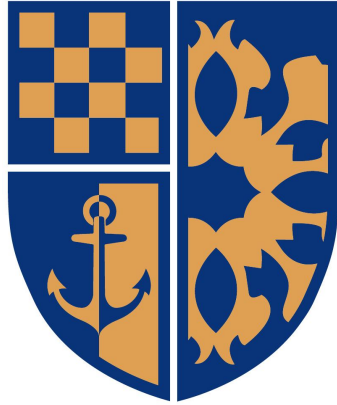


— est. 1897 —



Norfolk House School

First Aid Policy

including a policy on the administration of medication

This policy applies to all pupils in the school, including in the EYFS

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First Aid and Medication Policy Statement of Commitment

Norfolk House School is committed to caring for, and protecting, the health, safety and welfare of its pupils, staff and visitors.

We confirm our adherence to the following standards at all times:

- To make practical arrangements for the provision of First Aid on our premises, during off-site sport and on school visits, including providing up to date training and equipment.
- To facilitate this, there will be relevant individuals with full training and qualification in First Aid at Work and Paediatric First Aid, alongside others with emergency first aid knowledge
- To record accidents and illnesses appropriately, reporting to parents and the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).
- To deal with the disposal of bodily fluids and other medical waste accordingly, providing facilities for the hygienic and safe practice of first aid.
- To contact the medical emergency services if they are needed, informing next of kin immediately in such a situation.
- To communicate clearly to pupils and staff where they can find medical assistance if a person is ill or an accident has occurred.
- To communicate clearly in writing to parents or guardians if a child has sustained a bump to the head at school, however minor, and to communicate in writing in relation to every instance of accident or first aid or the administration of medicine for pupils in EYFS.

The school has separate additional policies with regard to

- [Provision for individuals with medical conditions](#)
- [Provision for individuals with allergies](#)

Practical Arrangements at Norfolk House School

Location of First Aid Facilities

- The medical/sick room is located in the staff room at Muswell Avenue and the Deputy Head's office on Princes Avenue site for first aid treatment and for pupils or staff to rest/recover if feeling unwell.
- This includes; somewhere to sit/lay down, a refrigerator for prescribed medication, first aid supplies, a water supply and sink, a nearby bathroom and hygiene supplies such as gloves and paper towels.
- A portable first aid kit must be obtained from the office for school visits.

Responsibilities of All Staff

- Record all accidents in the accident book (to be found outside the office). They are then passed to the school secretary who will record these on a central school spreadsheet and contact parents as appropriate.
- To seek help from a Trained First Aider in a situation where they, another member of staff or pupils are ill or sustain an injury.
- To seek emergency help through 999 should such a situation arise

Responsibilities of the Trained First Aiders

- Provide appropriate care for pupils or staff who are ill or sustain an injury
- In the event of any injury to the head, however minor, ensure parents are informed, by phone in the first instance. Where this is not possible, a voice-message will be left and information shared either written or verbal at the next available opportunity (e.g. pick up). Please refer to the Head Injury Appendix.
- In the event of any accident or administration of first aid involving a pupil in EYFS, ensure that written or electronic communication is sent home to parents/guardians and a copy placed in the pupil's file.
- Make arrangements with parents/guardians to collect children and take them home if they are deemed too unwell to continue the school day.
- Inform the Lead First Aider of all incidents where first aid has been administered.

Responsibilities of the Lead First Aider -

Irene Joannides (Muswell Avenue) and Vanessa Barreto (Princes Avenue)

- Ensure that all staff and pupils are familiar with the school's first aid and medical procedures.
- Ensure that all staff are familiar with measures to provide appropriate care for pupils with particular medical needs (eg. Diabetic needs, Epi-pens, inhalers).

- Ensure that a list is maintained and available to staff of all pupils with particular medical needs and appropriate measures needed to care for them.
- Monitor and re-stock supplies and ensure that first aid kits are replenished.
- Ensure that the school has an adequate number of appropriately trained First Aiders.
- Co-ordinate First Aiders and arrange for training to be renewed as necessary.
- Maintain adequate facilities.
- Ensure that correct provision is made for pupils with special medical requirements both in school and on off-site visits.
- On a half-termly basis, review First Aid records to identify any trends or patterns and report to the Health and Safety committee
- Fulfil the school's commitment to report to RIDDOR, as described below
- Liaise with managers of external facilities, such as the local sports facilities, to ensure appropriate first aid provision.
- Contact emergency medical services as required.
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies

What to do in the case of an accident, injury or illness

A member of staff or pupil witnessing an accident, injury or illness should immediately contact a named trained first aider (see above). The school office should be contacted if the location of a trained first aider is uncertain.

