

First Aid & Allergy Policy



Contents

1. Statement of Intent.....	3
2. Legislation.....	3
3. Aims.....	3
4. First aiders.....	4
5. Emergency procedures.....	4
6. Reporting to parents.....	5
7. Offsite visits and events.....	5
8. Storage of medication.....	5
9. Illnesses.....	5
10. Allergens and Intolerances.....	6

1. Statement of Intent

The board of directors of Our Lady of Walsingham Catholic Multi Academy Trust (the Trust) is committed to ensure that each school have, so far as is reasonably practicable, emergency first aid provisions in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy should be followed by a suitable and sufficient risk assessment carried out by the schools in regard to all staff, pupils and visitors.

Each school's Headteacher has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Annually schools are required to complete a first aid checklist detailing their resource in this area.

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Health and Safety \(First Aid\) Regulations 1981](#), which requires employers to provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

3. Aims

All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

Staff will always use their best endeavors to secure the welfare of pupils and themselves.

Anyone on the school premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor, to be well looked after in the event of any illness, accident or injury, no matter how major or minor
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted in writing by the carer of the child and only for special circumstances, illnesses or conditions
- Ensure that all medicines are appropriately stored
- Promote effective infection control
- Ensure that pupils with any allergies or intolerances, are known to the relevant members of staff (class teacher, school catering team etc)

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes, a sufficient number of first aiders and paediatric first aiders and a sufficient number of places to administer first aid; this will be in line with the assessment of needs. This assessment will be carried out by the Headteacher in conjunction with relevant staff members and/or the governing body, and will be updated/modified when the school needs change (e.g.: more pupils, staffing changes etc.).

Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- individually wrapped sterile adhesive dressings, of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- medium-sized individually wrapped sterile un-medicated wound dressings
- 2 large-sized individually wrapped sterile un-medicated wound dressings
- disposable gloves
- Equivalent or additional items are acceptable

All first aid containers will be identified by a white cross on a green background.

The “first aid responsible person” is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes will be placed where the individual schools feel it is necessary.

First Aid posters listing all first aiders, paediatric first aiders, appointed first aid person, FA boxes locations, FA rooms locations, will be placed in public areas to raise staff and visitor’s awareness.

4. First aiders

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the **SBM** or school relevant person.

Each first aider will be responsible to communicate to the “responsible person” any shortcomings in the content of the FA box. The first aid appointed person will be responsible for maintaining supplies.

If a child has a particular medical condition (diabetes, allergy etc.) special training will need to be organised and undertaken by the relevant person/s (this is usually a first aider or the class teacher); a clear line of communication with the family of the child will need to be established and proper procedures put in place (this is usually done by the Headteacher or class teacher).

5. Emergency procedures

If an accident, illness or injury occurs, the person in charge will assess the situation and decide on the appropriate course of action, which usually involve calling for a first aider.

If called, the first aider will assess the situation and take charge of first aid administration.

If the first aider does not consider that they can adequately deal with the presenting condition, they will arrange for the injured person to access appropriate medical treatment immediately by calling an ambulance.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to the injured person/s. The purpose of this is to keep

the person well and comfortable, before professional medical help can be called and is present on site

- Call an ambulance or a doctor, if this is appropriate. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse and has been advised to do so by a medical practitioner.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or by removing the injured person/s from the scene (if they are fit to be moved)
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately

Once the above action has been taken, the incident will be reported promptly to:

- The headteacher
- The victim(s)'s parents

6. Reporting to parents

- In the event of incident or injury to a pupil, at least one of the pupil's parents/carer will be informed as soon as practicable
- Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop
- In the event of a serious injury or an incident requiring emergency medical treatment, the **Headteacher or delegate** will telephone the pupil's parents as soon as possible
- A list of emergency contacts will be kept at the **school office**

7. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

8. Storage of medication

- Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them
- All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine
- All medicines will be returned to the parent for safe disposal when they are no longer required or have expired
- An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen
- Parents will advise the school when a child has a chronic medical condition or severe allergy so that the relevant members of staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will need to be signed by the parents in this regard

9. Illnesses

- When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible

- A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time

10. Allergens and Intolerances

The Trust recognises that school under their management will have children who suffer from an identified allergy or possible life-threatening reaction/condition; most commonly these include peanut, tree nut, milk, egg, soy, wheat, fish and shellfish. However, staff need to be aware that some children may be allergic to certain other foods and it is their responsibility to gain understanding of the individual needs of the children in their care.

