



In our school we love deeply, respecting everyone and treating them with dignity;  
we aspire with confidence, working hard and embracing challenge and  
we serve God and the community, following the example of Jesus, to create a better world.

**Ephesians 5:2 (NLT)**

*“Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us”*

## Welfare Policy

### Aims

- To provide guidelines on the care and advice given to pupils about issues relating to health, hygiene and welfare.
- To support the school’s Health and Safety Policy.

### Introduction

At Latymer All Saints we recognise that despite a robust Health and Safety culture, policies and procedures, children will have accidents or become ill in school. In most cases these are minor injuries and self-limiting illnesses. Occasionally the school may have to deal with a more serious accident or the child has an ongoing medical condition that needs specialist care. Medical conditions that affect a child’s everyday life are covered in our Medical Needs and Asthma Policies.

Our aim is to deal with children becoming ill or injured in a sensitive and proactive manner, which enables children to get attention quickly, so they are able to continue with their learning or when necessary are sent home for recovery time or to prevent infections spreading quickly across the school.

### **The school’s responsibilities:**

- To provide a full-time Welfare Assistant
- To provide up-to-date First Aid training for a number of staff to carry out first aid on trips or cover the Welfare Assistant’s duties in her absence.
- All staff dealing with pupils to follow Health and Safety guidelines; wear gloves, dispose of blood and human waste through the Clinical Waste system, keep the Welfare room clean and medicines and medical resources secure and contaminate free.
- To provide a welfare room, where children can go for medical attention. The room to be equipped with medical supplies and secure storage for medicines.
- The welfare room to have an accessible toilet area that can provide privacy for changing and toileting.
- The Welfare Assistant to log every incident in school, giving the following details:
  - Date
  - Time
  - Name of child
  - Class

- Description of the injury/concern and how it happened
- Action taken
- Note written or phone call made to parent/carer
- Welfare Assistant to advise Senior Leadership team if a pattern in injuries, illnesses is noticed, for the school to take remedial action.
- To act quickly when there is a serious accident, providing emergency first aid and calling an ambulance and informing parents/carers as soon as possible.
- To contact parents to collect children should they be too ill/injured to remain in school, the school will advise parents/Carers if children need to be taken for medical attention.
- Welfare Assistant to liaise with Public Health about **Contagious diseases**.
- Provide First Aid kits for Trips and outside activities. First aid kits contain a sufficient quantity of suitable first aid materials as defined in the LEA guidelines. The kits are checked and re-stocked on a regular basis by the Welfare Assistant. First aid kits should be taken out whenever a 'party' leaves school. Advice should be sought from the Welfare Assistant about what the kit should contain especially before any off site activity when a list of pupils should be given to the School Welfare Assistant who can advise on medical issues. Staff must advise the Welfare Assistant about what first aid has been administered whilst on an outing and what equipment has been used so that it can be replaced.

#### **Parent Carers' Responsibilities**

- To provide at least **two** emergency contacts and to keep this information up-to-date.
- To inform the school of any illnesses or injuries the child has when coming into school.
- To keep children at home for **48 hours** after a child has vomited and/or has diarrhoea. This is to prevent the spread of infections.
- To treat ringworm and hair lice quickly so that children can return to school, once detected and treated there is no need to keep children off school.
- To take advice from the Welfare Assistant on any contagious diseases and the period of time the child should be kept off school.
- To collect children from school when Welfare has phoned to say they are too ill/injured to remain in school\*.

***\*The school will always try to treat children with first aid, so that they can remain in school, the decision to send children home when they are unwell or injured is not taken lightly and is always done in the best interests of the child.***

Review Date: September 2024 (unless new guidance is issued)