

W. A. S. P. S



# Policy for First Aid

at

WESTON ALL SAINTS C of E  
PRIMARY SCHOOL

The Partnership Trust

Approved by:	LGB	Date: February 2021
--------------	-----	---------------------

Last reviewed in:	October 2020
-------------------	--------------

Next review due by:	January 2022
---------------------	--------------

## 1. Introduction

The Governors and Headteacher accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge that first aid must be provided to any person that we owe a duty of care to if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

The governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Policy follows the guidance provided in the DFE 2014 document "Guidance on First Aid in Schools".

**Covid-19** – Any first aid which is administered will be done with full regard for government guidance during times of Covid-19 restrictions. This is done for the protection of pupils, parents and staff. Specific guidance on managing pupils or adults displaying Covid-19 symptoms can be found in 'Managing Suspected Covid-19 Cases'. General guidance on adjusting operating procedures during time of Covid-19 restriction is given throughout the main policy.

## 2. Aims and Objectives of Policy

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Our first aid policy requirements are achieved by:

- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises
- Ensuring that there are suitable and sufficient facilities and equipment, including PPE, available to administer first aid
- Ensuring the above provisions are clear and shared with all who may require them

**Covid-19** – During times of Covid-19 restriction, we will ensure that proper procedures for the administration of first aid are in place and that stocks of appropriate PPE (Personal Protective Equipment) are available

## Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

### 3. Main Body of Policy

#### Roles and Responsibilities

##### Appointed person and first aiders

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The school's appointed person is Mrs H Folkes. They are responsible for:

- Carrying out and recording monthly checks of all first aid equipment
- Ensuring there is an adequate supply of medical materials in first aid kits, first aid cabinets and replenishing the contents of these
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- **Covid-19 - The appointed person is also responsible for monitoring the stocks of PPE available at first aid stations, making sure this is replenished and in date**

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they take charge and assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Wearing PPE consisting of disposable gloves, apron and mask when administering first aid to any pupil. Hands are washed for 20 seconds with soap and water once the First aid is complete. All PPE is placed into a plastic bag and tied. This can be disposed of in normal waste
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Communicating closely with the class teacher or senior members of staff during any incident
- Sending pupils home to recover, where necessary, having first discussed this with a member of the Senior Leadership Team
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident a copy of which must be taken home by the pupil
- Keeping their contact details up to date by informing the Admin Team of any changes
- Contacting the Appointed Person to request additional items for their first aid kits
- Ensuring that class teachers are aware of any injuries and treatment given to pupils in their class

- **Covid-19** – During periods of Covid-19 restriction, all staff should wear fluid resistant gloves and aprons as a minimum requirement when administering first aid. However, in exceptional circumstances, for example where a pupil has a more serious injury, staff have a duty to provide immediate care for a child. In these rare cases, PPE should be brought to those administering first aid as soon as is practicably possible.
- **Covid-19** – The Designated First Aiders should always have basic levels of PPE available to them (gloves and fluid resistant plastic aprons). Guidance (DfE 2020) states that this is adequate for the vast majority of situations other than where Covid-19 infection is suspected where face masks and eye protection must be used (see ‘Managing Suspected Covid-19 Cases’). All classes and LSAs have been provided with personal First Aid Kits.
- **Covid-19** – During times of Covid-19 restriction, consideration should be made of which staff are available to attend work. If any first aid trained staff are shielding or vulnerable, they should not be asked to undertake first aid duties. In these cases, alternative provision must be made and identified risks mitigated.
- **Covid-19** – During the coronavirus pandemic, urgent medical care should be obtained by calling an ambulance. **Staff should not take children to any health care setting.**
- **Covid-19** – When coronavirus is suspected, the adult in school who is assigned to that person’s group takes charge and follows the ‘What to do when a case of coronavirus is suspected’ protocol.

Our school’s first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school and at all first aid points.

Cleaning following first aid being administered

- The area will be cleaned after use. Gloves and an apron will be worn while cleaning takes place
- Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces
- Either a combined disinfectant detergent solution at a dilution of 1000 parts per million available chlorine or a household detergent followed by disinfection
- Manufacturer’s instructions for all cleaning products will be followed
- Splashes and sprays when cleaning will be avoided
- Cloths and mop heads, gloves and aprons will be put in a plastic rubbish bag and tied when full. Bags can then be put in with normal waste
- Any items that are heavily contaminated with bodily fluids that cannot be cleaned, should be disposed of
- Hands will be washed with soap and water for 20 seconds after all PPE has been removed
- A hot air dryer/paper towels are available for drying hands
- In key areas such as the Medical Rooms and kitchen areas, hand towel dispensers are in place

