

Clipston Primary School
and
Great Creaton Primary School
First Aid and Intimate Care Policy



First Aid, Medication and Intimate Care Policy

Adopted by Governing Body: January 2015

Proposed Review: Summer 2017

Signed
Mr Graham Leah: Chair of Governors

AIMS OF CLIPSTON SCHOOL

Clipston Endowed VC Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

AIMS OF GREAT CREATON SCHOOL

Great Creaton Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence and a deep sense of self-worth. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual, moral, social and cultural development to support the ability to grow and flourish as human beings.
- c) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- d) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- e) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- f) Ensure equal opportunities for all.
- g) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- h) Develop a sense of pride in belonging to Great Creaton Primary School.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

Statement of Intent

This policy sets out arrangements at Clipston Endowed VC Primary and Great Creaton Primary Schools (our schools) for First Aid and Intimate Care, and the roles and responsibilities of all stakeholders.

Work Place First Aiders are:

**Mrs Wendy James and Mrs Janice Glover at Clipston and
Mr Ed Newton and Mrs Leigh-Ann Rae at Great Creaton.**

Awareness of Medical Needs

- At the start of each academic year we produce a Medical Needs Register, which is given out to all staff (except premises staff). The list contains information on children who have medical needs which may require intervention from our staff.
- We follow the Supporting Children with Medical Needs Policy.

Illness at School

- If a child is taken ill whilst in the classroom, the teacher will assess the condition of the child and, if they feel that the child needs to go home, they will arrange for parents (or other contact as prioritised by the parent on the data collection sheet) to be contacted.
- If a parent cannot be contacted, a voice mail message will be left to inform the parent which adult on their list of contacts has collected the child.

Administration of Medicines

- We follow the Administration of Medicines Policy.

First Aid

- If a child suffers an injury, it will be assessed by the adult nearest to the child. It is the responsibility of the child and his/her peers to alert an adult to the injury.
- In some cases the adult alerted will refer the child to another adult e.g one Midday supervisor may call for the assistance of another adult while s/he continues to put away the dining furniture.
- All adults will be expected to deal with all instances of minor first aid.
- Gloves should be worn at all times.
- Should the adult assessing the injury not feel confident to deal with the injury they may seek the assistance of a First Aider by sending another child or an adult to fetch a First Aider.
- In the event of an emergency, or if a First Aider not be present, and / or if any adult in school is concerned for the health and safety of the child following an injury, they must call 999.
- In the event that emergency services have been called and a child or adult requires hospitalisation, a member of staff will accompany the patient.
- Children will only be taken to hospital by ambulance or directly by their parents. Staff will not transport children to hospital in their cars.

- A "Help Card" system is in place and cards are displayed in prominent positions around school. Periodically children are reminded during assembly about this system and to look out for the location of the cards. The cards should be taken to the nearest adult, and the card will tell the receiver of the card where help is required.
- Injuries obtained off-site during school visits will be dealt with in the manner outlined above and in accordance with the specific Risk Assessment.
- After School Clubs run by external providers will follow their own First Aid procedures and must ensure they are aware of the medical needs of the children at their club.

Informing Parents and Logging Injuries

- It is understood that parents will not be informed of all minor injuries, scrapes and grazes.
- Where the child is very distressed or the member of staff deems the injury to be significant, parents will be informed by phone, usually by the person who dealt with the injury.
- It is the responsibility of the attending adult to decide what is a "significant injury". They will make a common sense judgement as any parent would, and take into account the specific needs of the child concerned.
- It is the responsibility of the person who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may pass on accurate details to the parent.
- All injuries, however significant, from the shoulder upwards (classed as "head injuries") must be reported to parents, usually by phone.
- When informing parents by phone, Contact Priority 1 should be phoned first and a voice message left if it is not possible to speak directly.
- All head injuries and other significant injuries must be logged in the Accident Book in the front office and the time of any phone call home, also recorded.
- When a child is collected by a parent following an injury and is taken directly from school to hospital, or is taken to by other means directly to hospital, the Headteacher or Office Staff must report the incident to the LA, using the number in the Accident Book.

