



First Aid Policy

The health and safety of all children at Trelawnyd Little Learners is of the highest importance to all staff. This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions.

Trelawnyd Little Learners operates within Trelawnyd VA School. The school has two fully trained first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. They are Bev McNamara (Nursery & Reception) and Christopher Williams (Year 3 & 4) (First Aid at Work). In the event of accident, injury or illness, Trelawnyd Little Learners should seek advice from one of these two individuals. This does not mean that Trelawnyd Little Learners staff are not first aid trained, and all staff should have First Aid certificates that are renewed regularly.

Trelawnyd Little Learners first aid kit is located in the infants kitchen, with an additional first aid box outside the Year 5 & 6 class room in the foyer. The first aid kit must be taken out by the manager / person in charge if you are leaving the school site with the children.

In the event of a small injury where advice may not be needed, TLL staff should administer first aid themselves (plasters, ice packs etc). Accident / incident forms should be filled in for every injury, and parents / guardians should be informed either by phone call, email or SeeSaw message. In the event of a head injury, staff should contact parents / guardians immediately to inform them of the injury and allow them to decide whether the child should remain in school or that they would rather collect them (unless staff are concerned that a child should not remain within the setting). If you are contacting a parent / guardian via SeeSaw, you should try to include an image of the injury wherever possible.

In the event of a parent / guardian needing to be contacted, the manager / person in charge should be informed. It is up to them whether they contact the parent / guardian themselves or that they are happy for you to contact them yourself.

First Aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re-qualify as a first aider and annually in emergency first aid.

Cuts are cleaned using, where appropriate running water and/ or alcohol wipes and if needed, plasters are available. Gloves are worn by staff when dealing with blood and these are located next to the plasters and wipes. The contract and registration form will allow staff to collect permission for plasters and wipes to be used on a child and inform staff of any skin sensitivities / allergies that may impact the way first aid is administered.

Ice packs are kept in the fridge / freezer in the infant practical area and can be used to reduce the swelling for bumps and suspected strains and sprains; a cold compress will be used for head injuries. If ice packs are used then these are first wrapped in a clean paper towel to prevent contact with the skin.

All medical waste is bagged in plastic bags and is disposed of in the outside bin.

Dealing with Bodily Fluids

Bodily fluids include things such as blood, human waste, vomit etc.

The aims of this section of the policy are:

- To administer first aid, cleaning, etc, for the individual
- To protect the individual and others from further risk of infection
- To protect the individual administering first aid, cleaning, etc

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area
- Always use disposable gloves and aprons (located in the First Aid Box).
NEVER touch body fluids with your bare hands
- Use bucket and mop from Infant toilet area
- Double bag all materials used and dispose of in the outside dustbin
- Blood loss – if possible give individual cotton pads to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off

Off-Site Visits

It is the responsibility of the manager / person in charge to take a first aid box with them on the visit; this is located in the Infant practical area and in the dedicated rucksack for trips, also kept in the Infant practical area.

All staff taking children out of school for a trip are equipped with a first aid pack and will carry any medication needed for individual children. The first aid equipment is regularly checked and managed by Mrs B McNamara and Mr C Williams.

Injuries are recorded on accident / incident forms and, where possible, parents / guardians should be informed via message. In the event of a head injury, parents / guardians should be contacted via phone as soon as possible.

In the event of serious injury or concerns, first aiders must complete an accident/incident report form, sending a copy to the Local Authority and directing the child/adult to see a doctor or visit an accident and emergency department to seek further advice.

Medical information about a child is gathered through the contract and registration forms, which are issued annually, as well as through information provided by the parent / guardian.

All medical information is kept in the children's information file and locked away for confidentiality unless needed, with any medical requirements being listed and posted on the wall at all times for all staff to see.