Any pupil or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help as needed.

The pupil or member of staff should not be left unattended.

The first aider will organise an injured pupil's transfer to the sick room if possible and appropriate and to hospital in the case of an emergency.

Parents should be informed as necessary by telephone by the first aider or school secretary.

This will be followed up in writing and a record kept at school. A record of all accidents, injuries and the administration of first aid is maintained in the accident log.

In relation to a head injury, please refer to Appendix 4.

Contacting parents

Parents should be informed by telephone as soon as possible after an emergency or following a **serious/significant** injury including:

- Head injury (a head injury advice sheet should be given to any pupil who sustains a head injury) Available from the Lead First Aider
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe hypoglycaemia for pupils, staff or visitors with diabetes
- Severe asthma attack
- Difficulty breathing
- Bleeding injury
- Loss of consciousness
- If the pupil is generally unwell

If non-emergency transportation is required, an authorised taxi service will be used if parents are delayed. A member of staff will accompany the pupil until a parent arrives. Parents can be informed of smaller incidents at the end of the school day by the form teacher.

In EYFS, ALL incidents must be communicated to the parents in writing and a copy placed in the child's file. A parent should sign the school copy agreeing that they have been notified.

Contacting the Emergency Services

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a

parent arrives. All cases of a pupil becoming unconscious (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

Accident reporting

The accident log must be completed for any accident or injury occurring at school, at the local sports facilities, or on a school trip. This includes any accident involving staff or visitors. The accident log will be monitored by the Lead First Aider as certain injuries require reporting (RIDDOR requirements). Care should be taken that the accident log, whether hard copy or electronic, is stored securely so that it can be seen only by those who have authority to read it.

Pupils who are unwell in school

Any pupil who is unwell cannot be left to rest unsupervised in the sick room. If a pupil becomes unwell, a parent should be contacted as soon as possible by the Lead First Aider, the school secretary or the head teacher. In the event a parent is unavailable the school should attempt to contact the secondary contact. Anyone not well enough to be in school should be collected as soon as possible by a parent. Staff should ensure that a pupil who goes home ill remembers to sign out at the school office.

First Aid equipment and materials

The Lead First Aider is responsible for stocking and checking the first aid kits. Staff are asked to notify the Lead First Aider when supplies have been used in order that they can be restocked. The first aid boxes will be replenished based on [DfE guidance](#).

First aid kits are kept in the following locations in school:

Muswell Avenue - On each floor landing, school office, staff room, kitchen

Princes Avenue - On each floor, school office, kitchen, Nursery, Deputy Head's office

First aid for school trips

The trip organiser must ensure that at least one adult accompanying the trip has an appropriate first aid qualification (paediatric certificate for trips involving EYFS pupils) and undertake a risk assessment to ensure an appropriate level of first aid cover, with reference to the educational visits policy, which includes further guidance. A First Aid kit for school trips must be collected from the main office. This must be returned to the main office for replenishing on return. Any accidents/injuries must be reported to the Lead First Aider and to parents and documented in the accident book in accordance with this policy. RIDDOR guidelines for reporting accidents must be adhered to. For any major accident or injury the appropriate health & safety procedure must be followed. The person responsible for completing a RIDDOR report is the lead first aider.

Emergency care and/or medication plans and treatment boxes

The Lead First Aider ensures that staff are made aware of any pupil with an emergency care plan. These care plans are displayed in the office. Pupils with a serious medical condition will have an emergency care plan and/or personal medication plan drawn up and agreed by the Lead First Aider, parents and, where appropriate, the child's doctor. Emergency treatment boxes must always be taken if the pupil is out of school. The boxes are kept in the office.

Pupils with medical conditions - A list is available in the office of all pupils who have a serious allergy or medical condition. This information is useful for lesson planning and for risk assessments prior to a school trip. Please return emergency boxes on completion of the trip. If staff become aware of any condition not on these lists please inform the Lead First Aider.

If a pupil has either temporary or ongoing limited mobility. The school will make appropriate adjustments to ensure the pupil can access the full curriculum, within reason. The school will consider whether the pupil requires a *personal evacuation plan*, for implementation in fire drills and similar occasions. If this is the case, the lead first aider will ensure that a plan is drawn up, taking advice from parents and healthcare professionals, as appropriate, and will ensure that relevant staff are trained in its implementation.

Automated External Defibrillator (AED)

There is a fully automated external defibrillator (AED) situated in each office. It is designed to be used by anyone and does not require any specific training as it provides automated verbal and visual commands during usage. However, in order to raise awareness in case of a cardiac arrest, the majority of school staff have been briefed on how to use the AED by the Lead First Aider. In addition, hands-on training will be provided through three yearly Paediatric First Aid/Emergency First Aid at Work/Schools training which the majority of staff attend.

