

First Aid Policy

Introduction

The school ensures that it is able to provide adequate first aid assistance to pupils or staff in the event of an accident. The school ensures that at least one qualified first aider (with paediatric first aid training) is available at all times.

Basic Responsibilities

The School Administrator co-ordinates first aid within the establishment. The School Administrator does not need to be a trained or qualified first aider, though in practice he or she often will be. Responsibilities include:

- a) Maintenance and oversight of first aid equipment and materials (eg. restocking of first aid boxes);
- b) Overseeing the keeping of the accident book and the process of reporting of accidents to the LA as appropriate (and in every case where a child attends hospital as a result of an accident in school);
- c) Arranging for emergency assistance (ie. calling an ambulance) when necessary;
- d) Keeping records of first aid qualifications and training.

NB. The term "First Aid Co-ordinator" replaces the previously used term "Appointed Person" to avoid confusion with those who had received the former "Appointed Person" training course, though they will be the "Appointed Person" as referred to under the Health and Safety (First Aid) Regulations, 1981.

First aid facilities must be available whenever there are people on site. The Headteacher will ensure that cleaning staff and others who work after the end of the normal school day can have access to a first aid box. A telephone is available to summon the emergency services whenever the establishment is occupied.

First Aid Training

Two levels of first aid training are currently offered by the LA:

- a) A three-day course leading to the First Aid at Work Certificate.

This certificate is valid for three years.

The First Aid at Work (FAAW) Certificate is regarded as giving fully-qualified first aider status in LA establishments.

- b) A two-day paediatric course leading to the Paediatric First Aid Certificate.

This certificate is valid for three years.

- b) A one-day course leading to the Emergency First Aid at Work (EFAW) Certificate.

This certificate is also valid for three years but can only be renewed by retaking the full day's course.

The Emergency First Aid at Work (EFAW) Certificate covers more basic first aid and is particularly suitable for staff such as lunch-time supervisors or classroom assistants who may only work part-time or who may cover for the main first aider during their absence.

The First Aid at Work (FAAW) courses offered by these routes currently include the training in Paediatric first aid, required by OfSTED for foundation stage, key stage 1 and early years settings.

First Aid Facilities and Equipment

Medical Rooms

Every school should have one or more rooms for medical treatment and the administration of first aid during school hours. The room need not be reserved solely for this purpose and a room that has a different main purpose (eg. an office) can be used. At Broadwas, first aid is often administered in the area outside the school office, but should privacy be required other areas are available (such as the library or the Headteacher').

First Aid Boxes

The school has a central first aid point equipped with a first aid box. This is situated in the cupboard near the front door to the school.

There is also a first aid box in the Year 5/6 classroom. A first aid box is also taken onto the playground during breaks by the member(s) of staff on duty.

The names of the qualified first aiders will be displayed at the main first aid point. First aid boxes will be marked with a white cross on a green background.

Contents of First Aid Boxes

First aid boxes will contain the following items:

- disposable gloves;
- individually wrapped medical wipes;
- individually wrapped sterile adhesive dressings (plasters) - assorted sizes, including some hypoallergenic plasters ;
- triangular bandages;
- medium size (approx. 12cm x 12cm) wrapped, sterile unmedicated dressings;
- large size (approx. 18cm x 18cm) wrapped, sterile unmedicated dressings;
- triangular bandage;
- 'Natrasan' first aid spray;
- Bite/sting spray (e.g. 'Jungle formula');
- Emergency foil blanket;
- Single-use cold pack.

First aid boxes will contain information about the location of the school as well as a list of essential contents. The School Administrator should be notified if any item is missing.

No other items may be kept in a first aid box that is available for general use.

Disposable gloves will be worn by all staff having to deal with bleeding or spillages of body fluids, no matter how small the wound.

Hands should be washed **before** taking the gloves off. Gloves, paper towels and contaminated dressings or other materials should be disposed of carefully. Hands should be washed again afterwards.

In addition reusable cold packs are available in the hall fridge. These should be used with a protective cover (for hygiene reasons). Disposable covers are provided for this purpose and are kept at the first aid point.

In the unlikely event that a child receives a severe burn, the wound is best covered with 'cling film'. This is available in at the first aid point.

Other First Aid Materials

The following items will also be kept in school, but must not be kept in a first aid box. They may be kept under the direct control of a trained first aider at the discretion of the headteacher and must not be used by other staff.

Any medications required for emergency treatment of individual pupils (eg. glucose tablets for diabetics, adrenaline injector for anaphylaxis) **but only for use by those specifically trained in their use;**
Salbutamol (ventolin) inhaler (for diagnosed asthmatics only).

Pain killers (eg. aspirin or paracetamol, including "junior" forms such as Calpol) will never be administered to pupils (unless prescribed by a doctor) without the written permission of parents/carers.

Please also refer to the school's Medicines Policy, regarding recording of administration of medicine and inhaler use.

Off-site Activities

A small first aid box should always be carried on school or LA vehicles (eg. minibuses) and taken on any educational journeys or visits. It will contain the following items:

- individually wrapped medical wipes;
- individually wrapped sterile adhesive dressings (plasters) - assorted sizes, including some hypoallergenic plasters;
- triangular bandages;
- medium size (approx. 12cm x 12cm) wrapped, sterile unmedicated dressings;
- large size (approx. 18cm x 18cm) wrapped, sterile unmedicated dressings;
- triangular bandage;
- 'Natrasan' first aid spray;
- Bite/sting spray (e.g. 'Jungle formula');

- Emergency foil blanket;
- Single-use cold pack.
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Staff planning educational visits or journeys will consider the level of first aid cover that will be required. If necessary, they will arrange for a trained first aider to be one of the accompanying staff.

