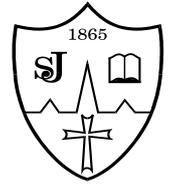


St. James' C of E Primary School

First Aid Policy

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Written by: Miss Louise Holyoak
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INTRODUCTION

The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so to:

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

The School shall inform employees of the first-aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders.

The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the Regulations and the School will not permit the presence of any such medication in designated first-aid boxes.

DEFINITIONS

'First aid' means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

'First aider' means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

ROLES AND RESPONSIBILITIES

- The overall responsibility for the day-to-day management of school rests with the Head Teacher.

- The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time.
- The school's Health and Safety Officers are Hazel Martindale and Lisa Harford
- The School Business Manager is responsible for ensuring training is up to date and First Aid supplies are readily available.

The Head Teacher shall make an assessment of first-aid needs appropriate to the circumstances of the school. The Head Teacher will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. Where necessary and relevant, all staff will be trained on how to administer aspects of first aid e.g. epi-pens, asthma. This will be carried out bi-annually.

Where the first-aid assessment identifies a need for employees to be trained as first aiders, the Head Teacher shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. All designated first aiders must re-qualify every 3 years. This means re-qualifying before the end of the third year when the certificate is no longer valid. It is the responsibility of the CPD leader to ensure they are booked onto the course before cancellation of the certificate.

All staff will ensure that they have read the school's First Aid Policy, and sign the training record to say they have done this.

MANAGEMENT OF FIRST-AID EQUIPMENT

It shall be the responsibility of the School Business Manager and Lead First Aider to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the agreed designated areas. Where additional or replacement material or equipment is required, staff should speak to the Business Manager about ordering more items immediately. The Business Manager and Lead First Aider will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis i.e termly.

Although the School Business Manager and Lead First Aider are responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty/ on a school visit etc, first aiders shall take responsibility for ensuring their first-aid box and bumbag contents are sufficient.

FIXED AND PORTABLE FIRST-AID BOXES

All School first-aid boxes and bumbags are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

The main First Aid store is in the medical room where portable first aid kits are located. There will also be portable first aid kits located on the Y5/6 corridor, Y3/4 Corridor and in the Reception classroom. Additional supplies will be taken out onto the playground, by midday supervisors, during lunch break

The boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance, as a minimum, First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing, instant ice pack and gloves. No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc.

Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used.

Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation should be provided near the firstaid box. Eye baths/cups/refillable containers should not be used for eye irrigation.

Where medicines have to be held by the school for safety/security reasons, the separate lockable container must be used. This is in the school office. A register of contents must be kept up to date. Any person may dispense medicines if they have permission from the Lead First Aider to do so.

Lead First Aider must ensure that the medicine is in the original packaging, in date and prescribed to the child in question. Medicines can only be administered in accordance with the Doctors guidelines and none prescribed medications cannot be given.

FIRST-AID ROOMS AND TREATMENT AREAS

According to DFE guidance, where first-aid needs to be administered in a room, it should be administered in the Medical Room or another room which will:

- (a) be large enough to hold necessary equipment;
- (b) have washable surfaces and adequate heating, ventilation and lighting;
- (c) be kept clean, tidy at all times;
- (d) be positioned as near as possible to a point of access for transport to hospital;

- (e) display a notice on the door advising of the names, locations and telephone numbers of first aiders
- (f) have a sink (with hot and cold water if possible);
- (g) have drinking water and disposable cups;
- (h) have soap and paper towels;
- (i) have a suitable container (preferably foot operated) lined with disposable waste bags

This means that, if needed, First Aid can also be administered in a classroom, the hall or the activity area. However, at all times the dignity and feelings of the patient must be respected and if any clothing must be removed this should, where at all possible, be undertaken in the medical room with two adults present.

PROVISION OF FIRST AIDERS

There shall normally be a minimum of 4 first aiders on the school premises between 8:55am and 3:25pm. On all trips there must be at least one qualified first aider

Consideration must also be made to ensure first-aid cover during absences, such as annual leave and sickness. This is the responsibility of the Head Teacher and Business Manager.

CATEGORIES OF INCIDENTS AND PROCEDURES

Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided. Should the child be too ill to stay at school, parents should be contacted as soon as possible so that the child can be collected and taken home. This phone call should only be made by a First Aider or on the advice of a first aider.

Minor Accidents and Injuries

The adult in charge initially looks after the injured party. If deemed necessary, a person other than the teacher will take the child to the Medical Room, or the bench in the playground. No medicines are administered but cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate. The use of disposable plastic gloves is mandatory at all times. All accidents are recorded in the Accident Report Book by the first aider. Class Teachers should be informed, who will then speak to parents at the end of the school day

Minor Cuts and Bruises

Method:

In all cases of injury it is understood that there is at least one adult present:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- Class teacher is informed by the first aider.
- Teacher observation is maintained
- Children are advised to show/tell parents. Teachers to talk to parents at the end of school if necessary.

Sprains/Strains

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate
- If in doubt, parent/s are contacted
- Teacher observation is maintained

More Serious Accidents and Injuries

If considered safe to do so, the injured party is taken to the Medical Room. Parents are immediately informed following the initial examination by the First Aider, particularly if there is a suspicion of broken bones/head or eye injuries. This phone call should be made by the First aider or on the advice of the First Aider. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

Faints and Shocks

A First Aider should administer first aid if appropriate. If the First Aider is not available, any member of staff may implement the process of:

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- First Aiders should contact parents – the pupil should go home

Very Serious Injuries

In the event of a very serious injury, parents/guardians are immediately contacted by the First Aider or assigned person. If the considered opinion of the staff is that immediate

professional help is required, an ambulance is called. Very serious injuries are considered to be:

- Severe Bleeding
- Burns/Scalds
- Unconsciousness
- Deformity of the limbs

The event is subsequently recorded in the Accident Report Book and is RIDDORED

On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option. For example, if it does not warrant an ambulance but does require hospital intervention i.e. stitches and the parents and next of kin are not contactable. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company and two staff members are present at all times, one of which is a first aider. Parents are kept informed of developing situations.

FIRST-AID RECORD KEEPING

It shall be the responsibility of the School Business Manager, or other nominated officer, to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Details on the forms to be completed, time scales for completion and distribution and who is to be notified, are shown on the health & safety policy.

After administering treatment, first aiders will ensure they adhere to the School arrangements for record keeping and accident reporting, as detailed below. Each first aider must receive appropriate instruction to enable them to carry out this responsibility during first-aid training.

All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, kept in the Medical Room. The information recorded will include;

- i) date, time and place of incident;
- ii) name and, where relevant, job title of the injured or ill person;
- iii) details of the injury/illness and what first aid was given;
- iv) what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc; and
- v) name and signature of the first aider or person dealing with the incident.

Parents are informed of a head injury by letter. The letter outlines the injury and

symptoms to look out for.

First Aiders contact parents by phone if they have concerns about the injury.

Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay

This policy should be read in conjunction with Safeguarding & Child Protection, Sun Safety, Intimate Care, Lone Working and Behaviour Policies.

Our Designated First Aiders are:

Name	Qualification	Date Qualified	Renew Date
Louise Pullen (nee Holyoak)	First Aid at work	17.12.13	17.12.16
Hazel Martindale	First Aid at work Refresher	18.6.14 8.7.15	18.6.17
Kay Cottrell	Paediatric First Aid	7.7.15	5.7.18
Hannah Shergold	Paediatric First Aid	7.7.15	5.7.18