

EYFS AND INFANT SCHOOL FIRST AID

Policy applies to EYFS to Year 2 and to all Staff	
Date policy reviewed:	01.03.2023
Date of next review:	01.03.2024
Version:	07.23 v1
Author:	Mrs Elin Fuller

Version	Date	Paragraph	Material change	Approval
07.23 v1	20.06.2023	9	New section added re. high temperatures.	Mrs Elin Fuller

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors, and volunteers to share this commitment.

Related Policies

Admissions
All Child Protection and Safeguarding policies
Data Protection
Data Retention
Educational Visits
EYFS
First Aid
Head Injury and Concussion
High Temperatures and Sun Protection
Mental Health

1. Introduction

This policy applies to children in the Early Years Foundation Stage (**EYFS**) but applies equally to children in Years 1 and 2. The policy must be read in conjunction with the First Aid policy which applies to the whole school.

Clifton High School takes its responsibility for the health and well-being of its pupils, staff, visitors, and volunteers very seriously. It is an inclusive community that aims to support and welcome all pupils, including those with any known medical condition, health problem or allergy. It ensures that all first aid is administered in a timely and competent manner regarding the Health and Safety Executive regulations (HSE, 1981).

2. Aims of the policy

To ensure that:

- All staff understand their duty of care to pupils and all accidents are dealt with safely and appropriately.
- Staff are suitably trained to deal with any medical incidents or conditions that they may encounter in their working day and understand the seriousness and management of certain medical conditions that affect the pupils at the School.
- Children are treated appropriately in the event that first aid is required and staff have the necessary training and equipment to administer first aid to children safely.
- Sick pupils are cared for appropriately until well enough either to return to lessons or released to the care of their parents.

3. Staff Training

At least one member of staff who has a valid Paediatric First Aid Course certificate (12 hours in duration) must be on the EYFS setting premises and available at all times. This PFA training will be refreshed every three years.

4. The Medical Room and First Aid Boxes

The main first aider will be the School nurses, in the Medical Room. The contact details are:

Telephone no. 0117933906 ext - 251

Email address - Medical@cliftonhigh.co.uk

The School Nurses will monitor the contents of the First Aid boxes and First Aid bags in the School and ensure that all staff are aware of their location in each block and the list of current trained first aiders. First Aid boxes are situated in:

- Hive
- Hive playground shed
- Ogilvie House
- Ogilvie playground

5. Health Forms and Parental Consent

Before starting at Clifton High School, a confidential medical record will be completed by the child's parents and returned to the Admissions Department. This form contains the child's health record, current health issues and treatment and emergency contact names and numbers. Where necessary, an individual Health Care Plan will also be agreed by the parents and the School and completed. Parents are required to confirm (via Operoo) on an annual basis whether there have been any changes to the child's medical information and update Operoo when medical information changes.



A Parental Consent form is required to be signed by the parent in order for the nurse or other member of staff to administer any treatment. If there is a medical emergency, the emergency services and the parents will be contacted immediately, and a member of staff will accompany the child to hospital and remain with them until the parent arrives.

All Health forms and Parental Consent forms are stored in a lockable cupboard in the Medical Room.

Information in the Health forms (and any updated information received via Operoo) are added to SIMS by the School Nurse. The Health Care Plan is also stored electronically. The data is kept confidential and is stored and used in accordance with the Data Protection policy and the Data Retention policy.

6. Reporting of Accidents, Injuries and First Aid Treatment

All serious accidents, injuries and first aid treatment are recorded and reported to the School Nurse. Parents will then be informed on the same day as the incident or medical treatment, or as soon as reasonably practicable after. All incidents are reviewed, investigated as required and reported at termly Health and Safety Meetings.

Accident Forms are completed where necessary and sent to the School Nurse and the Estates and Operations Director. All forms will be kept electronically.

More serious injuries are reported to RIDDOR, Health and Safety Executive.

