



## The Llewellyn School Policies and Procedures

# First Aid, Illness & Accidents Policy

Policy Reviewed by:	Suzy Hollett (HR Manager)
Date:	23/01/2024
Policy Verified by:	Sara Llewellyn (School Leader-CEO)
Date:	23/01/2024
Date for Next Review:	01/01/2025

At Llewelyn School we will deal promptly and effectively with any illnesses or injuries that occur while pupils are in our care. We take all practical steps to keep staff and pupils safe from communicable diseases. All parents or carers must complete the Medical Form when their pupil joins the school, requesting permission for emergency medical treatment for their pupil in the event of a serious accident or illness.

We will record any accidents or illnesses, together with any treatment given, on an Incident Record or Accident Record sheet as appropriate. Notes are also recorded and kept in the pupil's medical files in the medical room.

The Llewelyn School cannot accept pupils who are ill. If any pupils are ill when they first arrive at the school, we will immediately notify their parents or carers to come and collect them. Any pupils who have been ill should not return to the school until they have fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

#### First aid

Within the school we have a range of staff who have level 3 first aid training, this is something we strive to uphold. We take into consideration who has been trained when allocating staff across the school and make sure there are adequate levels of staff to pupils and that in an emergency a first aider can respond quickly to any area of the school and gardens.

The location of the first aid box and a list of qualified First Aiders are clearly displayed around the school. The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date, appropriate for pupils and comply with the Health and Safety (First Aid) Regulations 1981.

All staff are aware that a first aid trained member of staff must be present on all off-site activities and a travel first aid kit is to be taken with them. Each child has a medical card to be always with them, which will have their relevant past medical history in case an emergency ambulance is required this will have all the information they will need to treat the child.

#### Medical room

The medical room is at the front of the school. It can be used for any matter of treatment; it has blinds that can be shut to provide privacy and can be locked in this reason too. It is fully stocked with wipes, gloves, aprons, sick bowls and all first aid equipment. First aid boxes are kept in there in a named cupboard along with the travel bum bags used for offsite activities.

#### Staff illness/accidents

All staff are asked to complete a next-of-kin form, these are kept confidentially within the staff files. These are only to be used if there is an emergency in school and the next of kin needs to be contacted. As with pupils' staff are to use the medical room for any treatment that may be needed following an injury or accident whilst at school.

#### Procedure for a minor injury or illness

The first aider at the session will decide upon the appropriate action to take if a pupil becomes ill or suffers a minor injury.

- If a pupil becomes ill during a session, the parent or carer will be asked to collect the pupil as soon as possible. The pupil will be kept comfortable and will be closely supervised while awaiting collection.
- If a pupil complains of illness which does not impair their overall wellbeing, the pupil will be monitored for the rest of the session and the parent or carer will be notified when the pupil is collected.
- If a pupil suffers a minor injury, first aid will be administered, and the pupil will be monitored for the remainder of the session. If necessary, the pupil's parents will be asked to collect the pupil as soon as possible.

#### Procedure for a major injury or serious illness

In the event of a pupil becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the pupil needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the pupil needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the pupil. The staff member will take the pupils' Medical Form with them and will consent to any necessary treatment (as approved by the parents on the Medical Form).
- We will contact the pupils' parents or carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file for the pupil.
- After a major incident, the manager and staff will review the events and consider whether any changes need to be made to the school's policies or procedures.
- We will contact Pupil Protection Agencies in the event of any serious accident or injury to a pupil in our care as soon as reasonably possible and within 14 days at the latest.
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (e.g. broken limb, amputation, dislocation, etc - see the HSE website for a full list of reportable injuries).

#### Spillages of body fluids

These must be dealt with by a first aider. Spillages of blood, vomit, urine, and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the first aider should use the spillage kit found in the medical room to clean it up. The first aider should wear gloves and apron and the waste should be cleared from the area as directed by the kit and disposed of in the yellow clinical bin. The incident should be recorded on an incident form.

#### Communicable diseases and conditions

If an infectious or communicable disease is detected on the school's premises, we will inform parents and carers as soon as possible.

If there is an outbreak of a notifiable disease at the school, we will inform the local health protection unit, HSE under RIDDOR (if appropriate).

#### Useful contacts

Health Protection Unit: 0344 225 7968

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	5 days from first appearance of rash
Cough and SOB	Until negative PCR, if positive 10 days from result
Conjunctivitis	24 hours or until the discharge from eyes has stopped
Diphtheria*	Until certified well by doctor
Diarrhea and Vomiting	48 hours after symptoms cleared
Glandular Fever	Until fully recovered
E. Coli, Food Poisoning, Salmonella and Dysentery	Until certified well by doctor
Hand, Foot and Mouth disease	While rash and ulcers are present
Hepatitis A*	Until certified well
Hepatitis B* and C*	None
High temperature	24 hours or until negative PCR test
HIV/AIDS	None
Impetigo	Until the skin has healed
Influenza	Until recovered
Measles*	5 days from onset of rash
Meningitis*	Until recovered
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	Until treatment has been given
Pertussis* (Whooping cough)	21 days from the onset or 5 days from commencing antibiotic treatment
Poliomyelitis	Until certified well by doctor
Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given
Rubella* (German Measles)	5 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever*	5 days from start of the treatment
Slapped Check, Fifth Disease	None
Streptococcal infection	3 days from the start of the treatment
Tuberculosis*	Until certified well by doctor
Typhoid*, Paratyphoid*	Until certified well by doctor

\* Denotes a notifiable disease. If in any doubt, contact local health services for further information.