



Merstone School

First Aid, Illness & Medical
Emergency Policy

SCHOOL INFORMATION

Merstone School places the highest priority on pupil safety and well-being. This policy sets out our practices in relation to illness and medical emergency.

Background information/defining terms:

Definition: Pupils' medical needs may be broadly summarised as being of two types: (a) Short-term affecting their participation in school activities when they are on a course of medication; (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale: LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis (in place of parents) and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

The Health and Safety (First Aid) Regulations state that employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel. This policy, and the practice in school, has been composed using the DFEE 'Guidance for first aid in schools', as recommended by the Health and Safety Executive (2010)

Although the regulations do not oblige employers to provide first aid for anyone other than their own staff, the governors accept the Health and Safety Commission guidance which recommends that the service is extended to pupils and visitors. Allowance has therefore been made to include them when deciding upon the number of first aid personnel required.

Our Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
- arrange training for staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils. The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Policy into Practice

Children with long-term medical conditions e.g. asthma, diabetes, allergies

It is expected that:

- parents/carers will keep school informed of any long-term medical conditions.
- where there is a requirement for a pupil to receive medication in school, the school nurse will liaise with parents/carers

For information regarding administration of medicine, please see “Safe administration of medicine policy”

- For information regarding administration of enteral feeds, please see “Supporting pupils with enteral feeds policy”

First aid is understood to be the treatment of minor injuries, cuts, bruises, knocks and stings. Greater injuries including those involving objects in ears and eyes may require emergency treatment from the nurse or hospital. Classroom staff are all trained in the individual protocols for the conditions of the children in that class and are able to provide safe interventions.

Following a risk assessment, the governors recommend that when possible, a minimum of one trained first aider is on site during school hours. They recommend that the site supervisor/maintenance officer is a qualified first aider so that treatment can be provided for cleaning staff and others who may be in the building before and after school hours. The maintenance officer should also be able to self-administer first aid if necessary whilst working alone.

The duties of a first aider:

- To give immediate help to casualties with common injuries or illness that arise from specific hazards at school
- When necessary, ensure that an ambulance or other professional help is called.

Appointed Persons

There are several trained first aiders in school, located across different class teams. Their names are on a list in every classroom and displayed around school.

They should: -

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned.

First Aid Information

First aid arrangements are included in the induction programme for all staff and they are asked to read the policy.

Who should be First Aiders

Education staff are under no obligation to become first aiders but may do so on a voluntary basis.

Staff training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Whole school epi-pen, epilepsy, and asthma training will take place annually. Training by a diabetic specialist nurse for for identifies staff will take place as and when required for specific pupils.

First Aid Containers There are first aid bags located in every classroom and these contain basic First aid equipment such as plasters, wipes, etc. Each first aider also has their own first aid kit which they can take with them if called to an emergency. Each class has a lockable first aid cupboard where are lifesaving medications specifically for the pupils in that class e.g. Emergency Epilepsy rescue medication, AAI's (Epipens), inhalers etc. are stored. Individual emergency medication and care plans are taken with pupils on educational visits, and to the swimming pool. First aiders are responsible for checking the list and bags each term and ordering new stock but all employees are requested to report any noticed problems with the bags or stock.

Swimming Pool

Those staff with the Teacher Rescue Test for swimming qualification have First Aid included in their qualification. This includes training for CPR.

Use of Minibus

The minibus has a first aid box and the contents are checked by the maintenance officer as part of routine minibus checks.

Mobile phones are taken on all trips.

The transport policy is strictly adhered to, to ensure that all necessary information is available at school and on the bus in the case of emergencies.

First Aid Accommodation

The First Aid Room or School nurses room is available for first aid treatment of more serious injuries.

Hygiene/Infection Control

- Each classroom has access to washing facilities and each first aid bag is equipped with disposable gloves, aprons and hand gel.
- Nappy bins are provided in bathrooms if necessary and are changed regularly.
- PPE is available in the first aid room, personal care rooms and from the school office.

- The school has a procedure for dealing with blood and other bodily fluid spillages
- Dressings and hazardous soiled medical equipment are disposed of in the first aid room in the hazardous waste bin.

Reporting and Recording Accidents

All head injuries and more serious injuries should be reported to the school nurses and a member of senior team. All accidents and incidents must be recorded on the school's first aid system EVOLVE ACCIDENT BOOK and a message sent home to parents/carers using the EVOLVE ACCIDENT BOOK email notification system if it is a child who is injured. Parents/carers should also be contacted immediately if the accident is serious or requires additional medical support. EVOLVE ACCIDENT BOOK is used for recording accidents and should be filled in by the person who has provided first aid treatment together with any staff witnessing the accident. Serious or fatal accidents (including any which require hospitalisation) are reported to the Health and Safety Executive (HSE). The responsibility for this lies with the Executive Head Teacher.