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of any significant head injury (large swelling or significant deep cut to head)
- Whenever there is a possibility of a fracture or where this is suspected

In the event of an injury that is suspected could be serious such as:

- chest pain
- difficulty in breathing
- unconsciousness
- severe loss of blood

- severe burns or scalds
- choking
- fitting or concussion
- drowning
- severe allergic reactions
- suspected broken bones
- epileptic seizure lasting more than 3mins
- on every occasion when an Epi-pen (AAI) has been administered
- If specified in a pupil's IHP following a medical event

The RUH is the nearest hospital for the assessment and treatment of any serious injury or for an injury to be assessed that causes concern but does not require an ambulance.

During the coronavirus pandemic, urgent medical care is obtained by calling an ambulance. No child should be taken to any healthcare setting regardless of its proximity.

**When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance.**

**Calling 999 should not be delayed - let the emergency services decide the appropriate course of action based on the information that you give them.**

### **The Governing Body**

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### **The Headteacher**

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that staff undertake risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

### **Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their line manager of any specific health conditions or first aid needs

Class teachers and senior members of staff are not necessarily First Aiders and should not provide any first aid for which they have not been trained.

Staff at Breakfast Club and the WASPS After School Club have received First Aid Training. They will have

access to the Medical cupboard and first aid packs in Middle WASPS.

**Any adult in school has the authority to call an ambulance**

## **First Aid Procedures**

### **In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain at the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, they will contact a member of the Senior Leadership Team to confirm this. Parents will be contacted and asked to collect their child. Upon their arrival, the first aider and the member of the SLT will recommend next steps to the parents
- If emergency services are called, the Headteacher or Deputy Headteacher will contact parents immediately
- The first aider or staff member treating the pupil will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### **Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils and any medicine or equipment required
- A member of staff trained in Paediatric First Aid
- Parents' contact details for all pupils off-site
- An emergency Asthma Kit
- An emergency Epi-pen kit

Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

In the event of children needing first aid on school trips:

- All staff have access to first aid packs and have mobile phones with them
- For minor ailments, the named first aider can provide first aid assistance
- For major ailments, the school is informed, and advice sought. Parents/carers are also informed by the school office or the Trip Leader
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought,

or professional advice will be sought

- Any accident or incident is reported back to the Headteacher
- If any pupil is unable to remain on a visit or trip due to a medical issue, they must be collected by a responsible adult
- A member of staff should accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and school staff member at the hospital
- In the event of parents being unreachable, the alternative emergency contacts listed on the child's forms will be phoned

#### **Residential Trips - Specific Guidance**

- All First Aid given must be logged for Medical Records
- Medicines of any description (including painkillers) are not to be administered to any child without a written signed parental consent form stating dose and frequency
- In the event of a child being taken ill on the trip, a telephone call will be made to their parent/carer to gain consent for any treatment and a record will be kept

#### **First Aid Equipment and Facilities**

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Microporous adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Eye pods
- Medical shears
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room in Upper WASPS
- The medical cabinet in Middle WASPS in the bungalow corridor
- The disabled toilet in Little WASPS
- The Compliance Manager's Office
- The school kitchens

- School vehicles

### **Designated First Aid Treatment Areas**

In compliance with The Education (School Premises) Regulations 1996, there are two medical rooms, one in Little WASPS and one in Upper WASPS. They are both situated close to the main office area.

Both medical rooms have the following facilities:

- First aid kits
- Chairs
- Sinks
- Access to a fridge with ice packs
- Accident recording sheets

## **Record-keeping and reporting**

### **First aid and accident record book**

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including:
  - Name of injured person
  - Name of qualified/emergency/school first aider or appointed person
  - Date of accident
  - Type of accident (e.g. bump to head etc)
  - Treatment provided and action taken
  - What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
  - Name and signature of first aider or person dealing with incident
  - Who notified the parent and whether this was by letter, phone, email or in person
  - For more serious accidents or incidents, a copy of the accident report form will also be added to the pupil's educational record by the Compliance Manager
- Each year group has an Accident Book which records all accidents within that year group needing first aid treatment
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and in line with The Partnership Trust's Record Retention Policy if this is longer. After this date the records will be securely disposed of.

It is our practice to report all serious or significant incidents including **all** head injuries, whether serious or not, to the parents/carers by telephone.

The school keeps a central file of all bumped head accident report forms (see Appendix 2). These forms are completed by the first aider immediately after first aid has been given.