In order to do the above, schools are asked to:

- Identify the potential threats and the actions which the school and parents can reasonably take to prevent the presence of foodstuffs containing allergens in the school
- Identify safeguarding and training amongst staff and pupils in order to reduce the risk of allergic reaction
- Inform the relevant members of staff who might need to know about the aforementioned reactions/allergies by using what the school find suitable (posters, child photos plus description of intolerance etc)

Potential threats could be:

- Any food on the school premises provided by ourselves or from outside
- Allergens in food brought in to school via snacks from home (i.e. early morning clubs, break time snacks, After School Care)
- Food brought in to school for food projects
- Contact between persons who have handled related foodstuffs (in or outside school) and allergy sufferers, without appropriate handwashing
- Catering on school/residential trips
- Events where food is served on the premises but not prepared on the premises i.e. Holly Fair, Founder's Day, Cake Sales
- Misinterpretations or lack of understanding of the differences between a life threatening 'allergy' or an 'intolerance' which may produce milder symptoms
- Lists of ingredients not explicitly naming the allergen (e.g. casein and whey as milk derivate, arachis oil as another name for peanut oil...)

Reasonable Limits:

There are many foodstuffs that do not contain allergens but which are labelled as being produced in factories that cannot be guaranteed to be allergen free through cross contamination in preparation. It cannot reasonably be expected that all these items be kept out of school. Items so packed and labelled may be permitted in school, in limited and controlled circumstances. Ingredients in products should be checked and should be used to inform decisions regarding acceptable use of a product in school (currently ingredients that may cause an allergic reaction are usually listed in products in bold).

Actions by Parents and Carers:

- Parents/carers of children with any allergy must inform the school, and provide any medical documentation necessary as well as any appropriate medicines as prescribed by the child's doctor
- The Headteacher will follow up with an interview with the parent to gain specific information to support the pupil's individual needs
- When parents or carers send food into school they will be requested that this will not contain the obvious allergens i.e. nuts, coconut or sesame seeds which would include peanut butter, Nutella, all nuts and cooking oils containing nut oil
- Parents and carers will be encouraged to educate their child and encourage increasing

independence in the awareness and management of their allergy/condition

- Parents and carers should check the weekly menu and contact the school should they have concerns

Actions by School Staff:

- All staff will be made aware of children with known allergies
- Class Teachers must take an active initiative in protecting children in their care who have a known allergy
- The school catering team will be informed of these children and special diets will be provided for them. A list of children with special dietary requirements will be put wherever the school deem necessary (kitchen, reception area etc). The food given to these children is double-checked and served at a completely different section of the counter. The member of staff responsible for any infant children requiring special diets will collect their plated food from the counter
- The catering team will prepare food for pupils with known allergies in a controlled area that prevents risk of cross contamination
- There is always a member of school staff on duty at lunchtime and they will be made aware of children with specific allergies
- The catering team will apply the same principles and routines when providing packed lunches to the children
- Residential trip providers will be notified in advance of our visit of children in the group with allergies or intolerances. Parents will also be involved in establishing their child's dietary needs with these organisations. Parents and carers will be informed by the school when a class is embarking upon a food project
- Pupils will be educated at the start of each school year so that they are aware of allergies and the importance of hand washing. They will be taught NOT to share food and to avoid the unintended spread of allergens through left over food
- Staff will participate annually in appropriate training to understand what to do when a child is suspected of having been exposed to an allergen (even if no symptom is shown) and how to identify and deal with allergic reactions including Anaphylaxis Shock, as well as more mild reactions
- Staff embarking on food projects MUST take responsibility for checking with the admin team the dietary needs of their class
- Where possible, staff should order food for class projects through known suppliers