7. Illness in Children

Parents must keep their child at home if they are unwell or they have an infection which is listed as requiring exclusion from school in the Exclusion Table in Appendix C - of the First Aid policy. In such circumstances the parents should inform the School of the nature of the illness and if necessary the School will alert other parents and staff of infectious diseases. Parents should consult the exclusion table (Appendix C -First Aid policy) provided by the Public Health Agency (2017) for advice on exclusion from school for pupils with common infectious illnesses/diseases.

Any child suffering from vomiting and/or diarrhoea, should be absent from school until 48 hours has elapsed since the last episode.

Cuts or open sores must be covered with a plaster or dressing.

If a child has suffered an injury outside of school or has been given paracetamol, ibuprofen or any other medication that morning, which the School has not previously been informed of, then



their parents must notify the School prior to their child arriving at School by emailing medical@cliftonhigh.co.uk.

8. Personal Hygiene and Cleaning

The School aims to maintain the cleanliness of the premises and equipment to reduce the risk of cross-infection by adhering to and encouraging the children to follow the following measures:

- Hand washing is taught and encouraged using soap and water after using the toilet and before eating or handling food. Paper towels are used and disposed of appropriately in lidded waste bins.
- A box of tissues is available, and children encouraged to blow and wipe their own nose when necessary. These tissues are disposed of appropriately and the child will be encouraged to wash their hands afterwards.
- Children are encouraged to shield their mouths when coughing preferably with their sleeve.
- Cleaning staff will empty bins and take care to clean door handles and toilet flush handles every night.
- Spills of blood, vomit, urine or faeces will be disposed according to HPA and school guidelines, using the appropriate cleaning substances and wearing of personal protection clothing and equipment i.e. shoe covers, gloves and aprons.
- Spare clothing will be available if necessary and the soiled clothing will be sent home in polythene bags.
- Children who are sick will be separated from other pupils until collected by a parent by looking after them either in the Medical Room or the Infant Staff room.

9. High temperatures

Young children and overweight children find it harder to control their body temperature than adults during hot weather and can be at risk of ill-health caused by extreme heat. Staff will take sensible precautions to ensure that children are not adversely affected by hot conditions and will look out for signs of heat stress, heat exhaustion and heatstroke. Staff will follow the precautions set out in the High Temperatures and Sun Protection policy, and if a child suffers from a heat related illness, the Medical Team will follow the guidance set out in the UKHSA Guidance [Looking after children during heatwaves](#).

10. Head Lice

Parents are asked to be vigilant, treat and report if their child has had head lice. The School Nurse will then inform parents and staff in the School by email of any cases.

11. Supporting pupils with Special Medical Conditions



Staff are notified about children with special medical needs i.e. Asthma, Hayfever, Epilepsy Severe Allergies and Anaphylaxis. See First Aid policy for further information.

It is essential that all staff are made aware of all pupils with medical conditions. Photographs are strategically placed around the school site of pupils with medical needs (Medical Alert Poster) and are placed in both staffroom's, ASAC, the School Office and in the catering department. It is also essential that training is given to staff on special medical conditions, and that the training is regularly updated. Training is logged on Operoo.

12. Educational Visits

It is the School's policy to encourage pupils with medical needs to participate in educational visits, wherever safety permits. Arrangements for taking medication will need to be considered on an individual basis. Medication will be kept by the teacher in charge of the visit and medical forms will need to be completed prior to the trip.

13. Sporting Activities

Most pupils with medical conditions can participate in Games, P.E and co-curricular sport as the physical activity can benefit their overall social, mental and physical health. However, some pupils may need to take precautionary measures before or during exercise and will need to be allowed immediate access to their medication if necessary.

The PE teacher must have up to date medical information for each pupil and so it is imperative that the Health Form and individual Health Care Plans (if applicable) have been completed (and are kept updated) by the parents of any children concerned and the information added to SIMS.

Reluctance to participate in physical activities should always be discussed with the parents and the pupil is encouraged to participate in sport etc to within their limit.