Dealing with bodily fluids

In order to maintain protection from disease, all bodily fluids should be considered infected. To prevent contact with bodily fluids the following guidelines should be followed.

- When dealing with any bodily fluids wear disposable gloves.
- Use a biohazard spill kit
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following bodily fluids must be cleaned up immediately.
- Bodily fluids include:
 - o Blood, Faeces, Urine, Nasal and eye discharges, Saliva, Vomit

Process

- Use a biohazard spill kit and place in the clinical waste bin
- In the event a biohazard spill kit is not available disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution
- Never use a mop for cleaning up blood and bodily fluid spillages
- All contaminated material should be disposed of in a yellow clinical waste bag then placed in the waste bin in the sick room.
- Avoid getting any bodily fluids in your eyes, nose, mouth or on any open sores.
- If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.

Please refer also to Appendices with reference to needlestick injuries

Infectious diseases

If a child is suspected of having an infectious disease advice should be sought from the Lead First Aider who will follow [this guidance](#).

Administration of Medication in School

The school aims to support as far as possible, and maintain the safety of, pupils who require medication during the school day.

However, it should be noted that:

- No child should be given any medication without their parents' written consent.
- No Aspirin products are to be given to any pupil at school.

Parents must be given written confirmation of any medication administered at school, a copy of which will be kept on the pupil's file. Proformas for this are available from the school office, in addition parents can give blanket permission for the use of non-prescription, children's dosage medicines at the start of the school year

Children will need to take medication during the school day e.g. antibiotics. However, wherever possible the timing and dosage should be arranged so that the medication can be administered at home.

(i) Non-Prescription Medication

These are only to be administered by the Lead First Aider or a designated person if they have agreed to this extension of their role and have been appropriately trained.

A teacher may administer non-prescription medication on a residential school trip provided that written consent* has been obtained in advance and they have undertaken appropriate certified training e.g. a medicine's awareness foundation course. This may include travel sickness pills or pain relief.

All medication administered must be documented, signed for and parents informed in writing / electronically

* Parents are asked to complete a consent form at the start of the academic year to cover the administration of non-prescription medicines when deemed necessary by a school first aider, this includes EYFS children, provided that parents are contacted immediately before the administration of the medication. In all cases which rely on such on-going consent, parents must be informed in writing / electronically on the same day or as soon as is reasonably practicable, that the administration of medication has taken place.

(ii) Prescription-Only Medication

Prescribed medicines may be given to a pupil by the Lead First Aider or a designated person if they have agreed to this extension of their role and have been appropriately trained. Written consent must be obtained from the parent or guardian, clearly stating the name of the medication, dose, frequency and length of course. The school will accept medication from parents only if it is in its original container, with the original dosage instructions. Prescription medicines will not be administered unless they have been prescribed for the child by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin will be given only if prescribed by a doctor.

A form for the administration of medicines in school is available from the school office.

(iii) Administration of Medication

Any member of staff administering medication should be trained to an appropriate level, this includes specific training e.g. use of Epi-pens

- The medication must be checked before administration by the member of staff confirming the medication name, pupil name, dose, time to be administered and the expiry date.
- In the absence of a school nurse, it is advisable that a second adult is present when administering medicine.
- Wash hands.
- Confirm that the pupil's name matches the name on the medication.
- Explain to the pupil that his or her parents have requested the administration of the medication.
- Document any refusal of a pupil to take medication.
- Document, date and sign for what has been administered.
- Complete the form which goes back to parents.
- Ensure that the medication is correctly stored in a locked drawer or cupboard, out of the reach of pupils (while being readily accessible and available in an emergency)
- Antibiotics and any other medication which requires refrigeration should be stored in the fridge in the office. All medication should be clearly labelled with the pupil's name and dosage.
- Parents should be asked to dispose of any out of date medication.
- At the end of the school year:
 - o all medication should be returned to parents
 - o any remaining medication belonging to children should be disposed of via a pharmacy or GP surgery.
- Used needles and syringes must be disposed of in the sharps box kept in the sick room.

Guidelines for reporting: RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

By law any of the following accidents or injuries to pupils, staff, visitors, members of the public or other people not at work requires notification to be sent to the Health and Safety executive by phone, fax, email or letter.

