



# Eveswell and Somerton Primary School Partnership

## First Aid and Sickness Policy

School Name:	Eveswell and Somerton Primary School
Reviewed:	September 2025
Review Approved by:	Governing Body September 2025

### **Health, Illness and Emergency**

At Eveswell and Somerton Primary School we believe it is of paramount importance that children are in school as often as possible in order that they can make the best possible progress. The health and well-being of children is of paramount importance and we wish to support all parents who have any concerns about their child's well-being. In order to maintain a clean and healthy environment for all our children we ask that parents refrain from bringing children to school if they are sick and displaying signs of illness (unless they just have a cold in which case they should be encouraged to come to school).

Eveswell and Somerton Primary School recognises its responsibility to promote a culture where health issues are discussed in an open and positive way to achieve high standards.

#### **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 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.

### **Procedures for Sick Children**

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

- If a child informs a member of staff that they feel unwell the member of staff will monitor the child and rule out any common reasons by ensuring that they have been to the toilet, that they are hydrated and that they are warm/cool enough. The member of staff will check that there is nothing worrying the child. Staff will also check that there is no known condition on medical lists for this child. Following initial checks the member of staff will then decide whether symptoms may require a call home. If this is the case they will contact the office and a call will be made home.
- If symptoms suggest that they do not require a call home then the teacher will continue to monitor in class. The child will be monitored and should the symptoms worsen a call home will be made. If in any doubt a call will be made to parents to discuss the pupil.
- If a child has sickness or diarrhoea in school they will be sent home immediately; children should not return to school for 48 hours after their last case of sickness/diarrhoea.
- The child will be made comfortable while they wait to be collected.
- If contact cannot be made with parents then staff will contact the emergency contacts provided by the parents on the admissions form.
- If parents/ emergency contacts cannot be reached the child will be made comfortable and monitored and staff will continue to try to make contact.
- If necessary a first aider will be consulted for advice on an illness.
- 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/ authorised adults will be contacted. As soon as possible a senior member of staff will be informed.

### **Notifiable Diseases**

If a notifiable disease is suspected or reported by a parent/carer the admin manager/ senior leader will contact the LA and Health Protection Wales and school will follow the advice given.

### **First Aid**

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.

The School has a number of designated members of staff responsible for First Aid . First aiders hold current First Aid Certificates. They are responsible for maintaining the correct contents of all First Aid boxes and administering First Aid when necessary and appropriate. The names of staff who are nominated First Aiders or who have completed First Aid qualifications are displayed around the site. The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981. The location of the First Aid box, and the names of any other qualified first-aiders, will be clearly displayed around the School's premises. A First Aid box will be taken on all off site visits or outings. This is the responsibility of the Group Leader accompanying the group on the visit.

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

- In the first instance, the 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 and whether they can administer first aid. The First Aider will check against the child's records for any known medical issues. If the child needs to go straight to hospital, an ambulance will be called, usually by the main office. The parents/carer will also be contacted. A member of staff will accompany the child to hospital (if the parent is unable to arrive quickly).

- If the child does not need to go straight to hospital but their condition means they should go home, the first aider will administer any first aid and 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).
- All accidents will be recorded in the First Aid book.
- The school will follow Newport City Council accident reporting procedure (forms and are held in the school office) – the Council will in turn report any accidents to the HSE where necessary. The Headteacher/Deputy Headteacher and other relevant members of staff 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 Injury**

When a child reports an injury or an injury is witnessed the following procedures will be followed:

- The member of staff will assess the injury/context of the injury and act accordingly. If the injury is not minor the member of staff will contact a qualified First Aider for advice or action. See Major Accident section above.
- A member of staff with First Aid training will administer first aid for a minor injury. This may be cleaning up of a graze and or applying a plaster (pupils will be checked for any ongoing medical issue or allergy to plasters). Cold compress will be applied to any bumps or bangs to the head or face. All such accidents will be recorded in the First Aid book.
- The school will follow Newport City Council's accident reporting procedure – (forms and further advice are held at the school office) the Council will in turn report any accidents to the HSE where necessary.

### **Medication – please see: Policy and Procedures for the Administration of Medicine to Children**

### **Sun Protection**

Leaders and staff understand the dangers posed to children and themselves by over exposure to the sun. In hot weather, parents/carers are encouraged to apply long-lasting sun cream to their child before school. Children will also be encouraged to wear a hat when playing outside in the sun. In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside. If the weather is exceptionally hot then the Headteacher may take further precautions such as limiting the time outside.

### **Exclusion of sick children from school**

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. Decisions will take into account the needs of the child and those of the group. 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.

On very rare occasions if an illness or disease can put a member of staff or unborn child at risk then the Headteacher will make a decision after seeking medical and HR advice. We recommend that no child may attend the school while suffering from one of the communicable diseases and they should be excluded for the minimum periods recommended. Please see guidelines to illness / communicable diseases provided by the Health Protection Agency.

Coughs and colds do not normally require the child to be excluded but this depends on the severity and how the child is able to cope with the school routine. If a child appears unwell we may ask that the child is taken home.

Although exposure of children to a communicable disease is not in itself sufficient reason to require their exclusion from school, any child who becomes a home contact of diphtheria, poliomyelitis, typhoid and paratyphoid fevers will be excluded. A child who has sickness or diarrhoea whilst at the school is to be collected immediately and kept away for 48 hours following the last bout of sickness or diarrhoea. If the sickness is not linked to sickness and diarrhoea and for example is related to reflux then an exception will apply. A senior member of staff will make this decision. To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents who will be requested to take their child from school to be seen by a doctor. Chicken Pox – children need to be absent from school until all the spots have dried and scabbed over. Parents will also be contacted if their child develops a rash. This will need to be checked by a Doctor whose advice should be followed.

Our school has a duty to protect pregnant workers and vulnerable children from diseases.