

First Aid, Sickness and Medication Policy

Purpose of the policy

This policy sets out the Wildwood Nature School approach to training staff in and administering First Aid, as well as administration of medication. This should be read in conjunction with the *Accident and Incident Policy* and the *Emergency Procedures Policy*.

Staff qualified to administer first aid

All Wildwood teaching staff are trained in paediatric first aid. New staff members who arrive without up to date first aid training are booked on to training as soon as possible.

At all times, for all group sizes, there will be at least one member of staff with the children who have up to date paediatric first aid training. When there are four or more teaching staff with a group, at least two staff members are first aid trained.

First aid procedure – responding to an injury

- If the staff member in charge of the child is not trained in first aid, they immediately call for the assistance of a trained colleague (first aider).
- The first aider assesses the injury and decides on the appropriate response.
- The first aider will check if the injured person has specific medical needs. If it is a child or staff member and they do, they will retrieve the relevant health information sheet, copies of which are in both first aid bags and are always with the staff and children, even when out of the school premises
- The first aider administers first aid and/or calls the emergency services as appropriate and follows the procedures in the *Accident and Incident Policy* and the *Emergency Procedures Policy*.
- The staff member who was first aware of the injury completes an accident form to be handed to the parents when they arrive.

First aid equipment

- A 50 person, HSE compliant first aid kit is installed in the staff room, wall mounted for easy access.
- Three HSE compliant portable first aid kits are kept in the staff room for outdoor sessions and all trips away from the hall.
- For any learning away from the hall, it is the responsibility of each group's Safety Lead to ensure that a portable first aid kit is taken with the group.
- If a first aid kit is not available, the group does not leave the hall.

First Aid Lead teacher

One member of the Wildwood Nature School teaching team is the First Aid Lead. This teacher is responsible for:

- Being trained additionally in outdoor first aid
- Running in-house training on outdoor first aid
- Running frequent, bite-size in-house training (refreshers) at each staff meeting, to ensure that all staff retain and develop their first aid skills
- Ensuring that all first aid kits are kept up to date with the required equipment and resources.

Currently, the First Aid Lead is:

Staff training in first aid – roles and responsibilities

The **school business manager** tracks (via the single central record) the first aid training status of all teaching staff, and is responsible for ensuring that all staff are up to date with their first aid training. They are also responsible for keeping up to date with DfE requirements in terms of first aid in schools.

The designated **co-head of school** (the co-head in charge of staff timetabling) is responsible for ensuring that the staffing structure ensures that there are the required number of first aid trained teaching staff with all groups at all times.

Sickness

In order for a child to enjoy their time at Wildwood and be able to actively participate, learn and play, they must be feeling well enough.

- Parents must decide before bringing their child to a session if the child is feeling well enough. If the child is not, they should not attend school.
- When a child becomes unwell during a session staff will try to contact a parent/carer to discuss the situation and decide on what course of action to take.
- If a child vomits or has serious or repeated diarrhoea during a session or day, staff will contact a parent/carer to ask that they collect the child.
- Children may not attend for 48 hours after their last episode of vomiting or diarrhoea.
- In a medical emergency, staff will contact the emergency services before contacting a parent/carer.
- We will obtain parental consent for emergency medical treatment for their child.
- No child should attend if they have a high temperature, vomiting, diarrhoea, an infectious disease, a parasitic infection, or an undiagnosed skin rash.
- In such cases parents should inform the school, including the nature of the illness, and keep the child at home.
- Children with head lice or threadworm may attend, but must be treated to remedy the condition.
- Parents will be notified if there is a case of an infectious disease (including parasitic infections) at the school.
- Parents may be asked to keep their child off sick for a specified period by the school business manager, following any infection or incident of sickness.
- In setting an exclusion period, the school will follow the Government guidelines [Health protection in children and young people settings, including education](#).
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Cuts or open sores, whether on adults or children will be covered with a sticky plaster or other suitable dressing.
- Staff who are unwell do not attend the setting and only return to work when they are well enough to do so.

Allergies

- Parents provide information on individual children's allergies through the enrolment form when they first join the school. This includes details of the allergy, any dietary requirements and what to do if the child has an allergic reaction.
- This information is shared with all staff and a written record is kept in the health summary in all first aid bags (which are carried at all times) and on the daily attendance register. This means that staff on any given day are aware of the allergies of the children in their group and can take any action required to reduce the risk of an allergic reaction.
- If any allergy medication needs to be carried, e.g. Piriton or auto-injectors, then parents provide written permission in advance to administer this in an emergency, signed by a doctor or pharmacist.
- Information on individual children's allergies is discussed at regular staff meetings.
- Parents are reminded on a weekly basis to update the school with any new information regarding their child's medical condition, including allergies.
- The school has a policy of no nuts in any food given to the children, if there is a child attending who has a nut allergy.
- The school maintains a list of which children with allergies are eating for each day of the week.

Medication

In general, staff will only administer medication to children under the following circumstances:

- With a written request by the parents/carers;
- If the medication has been prescribed by a doctor, pharmacist, nurse or dentist;
- If the medication contains aspirin, it should be prescribed by a doctor.

Staff will follow the procedure below, using administration instructions included with the medicine.

Procedure

- All medicines are kept in the first aid kit which is kept out of reach of children at all times, in a locked cabinet in the medical room (community room), or in the locked fridge in the kitchen if necessary.

- Medicines are transferred to the portable first aid kit if it is necessary to administer them when away from the hall.
- Written consents and details of how to administer medicines are recorded on, and made available to staff, via the child's profile on the school Management Information System.
- A printed copy is kept in the appropriate first aid bag and another is held by the child's key person.
- One member of staff will administer the medicine as per the instructions given by the parent and another member of staff must be present to witness the medicine being given.
- The time and dose administered is noted via the MIS and this is then reported to parents.
- In the case of requests from parents to staff to administer medicines, parents will be asked to sign a medicine consent form to confirm their consent.

Policy review

Policy created: June 2023

Last reviewed:

Last modified: June 2023

Next review date: June 2025