

Jeavons Wood Primary School FIRST AID POLICY	
To be read in conjunction with : Health & Safety /Medicine in School	
Approved by Governing Body:	8 th November 2023
To be reviewed:	Every 2 years or as appropriate
Date of next review:	Date November 2025
Responsible Officer:	School Business Manager

Purpose:

To ensure that the welfare and wellbeing of all pupils and staff is secure.

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

Aims

- To identify the first aid needs of the school in line with the Health and Safety at work etc Act 1974.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to 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 accident records and to report to the Health and Safety Executive (HSE) under the diseases and Dangerous Occurrences Regulations (RIDDOR)
- Ensure the safe storage and use of medication and administration of medicines.
- Ensure relevant first aid cover for school trips.

Other School Policies

This policy should be read in conjunction with the school's policy on Health and Safety and Medicine in School policy.

Roles and Responsibilities.

The Head teacher is responsible for implementing the policy, identifying responsible staff members for managing first aid and administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. He/she should ensure that the policy and information on the school's arrangements for first aid are made available to parents.

As part of the school's annual monitoring the Head will review the school's first aid needs following any changes to staff, building/site, off-site facilities etc. they will also monitor the emergency first aid training received by other staff and organises appropriate training.

The staff member/s responsible must draw up procedures in consultation with health specialists, ensure they are kept up to date and that records are maintained, and provide information to staff. All resources should be maintained and checked on a regular basis, ensuring both first aid rooms on the premises have sufficient first aid resources/equipment.

ALL STAFF are responsible for keeping themselves up to date with basic first aid, understanding the importance of risk assessment, and recognising the health needs of pupils for whom they have responsibility.

PUPILS are responsible for caring for their own welfare and that of other pupils and understand the importance of risk assessment.

An Appointed Person need not be a First Aider but should have undertaken emergency first aid training. He/she will:

- Take charge when someone is injured or becomes ill.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider/ Lead First Aider

First Aiders must have attended a recognised First Aid Course approved by the health and Safety Executive (HSE) and attend refresher courses every three years. This is a voluntary post.

He/she will:

- Give immediate help to casualties with common injuries or illnesses arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- The First Aider monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- The first Aider checks the content of the first aid boxes regularly.
- Maintain a first aid notice board in the first aid room.
- Inform all staff of location of equipment, facilities and first aid personnel.

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- Maintain up to date, signed medical health documents with next of kin information for staff which are stored securely under the data protection act.

In selecting first aiders heads should consider the person's

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A First Aider must be able to leave to go immediately to an emergency.

Where possible, all Teaching Assistants (TAs) and lunch staff-Play Leaders (PL) are trained. The School Office holds a current list of trained first aiders, the level of their training & when their certificate expires. In addition, 3 members of staff will be trained as 'Principal First Aiders' and their names will be displayed clearly in the Medical Room for all staff to see.

It is expected that all trained staff will deal with accidents as they happen, following school protocols. The principal aim of a first aider is to preserve life. If deemed necessary, a principal first aider will be called. When administering first aid, the first aider must use their judgement and training when deciding how best to proceed. This includes comforting a child; applying a cold compress; using a plaster; cleaning a wound; washing an eye; using a bandage; calling an ambulance to name a few.

All TAs/PLs who are first aid trained must wear their first aid kit bum-bag when on playground/lunch duty & when on a school trip. It is their responsibility to keep it stocked & to check expiry dates. This way, minor injuries that happen during break/lunchtime can be dealt with 'on the spot'. Any injuries which are more serious will be dealt with in the Medical Room.

PROVISION

The Head will consider the findings of the risk assessment in deciding on the number of first aid personnel required.

In particular they should consider:

- Off-Site PE
- School trips
- DT/Art Rooms
- Adequate provision in case of absence, including trips.
- Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on and off the school premises

Qualification and Training

First Aiders will hold a valid certificate of competence.

Trained First Aiders will undertake one-day emergency first aid training. Paediatric First aid training for children should be arranged for all first aiders working with under 5's in the classrooms. There will always be a paediatric first aider on site in school hours to support breaks and lunches etc.

First Aid materials, equipment and facilities

First aid equipment and stock is kept in the Medical Room. Stock is regularly checked by the General Assistant from the Office Team & ordered as needed. She will ensure expiry dates on stock are checked. Further first aid kits are found in each classroom. In each classroom, there is a green storage box to contain general first aid kit, children's inhalers & a copy of care plans where needed. TAs & PLs have first aid kits in bum-bags for which they are responsible.

