



**MAYVILLE  
HIGH SCHOOL**  
*Founded in 1897*

# Early Years Foundation Stage

## First Aid and Health Policy

### Policy Statement

Mayville High School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid in the Foundation Stage at Mayville High School is held by the Early Years Manager and Richard Meli (appointed person)

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Mayville places a high priority on the maintenance of both pupil and staff health. We promote the good health, including the oral health, of children attending the setting.

Parents are required to complete a health form prior to pupil entry and these forms are shared with the relevant staff prior to entry to ensure that any relevant procedures are in place before a child starts. This information is also available to staff on school base. Parents are required to give us information about a child's need for medicines, and for keeping this information up-to-date.

### First Aid and Medical Procedures.

### Aims & Objectives

Our first aid policy requirements will be achieved by:

- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in all areas
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring that relevant training is completed with regard to specific conditions such as epilepsy or diabetes and specialist staff deliver training as required for the needs of individual children.
- Ensuring the safe storage of individual children's medication
- Ensuring staff training is up to date
- Ensuring all staff are aware and understand individual care plans.

All trained First Aiders will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. .

They will act as the appointed person and be responsible for administering first aid, in accordance with their

training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

The appointed person is someone who has attended a 1-day HSE approved course.

### **First Aid Kits**

There are 4 first aid kits on the premises. They are situated in Swans, Kestrels, Lower 1 and a portable First Aid kit to be used in the playground and on trips.

It is the responsibility of the Early Years Manager/ Appointed Person (Richard Meli) to check the contents of all first aid kits every 3 months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the monthly first aid health and safety file.

It is the responsibility of all First Aiders to alert the Early Years Manager/ Appointed Person of any missing or low stock contents immediately.

The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

### **Incidents and Accidents.**

All accidents/incidents must be dealt with calmly and promptly and recorded on Schoolbase. Parents will be emailed a copy of the accident record where necessary. Richard Meli should also be informed. Records will include;

1. Time and date of incident.
2. Full name of casualty.
3. Name of member of staff who witnessed accident.
4. Nature of injury.
5. How it happened.
6. Action taken.
7. Treatment given.

Where necessary, a decision must be taken in conjunction with Richard Meli on whether immediate action should be taken to prevent a similar occurrence in the future and the school office notified by the senior member of staff on duty.

In the event of a casualty requiring hospital treatment Richard Meli will contact the parent/carer immediately and arrange for the child to be taken to the hospital with the parent if possible. If the parent/carer has problems getting to the setting and the matter is urgent then a member of staff must accompany the child in the ambulance or the child will be driven to the hospital by a member of staff with another member of staff accompanying to care for the child.

The member of staff must take the child's details and medical form with them to the hospital.

The Head Teacher must be informed immediately of any serious accidents/incidents.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **Medicine**

Medicine (both prescription and non-prescription) is only administered to a child where permission for that particular medicine has been obtained from the child's parent and/or carer. Medicines must be in the original container, be clearly labelled with the child's details and in date. We keep a written record on SchoolBase each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day.

We will also administer Calpol and Piriton, if felt to be necessary but will seek parental permission first before administration via a phone call. If the parent does not answer the call, we will leave a message and wait for the parent to return the call before administration of any medicines. All records of administration are recorded on Schoolbase and emailed to parents before collection of the child. In the event of a different person collecting the child they are informed verbally upon collection.

## **Unwell children**

Children who are unwell should not be brought to nursery/school. If parents bring children who are unwell to nursery/school, they will be asked to take them home again. Parents must notify staff if their child has been unwell at the weekend or in the night, and if they have been given any medicine prior to coming to the setting. Any child who has had sickness or diarrhoea must not return to nursery/school until at least 48.

We understand the needs of working parents and do not aim to exclude children from the setting unnecessarily. However, the decision of the setting is final when requesting that a child is collected due to illness or infection. Decisions will take into account the needs of the child and those of the other children and staff in school.

Parents are responsible for keeping the setting informed about their child's health.

Children with infectious or contagious diseases will not be permitted to attend for certain periods. If staff suspect that a child has an infectious or contagious disease, they will request that parents / carers consult a doctor before returning the child to the setting. Staff will use guidance of infectious diseases from the Public Health Agency which is displayed for parents on our Parent Information boards. The Nursery Manager will seek advice on managing specific infectious diseases and will ensure the correct procedures are followed accordingly. All staff are aware and encourage good basic hygiene practices such as regular hand washing and encourage children to do this also.

### **Child becoming unwell at the setting:**

They will be seen by a qualified first aider as the condition of the child needs to be assessed. Care plan followed if relevant. This will be done in a kind and caring manner. The child may be distressed, so it is important to be calm and reassuring. A senior manager will be informed of any sick children. The situation is monitored closely, taking and recording the child's temperature where necessary using an electronic ear thermometer.

The child's parent/carer will be informed of the situation and if the child's condition does not improve. If necessary and only if the parent/carer has been contacted Calpol will be administered following the guidance on bottle of dosage. If the child's condition deteriorates further or the child is not getting better a member of staff will contact the parent / carer / emergency contact requesting that the child is collected as soon as possible.

Whilst awaiting the arrival of parents, the staff will ensure the comfort of the child, taking appropriate action, which would include seeking medical advice if necessary. An illness record will be completed.

### **Food and drink**

Where children are provided with meals, snacks and drinks, they must be healthy, balanced and nutritious. Before children are admitted to the setting we obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. We record and act on information from parents and carers about a child's dietary needs and all information is past to the kitchen manager and shared with all staff who may come into contact with the child.

Fresh drinking water is available and accessible to children at all times and we encourage parents to provide a named water bottle for their child.

We have designated areas for the provision of healthy meals, snacks and drinks for children as necessary and facilities for hygienic preparation of food for children. All staff responsible for preparing and handling food undertake Food Hygiene training.

Our curriculum encourages children to learn and discuss the need for healthy choices and for good oral health and we encourage parents to support this also.

We ask that children with packed lunches have a balanced lunch and staff will encourage children to eat savoury and healthy items first before eating any treats. We ask that children do not have sweets or any items containing nuts in their lunch boxes as these will be removed and given back to the parent at the end of the day. We also ask that parents are aware of any food items that may be in their child's bags and that sweets and any items containing nuts are removed prior coming into the setting.

Any food poisoning affecting two or more children cared for on the premises will be reported within 14 days of the incident. We understand that failure to comply with this requirement is an offence.

*July 2014 AP.*

*Reviewed April 2015 AP. Reviewed April 2016 AP. Reviewed April 2017 AP. Reviewed April 2018 AP (New procedures now in place using school base to electronically record accidents and treatments). Reviewed April 2019 AP (Richard Meli has now been appointed as Lead First Aider). Reviewed August 2020 AP (The school risk assessment for Covid 19 should be read in conjunction with this policy). Reviewed July 2021 RP (The school risk assessment for Covid 19 should be read in conjunction with this policy). Reviewed August 2023. Reviewed August 2024 SW*

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