Individual Health Plans for those children with particular medical conditions or allergies are kept with the children's information file. Some school staff are trained in the use of Epi-pen and Epi-pens are available and up to date for pupils who need them, they are always taken on off site visits. In the event of a child attending Trelawnyd Little Learners requiring an epi-pen, staff will be trained in the use of them and this policy will be reviewed immediately.

Emergency contact information is kept within the children's folders, and simple contact sheets will be updated with each child that enrolls / when information about a child changes to ensure easy access for phone numbers.

Trelawnyd Little Learners will not discriminate against children with medical needs.

In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at

risk. These plans will be drawn up in consultation with parents / guardians and relevant health professionals.

They will include the following:

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play

Administration of Medicines

Ideally it is preferable that parents / guardians, or their nominee, administer medicines to their children but in the case of medicines needed at specified times, nominated staff will administer.

If a member of staff is administering medication, they should follow these steps:

- Check the required dosage and confirm the amount with another member of staff
- Pour / draw the correct amount and show to another member of staff BEFORE administering to a child to confirm that the dose was witnessed and correct
- Administer the medicine to the child within view of another member of staff
- Update the medication form with the correct details

A form is issued for a request to administer medication which must be signed by the parent / guardian; this must contain clear instructions regarding dosage. These are kept in the blank forms folder on the shelf in the TLL room.

Medicines are stored safely in the fridge in the infant practical area out of reach of children. Under no circumstances should children bring medicines into school themselves, and this is communicated to parents / guardians. If medication is found in a child's bag then it should be removed immediately and the parent / guardian should be contacted to be informed that it was found and that undisclosed medication cannot be left in a child's bag.

Medicines

Medicines that have been prescribed by a doctor, dentist or nurse prescriber should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent / guardian instruction.

Ideally if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, parents / guardians could be encouraged to ask their prescriber about this. In some instances, we will administer medicines that have been bought over the counter such as Piriton and Calpol, but this is with parent / guardian consent. A written agreement should be in place from parents / guardians prior to administration.

Medicines brought into the setting should be clearly labelled with the child's name and kept in the fridge. They are stored strictly in accordance with the product instructions and in the original container in which they are dispensed.

All medicines, including controlled drugs, will be returned to the parent / guardian at the end of each session. If the medicine is finished within the session, the container should be returned to the parent / guardian for them to arrange for safe disposal. If any medication is to be held at the setting rather than being sent home, it should be collected at the end of every school term. If parents / guardians do not collect all medicines they should be taken to a local pharmacy for safe disposal.

If a child requires medication and is going on an off-site visit, the medication will be taken along with the medical form completed by the parent / guardian. If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant.

Asthma

Parents / guardians of asthmatic children are asked to ensure that their child is equipped with a labelled inhaler. We also request that the setting is provided with a spare inhaler.

Inhalers are stored on the first aid shelf for use as needed but out of reach of children. Inhalers must be taken to each PE lesson (or equivalent) by the manager / person in charge for the child requiring this medication. If the child is going on an off-site visit then the inhaler should be brought with them.

We encourage children with asthma to participate in all aspects of the curriculum including PE. Trelawnyd Little Learners does all that it can to ensure that the environment is favourable to pupils with asthma.

In the event that a child attending Trelawnyd Little Learners requires an inhaler or is diagnosed with asthma, staff will receive training in how to react to an asthma attack and this policy will be reviewed immediately.

Choking

Staff have also received training in response to choking as part of their first aid training, and guidelines are up in the lunch hall. Measures are taken to reduce the risk of choking, such as level of supervision in the hall or classroom (depending on where children are eating their lunch), raising awareness with pupils, cutting up food for the children and care with snacks. Parents / guardians are asked to ensure any foods that are a choking risk (e.g. grapes) are cut in half at home before being sent to the setting for the child to eat. Vigilance is highlighted to all staff.

In the event that a child chokes whilst under the care of Trelawnyd Little Learners, parents / guardians should be contacted immediately and the manager / person in charge and the registered person should be informed.