



First Aid Policy

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Mmes.

Introduction

This Policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.

The first aid appointed person is the Headteacher.

Please see our 'Managing Medicines in School (not Paracetamol) Policy' for details on administering medicines and Individual Health Care Plans.

Aims of the policy

First aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- a person is appointed to take charge of first aid arrangements;
- The 'Appointed person' is in place to take charge of first aid arrangements including looking after equipment and calling emergency services.
- Appointed Persons are not necessarily First Aiders and should not provide any first aid for which they have not been trained.
- staff nominated as 'first-aiders' receive up-to-date training on courses approved by the Health and Safety Executive (HSE);
- suitably stocked and marked first aid containers are available at all appropriate locations throughout the school;
- all members of staff are fully informed with regard to the first aid arrangements;
- all staff are aware of hygiene and infection control procedures;
- written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences;
- first aid arrangements are regularly reviewed.

Procedure

First aid will be available at all times while people are on the school premises and also off the premises while on school visits.

The school's First Aid Policy will be made available for scrutiny by the Local Authority and all recognised teacher and staff unions.

Risk assessment

On behalf of the Governing Body the appointed person will conduct an annual risk assessment of all school buildings and facilities, paying particular attention to:

- practical activities;
- the use of machinery;
- storage of hazardous substances;
- the use of equipment for sports and physical education.

From this assessment a judgement will be made as to how many trained first-aiders are required to provide an effective and safe response to accidents and injuries. A judgement will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision the appointed person and the Governing Body will consider:

- the provision during lunch times and breaks;
- the adequacy of the provision to account for staff absences;
- the provision of first aid for off-site activities and school trips;
- the provision for practical lessons and activities, e.g. science, technology, home economics and physical education.

Qualifications and training

All school first-aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years. Refresher training and retesting of competence will be arranged at least three months before certificates expire.

The school will consider annual refresher training to maintain first-aiders' basic skills and keep them up to date with changes.

The appointed person does not necessarily have to be one of the certificated first-aiders.

The appointed person will:

- line manage the team of first-aiders, monitoring their training and competences;
- look after the first aid equipment, restocking first aid containers when required and replacing out-of-date materials;
- ensure that an ambulance or other professional medical help is summoned when appropriate;
- undertake regular risk assessments and liaise with the Governing Body and Headteacher as appropriate;
- ensure that all accidents and injuries are appropriately recorded;
- ensure that all members of full-time and temporary staff are familiar with the school's first aid provision.

At The Globe, a range of staff are trained First Aiders. These include:

- Class Teachers
- Nursery Nurses and Teaching Assistants
- Midday Meals Staff
- Premises Officer
- Head Teacher
- Office Staff

Various training including British Red Cross and St John's Ambulance assist the school in meeting its own duty of care towards its pupils and staff. The courses meet the criteria set out by the HSE which qualifies staff to provide first aid to other staff and pupils. This training has been provided because it is considered to enhance the role of the First Aiders in order to provide first aid in children.

There are a number of types of first aid trained staff:

Emergency First Aiders

(Those completing the 1-day training through St John's Ambulance / British Red Cross)

These staff are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

First Aid at Work First Aiders

These staff are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

Paediatric First Aiders (Those completing the St John's Ambulance, 2-day first aid course)

These Staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations of provision of first aid to those children aged 5 years old or younger and are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

It is the responsibility of Class Nursery Nurses, Teaching Assistants to bring First Aid Kits to Office for contents checking at the end of every half term. Completed checklists are signed and stored in school office medical cupboard.

First aid materials, equipment and facilities

First aid containers will be:

- marked with a white cross on a green background;
- located near hand-washing facilities;
- stocked in accordance with HSE recommendations.
- Portable first aid containers will be available for all school trips and for sporting and other activities that take place over 200 metres from school buildings.
- Where it is known that staff or pupils engaged in an out-of-school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs.

The school medical room is the Medical Room located outside the School Office. Although this room is sometimes used for other purposes, **the provision of first aid and medical usage will have absolute priority.**

Information and notices

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first-aiders will be prominently displayed in:

- staff rooms and other common rooms;
- main corridors;
- all locations where sports, physical activities or practical lessons involving machinery or similar equipment, take place.

A list of trained first aiders is also provided in Appendix A of this policy.

The school will make every effort to ensure that first aid notices are clear and easily understood by all.

Information on the school's first aid provision will be included in the staff handbook.

Information on the school's first aid provision will be provided in the induction pack given to new and temporary staff.

Hygiene and infection control

All staff will:

- follow basic hygiene procedures;
- be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.
- All staff will have access to single use disposable gloves and hand washing facilities.
Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.
Instructions on the disposal of all used dressings or equipment will be included in the first aid containers.

Accident reporting

Reporting and investigation of accidents and incidents in schools

The very minor injuries (such as scratches or bruises) experienced by pupils caused by play or inattention will continue to be recorded in the first aid booklets (white copy parent, pink copy school).

- the name of the person who sustained the injury
- injury and part of body affected
- time and date it happened
- treatment given
- sufficient notes on the causes of injury to enable managers to review risk assessments periodically.

