

Orchards Infant School



# First Aid & Intimate Care Policy

THIS POLICY IS TO REVIEWED ANNUALLY

Next Review due September 2023  
Chair of Governors, Pete Neale

Nelson Road, Worthing, West Sussex BN12 6EN.  
Headteacher: Dr. Paul Jones Ed.D M.A. B.Ed  
Tel: 01903 700234 Email: [office@orchardsinfant.school](mailto:office@orchardsinfant.school)

**This policy outlines the Schools' responsibility to** provide adequate and appropriate First Aid to pupils, staff and visitors and the procedures in place to meet that responsibility. It takes account of guidance from West Sussex Policies and Procedures.

Aims

- To identify the first aid needs of the school in line with Management of Health and Safety at work regulations 1999 (including subsequent amendments) and the Health & Safety (First Aid) Regulations 1981.
- To ensure that First Aid provision is available to children and staff who are on site during the school working day and during off-site activities.

Objectives

- To appoint the appropriate number of suitable trained people as First Aiders which meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- **To inform staff and parents of the school's First Aid arrangements**
- To keep accurate and up to date incident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous **Occurrence's regulations 1995.**
- Maintain effective liaison with agencies including the School Nursing Service.

Personnel

The following table shows the number of First aiders required for Orchards Infant School *Appendices 1* shows are current provision which is in excess of the minimum requirement.

Primary schools with children under 5		
It is recommended that the EFAW first aid courses you provide includes an element of first aid relevant to primary-school aged children.		
Number on roll	Minimum first aid provision in school during school hours	Staff numbers (head count)
300-999	2 FAW, 3 EFAW-EYFA, 3 EYFA  (alternatively, 2 FAW, 3 EFAW-EYFA)	< 200 staff

Off-site activities attended by children under 5 and other Off-site activities.	Additionally, at least 1 EFAW-EYFA or 1 EYFA accompanying the group. Additional cover determined by risk assessment
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### First Aid Equipment and Facilities

Orchards Infant School, after a risk assessment, decided that 4 stations are required, these are located as follows. Each station contains materials and equipment identified by a first aid needs assessment

- In the main building outside room 2
- Outside Butterfly room in the Reception block
- In the huts
- Within the Nursery.

The contents of a travelling first aid kit for off-site visits are appropriate to the type and duration of visit, including the needs of the children going off-site.

### Our Procedures

First Aiders are responsible for assessing injury or ill health using their training to decide upon the most appropriate response. In cases of concern about the health of or injury to an individual the following precautions should be followed.

- Individual sent to a First Aider \* Within Year Group during lesson times. \*\* To the on Duty First Aider at the First Aid Station located in the Huts, during play times.
- Injury or concern checked and an assessment made to the level of treatment needed
- Treatment administered
- Appropriate persons informed depending on the level of injury – class teacher, parents, Head teacher.
- Incident recorded in the Accident Book.

The First Aider giving treatment is responsible for recording details of the accident/incident in the appropriate log held at each First Aid Station, the following details should be recorded: Child's name, class, date, time, type of injury,

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how the injury occurred, treatment given and the signature of the person treating the injury.

At Orchards Infant School the following are completed and handed to class teachers to pass to parents/carers:

- Head Bump Letter
- Injury notice

If there is any slight cause for concern parents must be contacted and informed so that they may make a decision on treatment. Parents must always be contacted in the event of: (Where possible a member of the SLT should give prior permission)

- Any bump to the head
- On-going distress
- Potential illness
- Very high or very low temperature

### Calling the Emergency Services

*Appendices 2* provides an aide memoir for staff that may be required to call the Emergency Services; a copy is available next to all external telephones in the school

### Intimate Care Policy

This policy represents the agreed principles for intimate care throughout the school. It has been agreed by staff and governors.

#### Introduction and

Definition The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their children

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, particularly in Reception and Nursery. Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff. Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member **of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical** contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

## Soiling

- Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child (*Appendices 3*).
- If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child, asking the parent/carer to attend. The child will be dressed at all times and never left partially clothed.
- If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If the parents and emergency contacts cannot be contacted the

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Head Teacher will be consulted. If put in a situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact, in order to aid the child.

- When touching a child, staff should always be aware of the possibility of **invading a child's privacy and will respect the child's wishes and feelings.**

*If a child needs to be cleaned, staff will make sure that:*

- Protective gloves and aprons are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up disposed of appropriately
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable ●  
Allow the child a choice in the sequence of care – give them choices.
- Talk through your actions.

*Be aware of and responsive to the child's reactions.*

## First Aid Qualified Staff

Name:	Expiry Date:	Name:	Expiry Date:
Richard Hodgkins	Jan 2026	Sarah Franklin Schools First Aid	June 2027
Laura Joseph HLTA	Jan 2027	Shaini Morris Emergency First Aid At Work Managing Medicine and Child Health	Dec 2025
Elaine Nicholson Paediatric first Aid	Oct 2026	Aimee Chilvers Paediatric first Aid	Sept 2026
Debs Wilkinson Paediatric first Aid	Oct 2026	Demi Heaton Emergency First Aid at Work with Paediatric & Anaphylaxis Training	Mar 2025
Lottie Rogers Paediatric first Aid	Sept 2026	Sue Jones Emergency First Aid at Work	Feb 2025
Hayley Devo Emergency First Aid at Work	Dec 2024	David Woods Schools First Aid	Jan 2027
Sharon Campbell Managing Medicine and Child Health Paediatric first Aid	Oct 2026	Clare Davies Emergency First Aid At Work	Feb 2025
Kolum Tarafder Paediatric first Aid	June 2027	Tessa Lewry Paediatric first Aid	June 2026
Sandra Worsfold Paediatric first Aid	June 2026		

*Appendices 2*

## Contacting emergency services

Nelson Road, Worthing, West Sussex BN12 6EN.  
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Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. Telephone Number

01903 700234

2. Your location as follows:

Orchards Infant School  
Nelson Road  
Worthing West Sussex

3. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code

BN12 6EN

4. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

Best entrance is: Turn into the car park. A member of staff will wait for you on the steps in front of the main entrance doors.

5. Your name:

6. Provide the exact location of the patient within the school setting:

- 6.1. provide the name of the child and a brief description of their symptoms:

- 6.2. (See below for individual protocols for children with HCP)

- 6.3. (Check and report which medicines have been administered to the child)
7. Put a completed copy of this form by the phone



Orchards Infant School

There may be occasions when your child needs a change of clothes.

Normally the school staff would be happy to make your child comfortable; however, you may wish to do this yourself. If your child soils, we might contact you to come and change him/her.

Please complete the slip below so that we can follow your wishes.

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**Child's Name:** .....

- I give permission for the school staff to support in undressing and changing my child if necessary
  
- I do not want the school staff to undress and change my child. Please phone so that I can come and attend to him/her.

**Signed:** .....