



'Where Children Come First'

First Aid Policy

This policy should be read in conjunction with the Health and Safety Policy.

‘First aid can save lives and prevent minor injuries becoming major ones.....teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.’

DFE Guidance on First Aid for schools p. 4 2008

PURPOSE

To ensure that children, staff and visitors to the school receive appropriate first aid care in the event of an accident or emergency. To ensure that clear procedures are in place for the safe storage of first aid equipment, administration of first aid to casualties and recording of incidents in accordance with health and safety guidelines.

PROVISION OF FIRST AID PERSONNEL

Appointed persons: An appointed person is someone who takes charge when someone becomes ill, suffers a minor injury, looks after first aid equipment e.g. restocking after use, or who ensures that an ambulance is called when appropriate. All members of staff are appointed persons but not necessarily first aiders. Members of staff should not give first aid treatment for which they have not been trained.

All teachers and some TAs are trained in Emergency first aid. Emergency first aid training meets the requirements of the Health and Safety (First Aid) Regulations 1981, and equips staff to cope with an emergency and provides them with competence and confidence for emergency situations.

During the school day, many children suffer minor bumps and scrapes in the course of their play in the playground or through other activities. It is normal practice for these to be dealt with by an appointed person in the ‘first aid area’ at morning play and lunch time; and by the teacher or teaching assistant during lesson time. However, more major injuries need to be immediately referred to a designated school first aider for assessment and care.

Designated First Aider

Mrs Barnet

Designated Paediatric First Aider

Mrs Leadbeater

The office maintain a list of all staff qualified, to ensure qualifications are up to date.

Beyond 3:30 and prior to 8.55, there are first Aiders in the Before and After School Club that could be called in the event of an emergency.

Consultation from the designated member of First-Aid staff **should not be sought** in the event of **minor incidents** which may be treated with Pastoral care.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel - or who are actually – sick
- Minor marks to the body (bruises), skipping rope burns etc

FIRST-AID:

In the event of **major injury**, the designated member of First-Aid staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require medical assistance (i.e. Parent called into school/hospital visit/ambulance/), a member of the office staff should be contacted immediately to seek urgent authorisation from the Head/Deputy Head Teacher (injury type permitting) and the relevant action taken.

All bumps to the head should be taken seriously. For minor bumps the parent should be contacted and given the opportunity to come into school to assess the injury for themselves. The use of an EPI-Pen would normally require the calling of an Ambulance. The pen should be disposed of through the Ambulance Service. A child whose Epi-Pen has been used, **cannot** be allowed back into school, until there is a replacement pen.

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Guardians/Out-of-school club/Carer at the end of the school day. The medical staff dealing with the incident should complete the first aid sheet (a copy is given to the child to take home and the other to the class teacher, for them to be aware of the incident). These forms should be given to the teacher and not left on desks, where they may become hidden or seen by people not connected with the school. Following notification of the class teacher the first aid sheet is then filed in the school office.

Should the decision be that Parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with the Head/Deputy Head Teacher, and parents contacted.

The above members of staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness eg. diabetics/pupils known to have allergic reactions/pupils with epipens in school - irrespective of the type of illness or injury sustained. **On NO ACCOUNT must these pupils be left/sent to self-administer their own treatment.**

School First Aiders: Personnel who have attended the 4 day HSE First Aid in the workplace course will be known as the school's designated first aiders.

They will attend 'refresher' courses to keep their qualification up to date and valid every 3 years. In addition, some staff will attend the paediatric first aid course to meet the OFSTED requirements for Early Years.

Children with specific medical needs are highlighted in a folder in the First Aid cupboard and boxes. All school staff should be aware of these children and summon help from a first aider in the event of an emergency.

During off site activities the staff accompanying the children will act as appointed persons and carry a basic first aid kit. They will also carry a mobile phone to use in an emergency and know the postcode of their location to pass to emergency services in the event of needing to summon help. This will also be included on the risk assessment passed to the Educational Visits Coordinator prior to the trip. If a major medical emergency or accident occurs on a school trip, the school must be informed as soon as possible and the situation managed so that the safety of the group is not compromised. Children who are known to have potential first aid emergency needs should be identified on the risk assessment with a plan in place to accommodate their needs in the event of an emergency.

PROVISION OF FIRST AID EQUIPMENT

First Aid equipment is located in the cupboard in the First Aid room in the main school building, Copybara classroom and the school hall. Nursery have their own First Aid equipment. It is the responsibility of whoever uses equipment to arrange for it to be replaced at a convenient time after the needs of the casualty have been met. If items are missing Mrs Mitchell or Mrs Leadbeater must be informed.

It is essential that all staff should take precautions to prevent infection and must follow basic hygiene procedures. Single use hypo-allergenic gloves should always be used when dealing with any casualty, hands must be washed and care needs to be taken when dealing with body fluids or blood, and when disposing of dressings or other equipment.

RECORDING AND REPORTING ACCIDENTS

In the event of a child bumping their head or other significant injury, parents will be informed by phone and a letter sent home. Minor bumps and scrapes will be reported by the class teacher as necessary. All incidents will be recorded in the first aid log with the date, time, nature of injury, first aid given and what happened to the person immediately afterwards e.g. went back to class/ went home etc. Records must be signed and will be kept for 3 years.

In the event of a serious accident involving a child or member of staff, the Local Authority will be informed using the online system EEC Live. They will then make the decision as to whether school also needs to report the incident to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Signed..... Headteacher

Signed..... Chair of Governors

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