

# Townley Primary School and Pre-School



## First Aid Policy

## **Purpose:**

To ensure that the welfare and wellbeing of pupils 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. The policy is revised annually.

## **Aims**

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations
- 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 report to the Health and Safety Executive (HSE) under the Diseases and Dangerous Occurrences Regulations (RIDDOR).

## **The First Aid kits are available at the following destinations:-**

- 1) The Staff Room
- 2) EYFS Unit
- 3) Dining Hall
- 4) All classes (including Pre-School) have portable kits for outing use and for swimming lessons.

There is a small First Aid pack for use at lunchtime for minor grazes.

It is the responsibility of Miss Chisholm to check the contents every term and re-stock as necessary. However all first aiders must inform Miss Chisholm if they notice stock is running low or have used up the contents.

All staff will ensure that they have read the School's First Aid Policy.

## **HEAD INJURIES**

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) because of this all head injuries must be reported to the parents through the carbon copy of the accident slip. Children that sustain a head injury, however minor, should be monitored closely. If a child complains of feeling unwell, is behaving differently to normal, or the first aider thinks the head injury is more serious then parents (or emergency contacts) should be contacted and informed as soon as possible. If there is any doubt then parents/carers must be called.

Any serious Head Injury should always be referred for Hospital treatment.

## **EMERGENCY ARRANGEMENTS**

Where an injury is an emergency, an ambulance will be called following which the parents will be contacted.

Where hospital treatment is required but it is not an emergency, then the first aider dealing with the injury will contact the parents for them to take over the responsibility of the child.

In the event that the parents cannot be contacted, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted.

### **Epinephrine Autoinjector (commonly known as Epi-Pen)**

The use of an Epinephrine autoinjector requires 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.

### **Relationship to other policies**

This policy should be read in conjunction with the swimming pool operational and emergency plan as well as the school's policy on health and safety and the local authority policy relating to educational visits.

### **Roles and Responsibilities**

The headteacher is responsible for implementing the policy, identifying a responsible staff member for managing first aid and the 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.

The staff member/s responsible must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

**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.

**The 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** must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

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.

## **Monitoring and evaluation**

As part of the School's annual monitoring

- The Headteacher to review the Schools' first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- The head monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- The head also monitors the emergency first aid training received by other staff and organises appropriate training
- The first aider checks the contents of the first aid boxes termly.

## **Providing Information**

The Head teacher will ensure that all staff are informed about the schools' first aid arrangements.

- Provide information packs for new staff as part of their induction programme
- Maintain a first aider board
- Give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook.

## **PROVISION**

### **How many first aid personnel are required?**

The Headteacher will consider the findings of the risk assessment in deciding on the number of first aid personnel required. The schools are low risk environments, but the Heads will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- Swimming Pool
- Adequate provision in case of absence, including trips
- Out of hours provision, eg. Clubs events

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 school premises.

A minimum of three staff members should have First Aid training with regular refresher courses every three years. All office staff to be trained with regular refresher courses every three years. Always ensure at least two first aid trained person on school site. At present there are three members of staff who hold the first aid at work qualification and paediatric first aid and additional ten members of staff who also hold paediatric first aid. However the number of staff with first aid is not the only aspect to consider, we would train additional staff if necessary to ensure there are always sufficient first aiders on site, whilst considering the numbers of first aider required to

provide cover for school trips and staff absences is also an important consideration when providing training. All staff appointed to work in EYFS must meet the statutory requirement to have a paediatric first aid qualification within three months of starting work. All new staff will have a requirement to complete first aid training.

### **Qualifications and Training**

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the County Council. There will be sufficient staff trained in Paediatric First Aid. A member of the EYFS Unit must hold a valid First Aid at Work qualification. We aim for all new staff to undertake Paediatric first Aid. It is important for each class to have a teaching assistant who is responsible for first aid in their class (this ensures first aid for school trips) and for all midday assistant to have first aid training.

Induction procedure for new First Aiders are listed in Appendix 2.

### **First Aid materials, equipment and facilities**

The Headteacher must ensure that the appropriate number of first aid kits according to the risk assessment of the site are available.

All first aid kits must be marked with a white cross on a green background.

