THE ROWANS SCHOOL

FIRST AID POLICY

This policy is applicable to all pupils, including those in the Early Years Foundation Stage. It should be read in conjunction with the Early Years Foundation Stage Policy.

The Rowans School is an inclusive community that aims to support and welcome pupils with both permanent and temporary medical conditions.

The Rowans School aims to provide any pupils with medical conditions with the same opportunities as others at school.

We aim to support a pupil to:

- remain healthy
- stay safe
- enjoy and achieve
- make a positive contribution

Through training and on-going communication, The Rowans School ensures that all staff members understand their duty of care to children and young people and what to do in the event of an emergency. There is at least one person with a current paediatric first aid certificate on the premises at all times when children are present.

Staff members understand that certain medical conditions are serious and can potentially be life threatening, particularly if poorly managed or misunderstood. The School Office publish and updates regularly a 'Medical Alert' List to ensure that all staff members are aware of any particular arrangements that may be required for individual pupils. Pupils bring their own snack to school and have the option to bring a packed lunch or order a pre-made lunch from an external company, *LunchMunch*. Parents liaise directly with *LunchMunch* over meal choices and allergens. Any specific meal orders are clearly marked with the child's name and a list is supplied to the school each day. Any food to be shared, such as birthday cakes or class cooking, is clearly labelled and taken home for parents to decide if their child should eat it.

All staff members understand the common medical conditions that affect children and, when relevant, are made aware by the School Office of any additional background advice from NHS Direct. When it is considered relevant, particularly if it is felt that the NHS advice would be of benefit to vulnerable groups, this advice is also circulated to parents via email.

Accidents & Emergencies

These are dealt with immediately if a member of staff feels that urgent medical attention is required. Parents/guardians, including those of children in the Early Years Foundation Stage, are informed on the same day or as soon as practically possible, including details of any accidents or first aid treatment given.

Staff members will call for an ambulance if they have any concern whatsoever relating to a pupil with a potentially serious injury, illness or any other serious medical condition (e.g. when an epipen is administered, if a pupil is unconscious or is experiencing an unexplained loss of consciousness - even if temporary, or exhibiting symptoms of concussion, an allergic reaction or a serious asthma attack).

Our nearest hospitals are:
KINGSTON HOSPITAL (nearest hospital with A&E facilities)
ROEHAMPTON HOSPITAL (minor injury unit only)

Dial 999 if immediate assistance is needed for a serious accident or incident.

All staff members are trained in and understand the School's general emergency procedures and their duty of care to pupils in the event of an emergency. This includes:

- How to contact emergency services and what information to give.

- Who to contact within the school i.e. the Head, or if she is unavailable the most senior available member of the Senior Leadership Team (SLT).
- The contacting of parents/guardians

If a pupil needs to be taken to hospital by ambulance in an emergency, a member of staff will always accompany them and will stay with them until a parent/guardian arrives.

The School adheres to RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reporting specified incidents, accidents and ill health (if applicable). Records of RIDDOR reporting are retained by the Head for pupils, employees and visitors.

If a pupil experiences an accident that does not require hospital treatment, parents/guardians will be advised and, if appropriate, arrangements will be made to collect them directly.

Record Keeping
When a pupil joins The Rowans School, parents are asked to fill in a medical form and return it to the School, where it is stored on SchoolBase. SchoolBase is updated regularly e.g. medical details are updated when information is received prior to a pupil going on a school outing, or when new information is supplied by email or in writing.

It is vital that parents inform the school of any on-going medication being taken by pupils.

Parents are reminded each year to update their child's records informing the School of any medical emergency treatment, any changes to symptoms and/or medication/treatment changes. These records are retained on SchoolBase.

Each time a child requires any first aid care, the child is escorted to a Paediatric First Aid trained staff member. There is an allocated area for children who display infectious symptoms. Staff provide details any treatment given to the School Office. Details of the pupil, date/time, injury and treatment given are recorded in the Treatment Section of SchoolBase. If the Nominated Person for First Aid has any concerns regarding the frequency of visits, or a pattern of visits is identified that cause concern, the Nominated Person for First Aid will alert the pupil's Teacher and if relevant, the Head. If the staff have any concerns in relation to potential safeguarding issues, they will immediately alert the

Designated Safeguarding Lead, Mrs Rachel Hood, or the Deputy Designated Safeguarding Leads, Miss Rose Fookes and Miss Camilla Walters.

The School keeps an up to date record of staff members that have been trained in Paediatric First Aid and Emergency First Aid.

Arrangements are made for epipens, regular medication and inhalers (individually labelled), to be stored in the red medical rucksacks, clearly visible to all, in the child's classroom. These arrangements are recorded and updated on the 'Medical Alerts' information, which is circulated to all staff members and visible to all staff through the electronic register.

Staff members are aware through training that they are obliged to report all accidents or injuries, including any accidents that occur 'off-site' to the nominated person.

PPE is available for staff members as they manage first aid incidents.

Record Retention and Data Protection

- The Rowans Staff ensure that all records relating to pupil medical information, including allergies and other sensitive data are securely stored.
- Please do refer to the Parent and Younger Pupils Privacy Notices on the School Website, in the 'About Us' Section: https://www.rowans.org.uk/.
- Records are kept of the administration of first aid or medication, as well as any accidents during the school day or whilst a pupil is engaged in a school activity.
- Any referrals to A & E and the outcome of such a referral are also recorded.
- Records of anything relating to pupil medical welfare would routinely be kept for a minimum of 7 years after the pupil they relate to has left the School.
- Subject to the circumstances around for example an accident, it is possible for the records to be retained for longer, e.g. for 25 years from the date of birth of the pupil involved.
- If there are any safeguarding considerations in relation to pupil's welfare, it is possible that these records will be retained for longer in line with the School's Safeguarding & Child Protection Policy.

