



**COUNTESS GYTHA**  
PRIMARY SCHOOL &  
FOUNDATION UNIT

# First Aid Policy

To be read in conjunction with  
the school's Medical Policy

Date Adopted: 13 December 2018

Frequency of Review: Annually

Next Review Date: December 2019

Signed \_\_\_\_\_

on behalf of the Governing Body

## **FIRST AID AND MEDICAL POLICY**

### **To be read in conjunction with school's Medical Policy**

#### **General Statement**

During the school day, accidents and sickness do occur occasionally. The school does not keep its own medication but will provide basic first aid, care and support for children who are taken ill at school. If we decide that the child should be sent home we will contact the parents to collect their child.

#### **Accidents**

In the case of accidents, the same applies except in an extreme emergency. The school would then endeavour to contact parents immediately on their emergency contact number while the child is transported to hospital by ambulance. It is therefore essential that all parents provide the school with up to date contact numbers.

#### **Head Injuries**

If a child receives a bump on the head at school, a record of this is kept and a red head injury ('bump letter') is sent home. If we are concerned about the injury then the parent is informed immediately. If a severe head injury occurs this will be reported electronically to the local authority.

#### **Accident Reporting**

In the case of accidents at school, the following procedures will be followed: Minor accidents – records of minor bumps and bruises will be kept in the accident book located in the First Aid Room. Information will include the child's name, details of the incident and first aid given.

Serious accidents – accidents of a more serious nature (particularly those involving head injuries) will be reported to the Local Authority using the electronic report form on the EEC site. Accidents involving a child being taken to hospital for treatment will also be reported to the H & S Executive.

## **Illness**

Children should not attend school when ill. We do not have the facilities or the personnel to care for the children appropriately and we feel that every effort should be made to stop viruses from spreading.

The information in respect of childhood illnesses is laid down by the schools' medical officer. As there is sometimes conflict amongst the medical profession on these matters, all Somerset schools will abide by these requirements.

## **Short Term Medication & Self Treatment**

Please refer to the school's Medical Policy

## **Residential Week**

Prior to the residential week, all parents will be asked to complete the required medical form. There are always qualified first aiders in attendance at every Residential centre.

## **Allergies**

We need to be informed in writing of any allergies your child has. Medical records are kept but please make sure that the information we have is up to date.

A list of children with allergies or medical needs will be included in each class register so that prompt action can be taken if necessary. This will be regularly updated.

## **Sun Protection**

In the Summer, children will be encouraged to wear sunhats and to come to school wearing sun cream on hot, sunny days. We would prefer sunglasses to only be worn if a child has a medical condition which make this advisable. If a child has a particularly fair skin and therefore needs special treatment, the parent will need to teach the child how to re-apply sun cream under the supervision of a teacher or the child may need to stay indoors at playtimes.

## **First Aiders (including Paediatric)**

The designated school First Aiders are displayed around the school. I.e. in the Sick Bay and School Office.

**A member of staff has received basic Glucose Monitoring training (Diabetes).**

**Members of staff have also received Epi Pen training.**