Provision for First Aid

- Each school has two First Aid at Work members of staff, as above. The names of these individuals are displayed prominently around the school.
- First Aid Kits are kept centrally (in the Toilet off the Library at Clipston and in the Middle Area at Creaton).
- First Aid kits must be carried by the teacher/supervising adult whenever they take children off site.
- All of the medical supplies, will be monitored and replenished by an adult as delegated by the Headteacher.
- All Staff are responsible for alerting the Office Staff if they become aware that a particular first aid kit requires re-supplying.

Dealing with Common Illnesses and Infections

- Any child who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.
- Any child who has suffered from diarrhoea or vomiting must not return to school until they have been completely clear of symptoms for 48 hours. It is the responsibility of the parent to ensure that the health and safety of everyone at school is considered when deciding when to return their child to school.

- If a child is found to have live headlice, their parents will be informed by the school office. Parents of all of the other children will be informed by email from the office.
- The parents of any child suspected of having impetigo will be contacted. If the infection is severe, they will be asked to collect the child. If it is minor they will be asked to seek advice about treatment from their GP.
- Parents can seek advice from the school office in liaison with the Headteacher about other common illnesses and infections.
- Staff will refer to the (yellow) Health Protection Agency guidance kept in the Front Office and/or website advice.

Intimate Care

Intimate Care is the attending to the needs of children who have wet or soiled themselves either by accident or due to medical or developmental reasons.

- In instances of soiling, the parent or carer will be informed that an intimate care procedure was carried out.
- Only a staff member is able to supervise or carry out intimate care.
- Staff must ensure that another colleague is aware that you are supporting a child's intimate care needs.
- In order to protect yourself from allegations, you should aim to remain potentially visible to colleagues, whilst providing privacy for the child, for example, keep the door slightly ajar.
- Talk to the child throughout, making clear what is happening. If necessary, a second adult can be summoned.
- The child should be involved as much as possible in his or her own intimate care.
- All classrooms have designated toilet areas nearby. Other pupils may be directed to use alternative toilets while the intimate care needs of one child are attended to (in order to protect the child's privacy).
- Protective gloves must be worn. A supply of wet wipes and nappy sacks/plastic bags (for containing soiled clothing) will be kept in the Infant Class with the youngest pupils at both schools.
- The incident (if it involves children in Year 1-6) must be recorded by the person concerned in the accident book kept in the school office. Incidents involving Foundation Stage pupils will be logged only as necessary (e.g. as part of a medical healthcare plan), but parents would generally be informed of each occurrence.
- Care should be taken to dispose of any soiled wipes, bagged and disposed directly into the main outside bin.
- Soiled clothing should be placed in a nappy sack /plastic bag and tied firmly for returning to parents.
- Every child must be treated with dignity and respect. Privacy should be ensured appropriate to the child's age and situation, regardless of whether it is staff or a parent/carer attending to the child's needs.
- Try to avoid doing things for the child, to allow the child to be as independent as possible. This is important for tasks such as removing underwear as well as for washing the genital area. Support children in doing all that they can for themselves.
- Be responsive to a child's reactions. Encourage the child to have a positive image of his/her own body. As well as the basics like privacy, the approach you take to a child's intimate care can convey messages about what his/her body is worth. Your attitude to a child's intimate care is important.
- If a member of staff has concerns about managing personal or intimate care then they should make these known to the Headteacher.

Spillages of urine, faeces, vomit or blood

- Spillages of urine, faeces or vomit (or large volumes of blood on a floor) should be thoroughly doused with sawdust or other absorbent material.
- The area should be cordoned off with a chair over the sawdust area.
- If necessary and practical, the area should be vacated until it can be cleaned.
- The Cleaner in Charge or Contract Cleaners will then thoroughly clean the area as a priority. An explanatory note should be left for her/him, by the child's teacher or TA, to see when s/he arrives.
- Spillages of blood e.g. from a nose bleed into a sink, must be thoroughly cleaned as soon as possible by a member of class-based staff or a mid-day supervisor, with a suitable cleaner.