



## Policy for Illness, First Aid and Medical Emergencies

Category: Non-Statutory	Approved by: TLC (Teaching Learning & Care Committee)
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Reviewed by: Teaching Learning & Care Committee	
Linked Policies: Administration of Medicines	

***This Policy is in line with Public Health England Recommendations***

### **Our Christian vision:**

*Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed all and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for everyone.*

The health and wellbeing of children is of paramount importance and we wish to ensure that children are in school as often as possible, so that they can make the best possible progress. We wish to support all parents/carers who have any concerns about their child's wellbeing. To maintain a clean and healthy environment for all our children, staff and visitors, we would ask that parents/carers do not bring their children to school if they are sick and displaying signs of illness. *(Please refer to appendix A for common conditions)*. The school recognises its responsibility to promote a culture where health issues are discussed in an open and positive way to achieve high standards.

Under duties set out in the Health & Safety (First Aid) Regulations 1981, the School recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the school.

### **Aims:**

- To ensure sick children are identified
- To ensure sick children are cared for appropriately
- To protect children and adults from preventable infection
- To enable staff and parents/carers to be clear about the requirements and procedures when children are unwell
- To deal efficiently and effectively with emergencies that may arise while children are in our care

Children with Individual Medical Needs Care Plans – staff will be made aware of any such cases in their class. In the event of illness, these plans will be followed. A checklist for each class will be kept in the registers for supply and other teachers. Full details will be kept in the office.

It is the responsibility of parents/carers to ensure the school has their up-to-date contact details. The school carries out an Annual Data Collection request at the beginning of each academic year.

### **Procedures for Sick Children**

If a child becomes ill in school, the following procedures will be followed:

- If a child informs their teacher that they feel unwell the teacher will decide if the child is too unwell to be in school.
- If a child is unwell they will be taken to reception and a member of the office staff will contact parents/carers.
- If contact cannot be made with parents/carers, then the office staff will contact the emergency contacts provided by the parents/carers.
- If parents/carers and/or emergency contacts cannot be reached the child will be made comfortable and monitored and staff will continue to try to make contact.
- The child will be made comfortable while they wait to be collected. If necessary a first aider will be consulted for advice on an illness.
- If a notifiable disease is suspected a member of the senior management team will contact the Health Protection Agency and the school will follow the advice of the Health Protection Agency.
- In the case of an emergency, when the child's health is at risk, an ambulance will be called and a member of staff will accompany the child to hospital. Parents/carers will be contacted.
- If a child is off sick from school parents/carers are expected to ring in each morning before 9:30am. A message can be left on the school's answerphone giving the reason for their child's absence (telephone number 01189712270). Alternatively, parents can send an e-mail advising the school about a child's absence. Medical evidence is not normally required, but in some circumstances e.g. in cases of extended medical absence, medical evidence maybe required. If this is the case, parents will be informed. If the school has not received notification of a child's absence a member of the office will contact the parents/carers to enquire why their child is not at school.

### **First Aid**

The school has adopted and follows the First Aid Code of Practice. The school has a First Aid Risk Assessment to ensure that there are enough qualified first aiders on site.

The School has several designated members of staff responsible for first aid. All first aiders hold current First Aid Certificates. Several members of staff also hold the Paediatric First Aid qualification. The location of the First Aid boxes, and the names of the qualified

first-aiders, will be clearly displayed in the staffroom. A First Aid Kit is also kept in the minibus.

The First Aid boxes will be regularly checked by the Administration Officer to ensure their contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

A First Aid box will be taken on all off-site visits or outings. This is the responsibility of the trip leader, or where this is not possible, the first aider accompanying the group on the visit.

The Headteacher in conjunction with the School Business Manager will ensure that there is a fully trained first aider (or an appointed person in the event of there being no alternative) always available during the school day. The Headteacher in conjunction with the School Business Manager will also be responsible for ensuring the First-Aiders receive adequate First Aid training.

### **In the Event of a Major Accident, Incident or Illness**

The School requests that parents/carers complete and sign an emergency medical treatment form enabling the teacher or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the school.

In the event of major accident, incident or illness, the following procedures will apply:

- A designated first aider will be notified and take responsibility for deciding upon the appropriate action. The first aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive. Appropriate medical treatment will be given.
- If the child needs to go straight to hospital, an ambulance will be called. The parents/carer will also be contacted. A member of staff will accompany the child to hospital and will consent to medical treatment being given, so long as the emergency medical treatment form has been completed and signed.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision. *From this point on, the provisions of the Health Protection's infectious and communicable disease advice will govern the child's return to the School.*
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the School.
- All major accidents and incidents will be recorded in the First Aid book.

