeling unwell during curricular time the teacher with responsibility for the pupil should assess his/her health. In most cases, it will be clear whether the illness requires her/him to go home, or whether she/he can remain in school. If the pupil wishes to go home, and the teacher feels that this is justified, the teacher will send her/him to the office with a slip authorising the office staff to contact parents. If the pupil's complaint is clearly not serious and could improve, the pupil can remain in class and be monitored. The pupil's wishes should be respected, and unless she/he is known as a "persistent complainer", should, after discussion, be authorised to go home if the pupil wishes it.
2. In the case of a pupil suffering injury or some acute attack (e.g. asthma) help should be sought from a certificated first-aider as soon as possible. S/he will assess the situation, take appropriate immediate action and summon further expert medical help if necessary. There are Certificated first-aiders in the main office. See Annex 1: Asthma Emergency Care (attached) which give specific guidance for Asthma care.
3. Teaching Staff are regularly trained in the use of an *epipen* in the case of a pupil going into anaphylactic shock. An *epipen* is held in the Main Office should the child's own *epipen* be unavailable.

4. A pupil who is not seriously ill will wait in the sick room (opposite Reception) with regular (but not constant) monitoring, until a parent or carer arrives.
5. Any pupil/adult with a more serious illness/injury will not be left unattended at any time.
6. All P.E. injuries are dealt with in the first instance by P.E. staff. In the event of injury requiring extended attention and the summoning of medical help, the designated First Aiders will take over.
7. Office staff undertake an informal rota amongst themselves to determine who has prime responsibility for first aid at any given time. This will depend on their respective workload and will not necessarily run to a regular pattern.
8. The office First Aiders maintain first aid equipment to statutory levels.
9. All staff are encouraged to err on the side of caution and to authorise the contacting of the pupil's parents or contact carer in the event of doubt about a pupil's health (following the procedure in point 1).
10. When a pupil arrives at school complaining of feeling ill, s/he should see the form tutor, who will follow the procedure in point 1.
11. The school cannot undertake constant care for pupils whose parents refuse, or claim to be unable, to collect them from school. Whilst all reasonable steps will be taken to ensure that the child is safe and comfortable, the parent must be made aware of her/his responsibility for a sick pupil, and should be requested to organise appropriate care as soon as possible. The school cannot be expected to provide nursing care for pupils whose parents are contactable but reluctant to assume responsibility.
12. Pupils are not allowed to leave school alone if they are ill or injured. If a child is not well enough to sit in a classroom, they are not well enough to travel home alone.
13. If parents cannot collect their child when they are notified about illness/injury, they should send another adult, or arrange for a taxi to collect their child.
14. The school does not provide any medication or pharmaceutical preparation for dispensing to pupils. No medication may be kept with first aid materials.
15. In certain cases, drugs and medications prescribed by a doctor for a particular pupil may be accepted by the school on the following conditions:
  - a) the parent/carer should give written instructions to the Headteacher as to dosage times and quantities;
  - b) the medicine should be labelled with the date and name of the pupil, and preferably be in the container in which it was originally dispensed. It must include the name and strength of the drug, dosage, quantity and name and telephone number of the supplying pharmacist;
  - c) the school will keep all such medicines in a locked cupboard or drawer under the control of a member of staff. Pupils will be allowed access to their medication as is necessary but only under careful supervision;
  - d) should the pupil need to attend hospital, the medicine should be taken along with her/him;
  - e) pupils suffering from asthma will need access to an inhaler (see Asthma policy).
16. Whilst a Travelling First Aid kit will be taken on outdoor activities remote from base, there will not necessarily always be a certificated first aider accompanying the party.
17. No pupil will be sent to hospital without either an accompanying parent/carer or member of staff.

Reviewed: Sept 2016

To be reviewed Every three years: next review September 2019

### **Asthma Emergency Care Policy**

- Endon High School recognises that increasing numbers of children suffer from asthma and that all should be done to accommodate and assist these young people to ensure that their school experience is safe and secure.
- A letter is sent to parents of all pupils, requesting signed permission for school to administer treatment if necessary.
- Pupils diagnosed with asthma should keep their inhaler with them around school and ensure speedy access on potential “trigger” activities such as P.E., field trips, etc.
- The school first-aiders are on call to assist with any pupil whose asthma attack is more serious.
- It is permitted to assist a pupil with **their own inhaler only**. School does not keep spare inhalers and cannot use other peoples.
- If a pupil has an attack and has not got their inhaler, parents and, if necessary, the ambulance service. will be phoned
- Many of the teaching staff have attended a training session to raise awareness and understanding of this condition and the office first-aiders have similarly been trained by a Health Authority adviser.
- The school will inform the parents of any child to whom they have given assistance with emergency inhaler treatment.

**Should parents have any concerns about our administering assistance in the event of a severe breathing problem, please let us know immediately.**