In relation to pupils, the list of reportable incidents is less extensive, since the school needs to take into consideration whether the accident is part of the "rough and tumble" of the activity being undertaken, or whether it is as a result of a shortcoming. Further guidance on this aspect of reporting can be found in the HSE guidance "Incident reporting in schools", which can be found here: <http://www.hse.gov.uk/pubns/edis1.pdf>. Further information on RIDDOR reporting requirements can be found on the RIDDOR website; <http://www.hse.gov.uk/riddor/>

Reportable Incidents from a Registered Setting

The document below gives details and guidance on the events that should be reported to OFSTED, these mirror the RIDDOR requirements with the notable addition of food poisoning.

OFSTED

Piccadilly Gate, Store Street, Manchester, M1 2WD

T: 0300 123 1231

Textphone: 0161 618 8524

E: enquiries@ofsted.gov.uk

W: www.ofsted.gov.uk

Appendix NEEDLESTICK INJURIES

- If there is any accidental injury to the person administering medicine via an injection by way of puncturing the skin with an exposed needle, then the following action must be taken:
- Bleed the puncture site
- Rinse the wound under running water for a few minutes
- Dry and cover the site with a plaster
- Seek medical advice immediately
 - You may be advised to attend Accident and Emergency for a blood test
 - Information on how the injury occurred will be required
 - Details of the third party involved will be required
 - If the third party is a pupil, then the parents must be made aware that their child's details will have to be given to the medical team who are caring for the injured party.
 - This all needs to be undertaken with the full permission of the Head
- An accident form must be completed

Appendix HEAD INJURY POLICY

Since the majority of head injuries in the school and EYFS are minor, the staff will initially manage these incidents themselves and seek advice from the school nurse/lead first aider if necessary who will instigate the head injury policy if required.

In the event of a head injury the school will follow the Head Injury and Concussion advice from [NHS](#) together with the [Head Injury Advice Sheet](#). If a child has a head injury the school will communicate with the parents, in writing, via electronic communication or phone, depending on the severity of the incident.

In the event of head injury requiring medical attention the lead first aider will make an assessment as to when they are fit to return to specific activities within the curriculum, including contact sport, taking advice from medical professionals where appropriate and considering the views of the child and parents.

If the pupil needs urgent medical attention, the Emergency Services should be called first prior to calling the nurse/lead first aider. If in doubt, the First Aider should call NHS 111 for advice or 999.

Details of First Aid Practitioners at Norfolk House School

Name	Date of Training	Qualification	Provider	Expiry Date
Serina Iannucilli	11/01/2024	Paediatric First Aid		10/01/2027
Silmara Thum	11/01/2024	Paediatric First Aid		10/01/2027
Silvia Miah	28/09/2024	First Aid at Work		27/09/2027
Deborah Gormley	15/11/2024	Paediatric First Aid		14/11/2027
Alice Ioannou	15/11/2024	Paediatric First Aid		14/11/2027
Joanna Sarri	24/01/2025	ITC Level 3 in Paediatric First Aid		23/01/2028
Hayley Cross	13/02/2025	Paediatric First Aid		12/02/2028
Claudia Morales	14/02/2025	Paediatric First Aid		13/02/2028
Michael Mackey	05.11.2025	Paediatric Infant & Child First Aid Level 3	First Response Training	04/11/2028
Borja Conde Martinez	05.11.2025	Paediatric Infant & Child First Aid Level 3	First Response Training	04/11/2028
Rasline Brown-Ewen	05.11.2025	Paediatric Infant & Child First Aid Level 3	First Response Training	04/11/2028
Jana Strausova	05.11.2025	Paediatric Infant & Child First Aid Level 3	First Response Training	04/11/2028
Lina Morales	05.11.2025	Paediatric Infant & Child First Aid Level 3	First Response Training	04/11/2028
Jasmine Kenawy	05.11.2025	Paediatric Infant & Child First Aid Level 3	First Response Training	04/11/2028
Annette Osafo	05.11.2025	Paediatric Infant & Child First Aid Level 3	First Response Training	04/11/2028
Vanessa Barreto	05.11.2025	Paediatric Infant & Child First Aid Level 3	First Response Training	04/11/2028
Shilair Shekho	05.11.2025	Paediatric Infant & Child First Aid Level 3	First Response Training	04/11/2028
Karen Davies	05.11.2025	Paediatric Infant & Child First Aid	First Response Training	04/11/2028

		Level 3		
Adam Landsman	05.11.2025	Paediatric Infant & Child First Aid Level 3	First Response Training	04/11/2028
Fatima Camara	05.11.2025	Paediatric Infant & Child First Aid Level 3	First Response Training	04/11/2028
Viktorija Ruzgate	25.09.2025	Paediatric First Aid	Little Ones	24/09/2028
Ian Grant	25.09.2025	Paediatric First Aid	Little Ones	24/09/2028
Irene Joannides	05/03/2026	First Aid at Work	STS First Aid	04/03/2029