- The Headteacher or School Business Manager will report any accidents to the HSE where necessary.
- The Headteacher should consider whether the accident or incident highlights any actual or potential weaknesses in the school's policies or procedures, and act accordingly, making suitable adjustments where necessary.

### **In the Event of a Minor Accident, Incident or Illness**

In the event of such an event, the following procedures will apply:

- If the accident or illness occurs during playtime the adult on duty will determine whether first aid is required. If first aid is deemed necessary, the child will be escorted to reception either by another child or adult if deemed appropriate. The child will receive first aid treatment from a trained first aider. In the unlikely event that there is not a first aider in the office the adult or child accompanying the injured child will seek assistance from a member of staff in the staffroom or classroom.
- A designated first aider will be notified and take responsibility for deciding upon any appropriate action. If the child does not need hospital treatment and is judged to be able to safely remain at school, the first aider will treat the injury/illness accordingly. When the child is feeling sufficiently better, they will return to their lesson or activity they were undertaking and where appropriate they will be kept under close supervision.
- Office staff will telephone parents/carers when their child sustains a bump to the head or a facial injury (not requiring hospital treatment). An accident report form will be completed and sent home. If considered necessary, the teaching staff will fully inform the parent/carer on handover of the child of the incident or accident and any treatment given.
- If the injury or illness incurred is such that treatment by the first aider is deemed inappropriate but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and be made as comfortable as possible. *(From this point on, the provisions of the Health Protection's infectious and communicable disease advice will govern the child's return to the School).*
- All accidents involving head injuries will be recorded in the First Aid book and parents will be notified. Other minor accidents may be recorded as deemed appropriate by the first aider. If there is any doubt as to whether a minor accident should be recorded the first aider will consult with the headteacher.
- The Headteacher or School Business Manager will report any accidents to the HSE where necessary.

- The Headteacher and Health and Safety Governor will review the First Aid book each term and address any areas of concerns.

### Exclusion of sick children from school

If a child or member of staff should become unwell with vomiting and/or diarrhoea and are due to attend the school, **they must comply with the Guidance on Infection Control in Schools and other Child Care settings.** This states that **a child should not return to school until 48 hours have passed from the last episode of diarrhoea or vomiting.** The guidance poster is available to download from the following website <http://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-other-childcare-settings-0>

We understand the needs of working parents and do not aim to exclude children from school unnecessarily. However, **the decision of the school is final** when requesting the exclusion of a child for illness or infection.

Children with infectious or contagious diseases will be excluded for certain periods. If a member of staff suspects that a child has an infectious or contagious disease, they will request that parents consult a doctor before returning the child to school.

### Sun Protection

The Headteacher and staff understand the dangers posed to children and themselves by over exposure to the sun. In hot weather, parents/carers are asked to ensure that a long lasting sun screen is applied before their child comes to school.

Parents/carers should also ensure that their child has a hat or cap, which they can wear when playing outside in the sun.

In hot weather, staff will encourage children to drink water frequently and children should bring their own water bottles to school.

Staff will also ensure that shady areas out of the sun are always available to children when playing outside.

Where a child is a risk of exposure to the sun (e.g. on a school trip with limited shade), staff may supply and/or assist in the application of sun screen in line with NHS guidance. This should not be seen as a substitution for parents applying sun screen at home before attending school.

At the start of each year, parents will be asked to give their consent to sun screen being supplied and/or applied if staff feel their child is at risk of exposure to the sun.

### Ticks

Whilst at forest school, children are at risk of exposure to ticks. Parents will be informed of this risk at the start of each year and what measures they can take to minimise the risk. All children going to forest school will wear long trousers that cover their legs. If a tick is found on a child, parents will be informed and staff will remove the tick using appropriate tick removers. Due to the greater potential for disease transmission the longer they are attached, ticks will be removed as a matter of urgency.

## Headlice

Transmission of lice within the classroom can be a common occurrence. Lice are only transmitted by direct, prolonged, head-to head contact. When a case of headlice is suspected the parents/carers will be notified and asked to treat their child accordingly. Children should be treated and free of lice before they return to school. A letter will also be sent home to children in the same class.

## Monitoring and review

The designated Committee of the Governing Body monitors this policy annually. The Governing Body are notified of any modifications to the policy as required.

## Appendix A

### Extract from NHS Choice -

<http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

### Common Conditions

- Cough and cold. A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better.
- Raised temperature. If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better.
- Rash. Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.
- Headache. A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your GP.
- Vomiting and diarrhoea. Children with these conditions should be kept off school. They can return 48 hours after their symptoms disappear.

- Sore throat. A sore throat alone doesn't have to keep a child from school. If it's accompanied by a raised temperature, the child should stay at home.