Accommodation

The Head must provide suitable room for medical treatment and care of children during school hour. This needs to be a dedicated area but should be close to a lavatory and contain a washbasin.

Hygiene/Infection Control

Staff must follow basic hygiene procedures.

Single use disposable gloves must be worn when treatment involves blood or other body fluids

Care should be taken when disposing of dressings or equipment.

Reporting Accidents

In the case of a pupil accident, the procedures are as follows:

If the member of staff on duty is not a first aider, they must call for one (using walkie-talkie/red triangle/child 'runner'/telephone/calling for help); or if the person can walk, takes him/her to a first aid post (Medical Room, medical spot on the playground) and calls for a first aider there. The first aider administers first aid and records it on Scholarpack. Any workplace injury for staff must also be recorded on Scholarpack. Parents/carers are informed of any significant bumps to the head or where there has been significant injury/ bleeding or the potential of significant swelling or bruising. If the pupil is not well enough to stay in school parents will be contacted by telephone to make them aware of the injury and arrange pick up.

If the child has had a significant bump on the head, they must be given a "Bumped Head" red wristband to wear that day. Further details will be logged in Scholarpack.

Phone calls for other injuries may be used, depending on the nature & severity of the injury.

The following accidents must be reported to the HSE:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days Involving pupils and visitors:

• Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work i.e. if it relates to:

o Any school activity, both on or off the premises

o The way the school activity has been organised or managed o Equipment, machinery or substances

o The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

If an injury occurs that requires referral to medical agencies then an 'accident & work related illness' form must be completed by the member of staff & passed to the School Business Manager. This will be passed on to the CAM Academy Trust (jberridge@comberton.org).

Calling the Emergency Services

In the case of a major accident it is the decision of the lead first aider if the emergency services are to be called, in liaison with a Principle First Aider where needed. A member of the Senior Leadership Team must be informed of this decision as soon as possible.

If a member of staff is asked to call the emergency services, they must:

- State what has happened & the nature of the injury
- The child's name
- The age of the child
- Whether the casualty is breathing and/or unconscious
- The location of the school

In the event of the emergency services being called, a member of staff should wait by the school entrance and guide the emergency vehicle into the school playground if necessary.

If the casualty is a child, their parents should be contacted immediately after the ambulance has been called and given all the information required. If the casualty is a member of staff, their next of kin should be called

Record Keeping

Statutory records: The First Aider must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years.

The Head must ensure that a record is kept of any first aid treatment given by the first aiders or appointed persons. This should include:

- The date, time and place in incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- Name/Initials of the first aider or person dealing with the incident

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- Notification of any head injury must be completed and sent home.

Staff administering medicine must read the signed indemnity form and record when they have given medicine and check before giving any prescription medicine to ensure that double dosing does not take place.

The Head must have in place procedures for ensuring that parents are informed of significant incidents

Epipens and Anaphylaxis Shock Training

Some children require epi-pens to treat the symptoms of anaphylactic shock. Epi-pens are all kept centrally in the cupboard in the medical room, in a named box with a copy of the care plan. Staff will receive regular training on the use of epi-pens. A list of children, along with their photo, who have an epi-pen, is displayed in the medical room. Parents must ensure that epi-pens are kept in date.

Head Lice

Staff do not touch children and examine them for head lice. If we suspect a child has head lice we will inform their parents.

Vomiting and Diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed, in line with the Health Protection Agency guidelines (displayed on Medical Room door).

Chicken Pox and Other Diseases, Rashes

If a child has any of these infections they will need to stay off school for a prescribed period of time. The Head Teacher or School Office will advise timescales, again, in line with Health Protection Agency guidelines & the school community will be informed if necessary.

School Visits/Trips

In the case of a residential visit, the residential first aider will administer first aid. Reports will be in accordance with procedures at the residential centre.

For day visits, teachers must state on the risk assessment form, what arrangements there are for first aid at the visit site. A first aid kit must be taken on the visit and any staff first aiders accompanying the trip must wear their First aid bum-bag.

Monitoring

Accident records can be used to help the Head and the Governing Body identify trends and areas of improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

The Head should establish a regular review and analysis of accident records.