Although education staff do not have to become first aiders unless they volunteer to do so, they are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act toward their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Any treatment should be referred to a trained first aider or qualified medical personnel as soon as is reasonably possible.

In the case that an ambulance or parents are called due to hospitalisation being needed, staff are responsible for the child until the parent/carer relieves the staff. Phones are available in each classroom, the swimming pool, and additional curriculum rooms across school to use to call an ambulance in order for the staff member be able to stay with the child and relay information. (Dial 9 for an outside line followed by 999)

If an adult or child goes directly to hospital with an injury as a result of an accident, Executive Head Teacher to be informed immediately to decide if a report to Health & Safety Executive is made.

Medical emergencies

If a medical emergency occurs at school, the pupil will receive appropriate care and treatment by an appropriately qualified first aid member of staff or a member of staff who has received training on that pupils known medical condition(s).

The pupil's injuries or medical condition will be assessed and the pupil will be comforted and reassured by an appropriate staff member.

The First Aider/trained staff member will assess the situation and review whether the parent/carer should be informed of the situation and/or whether hospital treatment is required.

If the assessment shows that the parent/carer should be informed but the pupil does not need to be removed to hospital, the person who administered the First Aid – where

possible - will inform the parent/carer of the injury/medical condition and discuss whether or not the pupil needs to go home.

In case of medical emergencies where it is deemed necessary to remove a pupil to hospital by ambulance, the parent/carers will be contacted immediately and informed of their pupil's accident and removal to hospital. A member of staff will accompany the pupil to the hospital and liaise with the pupil's parent/carers there. Additional staffing cover will be provided if necessary. A member of staff at school will continue to make contact using the pupil's known contact numbers.

Illness in school

Prevention of Infection

The school follows PHE's '**Guidance on infection control in schools and other childcare settings**'. This includes:

- Promoting regular hand washing with soap and water.
- Use of alcohol-based hand sanitiser when handwashing isn't possible.
- Teaching good respiratory hygiene ("catch it, bin it, kill it").
- Routine cleaning of frequently touched surfaces.
- Ensuring good ventilation in classrooms and communal areas.

Dealing with illness in school:

- If a child becomes ill whilst in school, a member of staff will comfort and reassure the child (minimising the risk of cross infection with member of staff and other children within school), while another member of staff (ideally the child's class teacher) will contact the child's parent/carer or known contact and ask them to collect the child as soon as possible.
- If there is no response from the child's parent/carers or known contacts staff will keep trying to make contact whilst the child is kept comfortable and safe within school.

Informing parents/carers of protocol surrounding illness and exclusion:

- Initially, parent/carers are made aware of illness and sickness procedures at their child's induction session prior to starting school.
- Parents/carers are asked to remember their child needs to be well to attend school. Merstone School expects all our parents/carers to respect this.
- We ask all parents/carers to remember that no child is able to return to school before 48 hours has elapsed since the last episode of vomiting or diarrhoea.
- Any necessary information regarding infectious diseases will be relayed to parents in the event that this becomes necessary.
- If a child arrives at school and is clearly unwell or is known not to have had the required exclusion time from school, staff reserve the right to ask the parent/carer to take the child home until they are fit to attend.

Communication with Parents of Vulnerable Children

The school recognises its duty of care to pupils with underlying health conditions or vulnerabilities that may place them at higher risk from common infections, even if such illnesses are **not legally notifiable**.

Identification of Vulnerable Pupils

- A register of medically vulnerable pupils is maintained securely by the SENCo and/or designated safeguarding lead (DSL).
- Conditions may include (but are not limited to): immunosuppressive disorders, chronic respiratory illnesses, congenital heart disease, or children undergoing chemotherapy.

Notification of Illnesses

- If a case of a contagious illness (e.g., chickenpox, influenza, scarlet fever) occurs in a class or department, the parents/carers of vulnerable children who may be affected will be **promptly informed**—even if the illness is not classified as notifiable.
- This allows families to seek medical advice and make informed decisions about their child's attendance.

Procedure

- Upon identification of an infectious illness in a class/department, the class teacher, school nurse and a member of SLT will liaise with each other.
- The DSL/other member of SLT will then:
 - Review the list of vulnerable pupils who may have been exposed.
 - Contact parents/carers of those pupils by phone or secure email, providing clear and factual information.
 - Document the communication and any outcomes.

Confidentiality

- The identity of the unwell child will **not be disclosed** to other parents.
- Information shared with families will be limited to the nature of the illness, the potential for exposure, and recommended next steps (e.g., seeking GP advice).

Exclusion periods

The school follows PHE-recommended exclusion periods for infectious diseases. Key examples include:

Illness/Disease	Recommended Time Off from School
Diarrhoea and/or vomiting	48 hours after symptoms stop
Chickenpox	Until all vesicles have crusted over
COVID-19	As per latest government guidance
Impetigo	Until lesions are crusted/healed or 48 hrs after starting antibiotics
Head lice	No exclusion, but treatment is recommended

A full list is available in the PHE guidance.