Staff supervising sports matches, whether at home or away, will keep a small first aid kit, appropriate to their level of first aid training, adjacent to the playing area.

Staff will take with them a list of pupils and their emergency contact numbers. This list (generated from SIMS) will also give details of any health conditions.

Medical Conditions

A list of children with specific medical conditions will be posted in the staff room. This information is also recorded on SIMS and checked annually by parents.

Head bumps

If a child receives a bump to the head which is not considered serious enough for medical help to be called, the accident will be recorded in the accident book. The child's class teacher will also be informed. A 'head bump' letter (on red paper) will be sent home with the child (APPENDIX 1). The child will also wear a 'head bump' sticker and bracelet. If the child is attending after school care at Bumblebees, staff will inform carers there about the incident.

Parents will be asked to acknowledge receipt of head bump letters and the signed confirmation will be kept in the accident book with the appropriate report.

Accident and Emergency Procedure

Following any accident or injury, the following steps will be taken to ensure that the correct help is given as quickly as possible.

- a) **The injured person will not be moved if there is any suspicion that doing so could exacerbate their injuries.** In cold or wet weather it may be necessary to keep them warm and dry;
- b) The First Aider will examine the injured person and give such treatment as is appropriate or possible. Information about existing medical conditions can be obtained from SIMS if necessary;
- c) Advice may be sought, if appropriate, from NHS Choices or the child's GP;
- d) **If hospital treatment is necessary an ambulance will be called.**

Staff will not use their own cars to take injured persons to hospital unless there is an exceptional reason for doing so.

In the case of pupils:

- d) The parent or guardian will be contacted as quickly as possible and asked to join their child as soon as possible at the school or hospital, as appropriate. The school will not wait for parents to arrive to send pupils to hospital unless it is certain that treatment is not urgently required.
- e) A member of the school staff (teaching or support staff) will accompany the pupil to hospital if their parents have not arrived in time to do so, unless (exceptionally) the ambulance crew specifically request otherwise.
The member of staff accompanying the pupil will normally wait at the hospital until the pupil's parent or guardian arrives, unless nursing staff advise them not to do so.
- f) Staff accompanying a pupil to hospital will not normally give their consent to medical treatment unless it is specifically requested by a doctor, who should be asked to assume the responsibility for this decision.

Should a member of staff have to accompany a pupil to hospital from an educational visit, a copy of the parental consent form will be e-mailed to the visit leader by a member of school staff.

This should be shown to the doctor on arrival.

- g) Staff involved will ensure that an accident report is made on return to school. The accident book will be completed and serious accidents will be reported to the LA using the online system.

Guidance on what constitutes a serious accident was provided by the LA in June 2015 as follows:

'Definition of a 'serious' incident is not so clearly definable as one would hope for, but we are in need of receiving notification of any incident which requires a staff member off work for 7 days or more directly due to an incident, staff member or pupil needing to attend hospital, fractures, dislocations or other serious injuries as well as any 'dangerous occurrence' such as falling ceiling tiles, roof tiles, parts of building or the collapse of equipment such as ladders.'

***This policy was approved by the Full Governing Body on 11th July 2012.
This policy was reviewed and approved by the Governing Body on 28th June 2016.***

***This policy was reviewed and approved by the Governing Body on 9th July 2019
COVID-19 annex added June 2020 – approved by Governing Body 24th June 2020***

APPENDIX 1

Date :

Dear

Today at school at approximately your son/daughter received a bump to the head. One of our First Aiders looked after and assessed your child and at the time it was thought not necessary to refer them for further attention.

However, in rare circumstances, symptoms can develop up to 72 hours after the injury. Should any of the following conditions occur please refer the child to a Doctor, preferably at the local Accident and Emergency Department.

- Severe headache, excessive sleepiness
- Vomiting and/or fever
- Has an apparent alteration in consciousness level
- Becomes disorientated or confused, cannot remember the recent past
- Fitting or convulsions
- Does not like bright light (rarely)
- Dizzy, double or blurred vision, weakness of any limbs

Yours sincerely

Headteacher

Child's name

I acknowledge receipt of notification of my child's head bump.

Signed..... Parent/Guardian

Date

First Aid Policy – COVID-19 Annex

During the COVID-19 pandemic and specifically from June 1st 2020 the following amendments to the School's First Aid policy will be in place:-

- All first aiders will be asked if they are happy to deliver first aid treatment due to the COVID-19 measures which are in place.
- All staff providing first aid **MUST** wear PPE equipment to provide for protection for themselves and the children that they are caring for.
- Children developing symptoms of Coronavirus will be looked after by First Aider wearing full PPE in the music room until the child's parents collect them
- All staff **MUST** wear gloves when dealing with any blood injuries.
- All Staff will follow the procedures in the First Aid policy accompanied with the greater level of PPE.
- Each classroom will have a first aid pack for staff to use with the children in their care.
- Inhalers for children attending school will be kept **securely**, in classrooms rather than in the office to avoid the spread of infection.

Record of PPE Training June 2020

<u>Staff Member Name</u>	<u>Signature</u>	<u>Date</u>