We also send an accident report form home with the pupil along with written advice on the signs and symptoms of a head injury for the parent to refer to if they are concerned. If the pupil remains at school following a head bump they are given a sticker to alert members of staff to monitor them for further symptoms.

Before these bumped head forms are filed, senior leaders consider the reports and decide on any further action required.

The Compliance Manager also monitors these reports to check for accident trends and any health & safety issues to be actioned.

### **Serious accidents/incidents**

More serious incidents should be reported verbally as quickly as possible to a member of the Senior Leadership Team. They should be recorded in the Pupil Accident Report Book or the Staff/Adult Accident Report Book which are kept at the main school office.

Serious accidents include all incidents where the casualty attended hospital and any which meet the criteria below:

- In the event of any significant head injury e.g. swelling or bump
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Any cut that requires stitches, gluing or professional medical attention

### **Reporting to the HSE**

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

### **Notifying parents / carers**

As WASPS has an Early Years Foundation Stage provision the Classteacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Bumps to the head must always be assessed by a First Aider and a blue Bumped head form completed. A member of staff should contact the parent/carer who should be offered the choice to collect their child from school. The form should be checked by the Headteacher, Deputy Head or Assistant Head. Parents/carers should also be given a copy of the accident form and a copy of the **Guidance for head injuries** information.

Where hospital treatment may be required but not in an emergency, the Headteacher will ask the office staff to contact the parents in order for them to take over responsibility for the pupil.

More serious accidents are reported to parents from the school office. Where the injury is an emergency, an ambulance will be called first.

The Headteacher, or in their absence a member of the SLT, will determine the sensible and reasonable action to take depending on the circumstances of each case.

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

### **Reporting to Ofsted and child protection agencies**

As WASPS has an Early Years Foundation Stage provision, the Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify the CEO of The Partnership Trust, the HSE and the LADO (Local Authority Designated Officer) of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

Paediatric training for staff has been put in place to meet the Early Years Foundation Stage (EYFS) statutory obligations of provision of first aid to those children aged 5 years old or younger and are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at school or on the premises.

At all times, at least 1 staff member on site will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

### Hygiene Procedures for the Disposal of Bodily Fluids (Clinical Waste Management)

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992 as: "Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it".

The safe disposal of clinical waste is a shared responsibility of the Headteacher and the school Site Manager. Approved 'yellow' bags must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the school by an authorised contractor.

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves must be worn, and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

### Covid-19 Hygiene/Infection Control

**Covid-19** – The above guidance is particularly important in times of Covid-19 restriction. Guidance for donning and doffing PPE must be followed at all times and additional PPE/specific procedures followed if a pupil is complaining of/displaying Covid-19 symptoms. In these cases, the following guidance must be noted:

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Further, more detailed guidance can be found in the document 'Covid-19: cleaning in non-healthcare settings'.

### Administration of medicine

The school acknowledges that pupils may require medication during the school day as part of either long-term management of a health condition or during a short period of illness/injury. The Headteacher will ensure that medication is administered correctly provided that the parent(s) of the pupil adheres to the following safety guidelines: (see also our Policy for Supporting Pupils with Medical Conditions)

- the school will administer medication in school provided a letter giving written permission and with full instructions regarding frequency and dosage etc. has been received and agreed by the Headteacher (see Appendix 3)
- Medication must be received by the school in the original, intact container or packaging. The

pharmacy label should be clear and not obstructed in any way

- Medication should be brought to school by a responsible person. This person will, if possible, be the parent. A written letter stating all information contained on the 'Administration of Medication to Pupils' form must also accompany the medication
- We will only administer non-prescribed medicine if it has been discussed and agreed by the Headteacher

### Arrangements for pupils with particular medical conditions

- Parents are required to give details in writing and discuss with the Inclusion Lead any long-term health care needs, for example asthma, allergies, epilepsy and diabetes. This will ensure that the school has the appropriate information on file and can develop an IHP if appropriate
- Classteachers are given MEDI-ALERTS - lists of pupils with medical conditions who are in their class. These lists are kept securely in the class teacher's room for quick referral
- The kitchen staff have information about pupils who have food allergies including pupil photographs for identification purposes. This information is also kept securely
- Pupils suffering with asthma are required to have an in-date inhaler/reliever in school and parental permission to use the school's emergency asthma inhaler is kept on the Asthma Register
- Pupils with allergies who have been prescribed AAIs / Epi-pens are required to have named, in-date Epi-pens in school – one in the classroom and one in the first aid room. **Most pupils seem to have two in the classroom only – should we change this arrangement?** Parental permission to use the school's emergency Epi-pen is kept on the Epi-pen Register. Piriton is also kept in school

### Links with other policies

This first aid policy is linked to the following policies:

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions
- Asthma Policy
- Intimate Care Policy
- Infection Control & Prevention Policy

### 4. Publication of Information

This policy will be shared with staff, and via the Induction programmes for new staff and trainee teachers. The staff handbook also outlines policy procedure. It will also be published on the school website.