At the end of each month these should be transferred to the drop down file in the filing cabinet for the corresponding month. At the end of the academic year they will be archived and kept for 7 years for reference.

All other injuries or ill health resulting from accidents or work activity are to be recorded using the online accident reporting system, no matter how minor, for example to:

- an employee
- a pupil
- a member of the public
- a volunteer
- a visitor
- a contractor

Any significant accidents should be reported using the online reporting system. A link can be found on the desktop (staff) screen for computers and online at <https://wscc.info-exchange.com/SchoolIncident>. This should be completed as soon as possible after the accident using the reporting protocol and the protocol for informing parents of an accident.

Reporting accidents to the Health and Safety Executive (HSE)

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- accidents resulting in death or major injury (including those that result from physical violence);
- accidents that prevent the injured person from doing their normal work for more than three days.

First Aid – Sequence of events

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. (If unsure at any time the first aider will call NHS Choices for further advice)

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected

- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the following information (see form in Appendix B)

1. State what happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carer of their child's accident:

- If it is considered to be serious (more than minor injury)
- Requires first aid treatment (minor - note home, major injury telephone call)
- Where first aid has been provided, but further assistance may be necessary (e.g. bad sprain, grit lodged in knee, child in considerable pain)
- Injury to the head
- Requires attendance at hospital

Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents can not be contacted and a message has been left our policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required)

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Pupils with Special Medical Needs – Individual Healthcare Plans

Please refer to Supporting Pupils with Medical Conditions Policy January 2015 for further advice

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may suffer from:

- Epilepsy
- Asthma
- severe allergies, which may result in anaphylactic shock
- Diabetes

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

All children who have asthma have a specific 'Medical Information Card' which are kept in the School Office. A copy of all medical needs are kept in each classroom, kitchen, the office and staffroom and are updated as needed or annually. An individual health care plan is drawn up by the school nurse, the school, the parent/carer and child. If needed the child's GP can be involved. This helps our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk.

Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical condition prior to starting school. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The school nurse or suitably qualified person also provides additional background information and practical training for school staff in understanding and using the Individual Healthcare plans. The school follows NHS policy on administering adrenaline through the use of epi-pens. If children who have registered care plans, due to severe allergy reactions and the need to use an epi-pen, suffer an allergic reaction at school, there is an epi-pen clearly marked with the child's name on and antihistamine liquid in school office medical cupboard. Training from the school nurse, in how to administer adrenaline is usually annually.

First Aid out of school on trips or residential visits

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported back at school and an 'incident in school' form filled in as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.
- For any head injuries the school and the parents are informed immediately by telephone and a Head bump sticker placed on child.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- Two members of staff accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.
- For all incidents the schools 'Critical Incidents' plan as outlined in every risk assessment, will be followed.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.
- First Aid should be undertaken in the presence of another qualified First Aider.
- All First Aid must be logged for Medical Records.
- Medicines of any description (including Pain Killers) are NOT to be administered to any child unless they are the designated person responsible and have written signed consent form stating dose and frequency.
- Class Teachers are usually designated persons on residential.

Administering Medicines in School

Our School will administer medicines to pupils in school under special circumstances. Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible Fiona Christopher and Debbie Minter can administer a child's medicine at lunch time.



We must have written parental permission for the designated member of staff to administer medicine in the office. A signed record is kept in the office daily of time, dosage and designated member of staff administering.

All asthma sufferers have a signed medical card from Drs Surgery held in the office. All inhalers are kept in medical box in each classroom. Non-prescribed medicines e.g. (throat lozenges) are allowed at the discretion of Head and Class teacher.

Storage/Disposal of Medicines

Any medication that needs to be in school is stored either in the locked Medical Room Fridge or as per storage instructions. The exception to this rule is inhalers, which must be clearly labelled with their name and kept in the child's classroom; where they can be easily reached where necessary.

It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly.

Review of first aid provision

The Governing Body and the Headteacher and or the appointed person will review first aid policy and provision at least once every year.

Appendix A – List of trained first aiders

Lesley Ackerman	Lesley Hammond
Stefan Amati	Linda Healy
Dawn Ashdown	David Heater
Debbie Atterbury	Charlotte Irving
Katherine Barrett	Linda Jannece
Tony Bonwick	Ricky Leigh
Triza Brooker	Debbie Minter
Fiona Christopher	Alea McKanna-Maulkin
Caroline Constantine	Fiona McNealy
Kim Elliott-Dorey	Heidi McNie
Jo Elvidge	Kim Radford
Jaki Finch	Christel Shaw
Mandy Fitzpatrick	Laura Watkins
Linda Francis	
Sandy Franks	
Luisa Gould	

Appendix B: contacting emergency services

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

School telephone	01903 854 970
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2. Your location as follows

School address	The Globe Primary Academy Irene Avenue Lancing West Sussex
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3. State what the postcode is - please note that postcodes for satellite navigation systems may differ from the postal code

Postcode	BN15 9NZ
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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:	IRENE AVENUE SCHOOL OFFICE ENTRANCE
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5. Your name

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

7. Provide the name of the child and a brief description of their symptoms

Put a completed copy of this form by the phone

Speak clearly and slowly and be ready to repeat information if asked