Pupil Sickness Policy

If a pupil feels unwell during the school day, he/she will:

- Tell their Teacher/Teaching Assistant or another member of the school staff.
- The Teacher will send them to the School Office or Hall where they will be assessed. The nominated person in charge of first aid will decide whether or not they should go home and get permission for this from the Head or in her absence from a member of the SLT.
- The School Office will also then inform all other relevant teaching staff if a child needs to leave the School before the end of the normal school day.
- The School Office will contact parents/guardians to come and collect their child.
- If it is not possible to make contact with a parent/guardian for whatever reason, the emergency contact supplied by the parent will be contacted to collect the pupil concerned.
- No medication will be administered by the nominated person for First Aid support or other school staff members without a parent's written permission. This includes pain killers; lozenges and pastilles.
- Pupils are requested to stay at home for a minimum of 48 hours since the last episode of vomiting or from the last episode of vomiting and diarrhoea.

Intimate Care

Should a situation arise where a pupil requires any kind of intimate care, due to an injury or an infection, other than in an emergency situation, this will usually be provided by the Teacher/Teaching Assistant. Further details can be found in the Intimate Care Policy.

Contagious diseases & illnesses
Parents/guardians are asked not to send their child to school without consulting the School first if their child is displaying any symptoms of contagious disease e.g. conjunctivitis, impetigo etc. From time to time and when relevant, a reminder of NHS advice relating to contagious diseases is sent to parents by email.

In the case of leakage or spillage of bodily fluids, rigorous hygiene procedures are followed, including wearing protective gloves.

Administration of Emergency Medication
All pupils at the School with medical conditions have convenient access to their emergency medication e.g. epipens and inhalers, which will be administered by our staff.

Staff Members are required to sign out and sign in any epi-pens, inhalers or other medication they are taking with a pupil on an outing or to a fixture off site.

Administration of Medication (Both Prescribed and Other)
The importance of medication being taken as prescribed or required and the importance of storing medication safely is well understood. All medication is handed into the School Office by the parent when they arrive at school and a form is completed by the parent. The medication and form is then stored as appropriate by a nominated person (usually the Class Teacher) for First Aid support.

All medication, whether prescribed or 'over the counter' medication, is provided by parents for their children. The following advice is provided to parents when their child joins The Rowans School to ensure there are no misunderstandings in relation to the administration of prescribed or other medication:

- If a parent requests that the School arranges for someone in the School to oversee the administration of medicine, the School will respond, providing it is reasonable to do so. It is not reasonable to do so if particular expertise is required which no-one on the staff possesses. However, wherever appropriate members of staff may be trained to fulfil this requirement.
- The medicine, in the smallest practicable amount, should be brought to school by the parent and delivered personally to the Class Teacher/ School Office. Parents are required to complete a 'Parental Permission for Administering Medicines' form, when delivering the medication, which includes details of last dosage, amount to be administered and any other special instructions.
- Medicines must be clearly labelled with contents, the owner's name and dosage. They will be kept in the red medical rucksack in the child's classroom or, if refrigeration is required, in a locked fridge.
- A record is kept of all administration of medicine. It includes: confirmation of the date medication is administered; the time it is administered; dosage; as well as two staff signatures when each dose is given. The parent is asked to sign this sheet at the end of the school day when collecting their child's medication.

Safe storage

The nominated person for First Aid Support checks the expiry dates on all medication stored in the School on a regular basis. All medication is supplied and stored, in its original containers. All medications are labelled with the pupil's name; the name of the medication, expiry date and the prescriber's instructions for administration.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of each term.

First Aid Materials & Equipment
First Aid kits are kept in the Medical Room, the School Office, the Hall, Library and by the tennis court shed. These are checked by the staff member responsible for that area and if required, items for re-stocking are supplied by the nominated person for First Aid support. They also supply the Group Leader, or nominated staff member with a First Aid Kit for all School Outings. Each class also has a small 'grab bag' which staff take outside when on duty. The member of staff on 'roamer duty' carries ice packs in a cool bag.

Eye-wash supplies are available in the School Office. A burns kit is available in the School Office.

First Aid Training
Training for staff is offered frequently within the School and the aim is to ensure that as many teachers and other staff members, including administration staff and the facilities staff as possible are trained in Emergency First Aid. Central training records are maintained to ensure that all staff members who are listed have been trained in emergency first aid procedures within the last three years. When necessary, training is provided for the administration of any medication which requires medical or technical knowledge.

Responsibilities - September 2026

- Senior Leadership Team:
  - Head – Miss Rose Fookes
  - Deputy Head – Mrs Rachel Hood
- Designated Safeguarding Lead – Mrs Rachel Hood
- Deputy Designated Safeguarding Lead – Miss Rose Fookes and Camilla Walters
- SenCo – Mrs Alex Crook
- Nominated First Aid Personnel – Miss Cara Turner
- Catering – Thomas Franks

This policy will be reviewed annually
Policy Owner: TR Head, H&S Committee
Approved: TR Head
Date of last review: July 2026
Next review: July 2027