### 5. Review of Policy

This policy will be reviewed annually by the Local Governing Body.

## WESTON ALL SAINTS PRIMARY SCHOOL REGISTERED FIRST AIDERS JAN 2021

**Level 2 Award in Emergency First Aid At Work**

Mrs Doyle – Little WASPS	Mrs Gonzalez – Middle Wasps – 2G
Mr Szuplewski – Middle Wasps – 3SS	Mr Randall – Middle Wasps – 3R
Mr Byrne – Middle Wasps	Mr Brinkworth – Upper Wasps – 6B
Mrs Jones – School Kitchen	Ms Honeybun – School Kitchen

**Level 3 Award in Emergency First Aid At Work**

Mrs G Vallabhaneni - Little WASPS

**Blended Paediatric First Aid**

Mrs Badger – Deputy Headteacher	Mrs Bevan – Little Wasps - 0BM
Mrs Awramenko – Little Wasps	Mr Dismore – Little Wasps – 0D
Miss Stinchcombe – Little Wasps - 1ST	Mrs Trim – Little Wasps – 1ST
Miss Pope – Middle WASPS – 2P	Mrs Beech – Little Wasps
Mrs Anderman – Upper WASPS	Miss Brinkhurst – Little Wasps
Ms Manning – Little WASPS	

**Level 3 Award in Emergency Paediatric First Aid**

Mrs Weaver – Middle WASPS	Mrs Wilkinson – Middle Wasps
Mr Reed – Upper Wasps	Mrs Payne – Middle Wasps

First Aid boxes and supplies can be found :

- in the Upper WASPS Medical Room
- in the Art Zone in Lower Street
- the disabled toilet outside the kitchen in Little WASPS
- in the Little WASPS Kitchen
- in Middle WASPS in the Bungalow corridor
- in Middle WASPS kitchen



**First aid packs are also provided to each class bubble & to each LSA during Covid-19**



# REPORT FORM FOR BUMPED HEADS

Updated Jan 28<sup>th</sup> 2021



**This form must be sent to Mrs Halls, Mrs Badger or Mrs Trim immediately after completion.**

CHILD'S FULL NAME	
CLASS	
DATE OF BUMP	
TIME OF BUMP	
LOCATION OF ACCIDENT – is there a hazard?	
DETAILS OF ACCIDENT	
LOCATION & APPEARANCE OF INJURY	
TREATMENT GIVEN	
STICKER GIVEN	
STATE OF CHILD	
NAME OF STAFF MEMBER WHO WITNESSED THE ACCIDENT	
NAME OF FIRST AIDER ATTENDING TO CHILD	
NAME OF STAFF MEMBER WHO TELEPHONED PARENT	
PARENT'S RESPONSE	
Accident form placed in child's bag	
Parent/carer given WASPS head injury advice sheet	
Form seen by Headteacher, Deputy Head or Assistant Head	

Checked by HF for any H&S action needed on :

## **Weston All Saints CE Primary School Administration of Medicine in School**

Name of school .....

Name of pupil..... CLASS: .....

Address .....

Medical condition of pupil .....

Name of prescribing doctor .....

Medicine .....

Dose ..... Frequency of dose .....

I confirm that the above medicine has been prescribed by a doctor, and that I give my permission for the Headteacher (or his/her nominee) to administer the medicine to my/son daughter during the time he/she is a school. I understand that I absolve the Headteacher of any responsibility.

Signed .....

(Parent/Guardian with parental responsibility)

Date .....

### **NOTES OF GUIDANCE**

1. The Headteacher (or his/her nominee) will only administer medicines prescribed by a doctor.
2. This form should be completed by the parent or guardian of the pupil and be delivered personally, together with the medicine, to the Headteacher or his/her nominee.
3. The medicine should be in date and clearly labelled with:
  - (a) Its contents
  - (b) The owner's name
  - (c) Dosage
  - (d) The prescribing doctor's name.
4. The information given above is required in confidence, to ensure that the Headteacher is fully aware of the medical needs of your child.

No staff member can be compelled to administer medicine to a pupil; it is entirely at the discretion and under the direction of the Headteacher. Where this is not possible, for whatever reason, it remains the parents' responsibility to make appropriate alternative arrangements.