### **First aid kits must accompany staff off-site when taking children out for visits.**

Spare stock should be kept in school. Responsibility for checking and restocking of the first aid kits currently rests with Miss Chisholm.

### **Accommodation**

The Head must provide a dedicated area, close to a lavatory and contain a washbasin. At present this area is outside the school office, in the dining hall and EYFS Unit.

### **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.

Any body fluids on the floor should have absorbent granules sprinkled on to them, the school care taker must be informed to clean these up with the designated red dustpan and brush.

Exposed cuts and abrasions should always be covered.

### **Reporting accidents**

The First Aider dealing with any injury must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting, the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the health & safety team:

- 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

- Any school activity, both on or off the premises
- The way the school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring these accidents are reported to the health and safety team within 5 calendar days.

The Appointed Person or First Aider must complete the on-line Reporting Accidents/Incidents form available at <https://www.reportincident.co.uk/>

(For advice on how to complete this form see

<https://www.learntogether.org.uk/Resources/Documents/Online%20incident%20reporting%20system%20-%20Step%20by%20Step%20.pdf>

## Record keeping

Statutory accident 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 first aiders or appointed persons. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of first aider or person dealing with the incident.

Parents must be informed of significant incidents by telephone, the First Aider who dealt with the incident should ideally call the parents, but the First Aider can delegate this to another member of staff if they are dealing with the injured child. Parents of children in EYFS and KS1 who go home using school transport, should also be notified in advance if their child is coming home with a visible facial injury.

## Monitoring

Accident records can be used to help the Head and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes. Analysis and review of accident records will take place annually by Miss Chenery and reported to Governors.



## Appendix One

**Emergency First Aid Kit Guide Contents –** (This list may change as recommendations from First Aid training change or the needs of the school change, this is just a guide)

Guidance leaflet	1	
Individually wrapped sterile adhesive plasters	20	
Eye pads with bandage	2	
Triangular bandages	2	
Safety pins	6	
Sterile dressings (assorted sizes)	8	
Saline cleansing wipes	6	
Disposable gloves (pair)	6	
Additional Item – Resuscitation Aid	1	
Emergency foil blanket	1	
Hydrogel burn dressing	1	
Tough cut shears	1	
Conforming Bandage	2	
Finger Sterile dressing	2	
Adhesive tape	1	

### Travelling First Aid Bags

Guidance leaflet	1	
Individually wrapped sterile adhesive plasters	10	
Sterile dressing	1	
Triangular bandages	2	
Safety pins	6	
Moist wipes	4	
Disposable gloves (pair)	3	
Eye wash pods	2	
Resuscitation Face Shield/Masks	1	
Yellow Sick bag	1	
Packet of gauze	2	
Emergency ice pack	1	

### Playground pack

Packet of gauze	2	
Disposable gloves	6	
Sick bag	1	
Resuscitation Face Shield/Mask	1	
Small yellow bag (For disposal of used materials)	1	
Large dressing pad	1	
Disposable ice pack	1	

### Staff Room First Aid cupboard

First Aid Manual		
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Resuscitation Aids		
Individually wrapped non-allergenic plasters		
Sterile Eye pads with bandage		
Triangular bandages		
Non absorbent dressing (Melolin)		
Micropore		
Safety pins		
Gauze		
Sterile dressings (assorted sizes)		
Box of non latex disposable gloves		
Ice packs		
Covers for ice packs		
Sick buckets		
Sick bags		
Aprons		
Plastic cups and straws		
Scissors		
Foil Emergency Blankets		
Pillow		
Disinfectant (Kept in cleaner's cupboard/girls toilet cupboard)		
Blankets (kept in cupboard in group room)		

***(Additional Supplies are kept in cupboard in group room)***

**Appendix 2 – Induction Procedures for new First Aiders**

**First Aider Induction Checklist**

*(This should be adapted to the requirements of the specific post and post holder and is in addition to usual induction procedures)*

**Name** \_\_\_\_\_ **Start Date** \_\_\_\_\_

**Name of Senior Colleague/Mentor** \_\_\_\_\_

<b>Induction Element</b>	<b>Initial on completion</b>	<b>Notes</b>
<b>Day One</b>		
Meet Headteacher		
Confirm First Aid Qualifications – copies taken of original to display in first aid area.		
Tour work area & introduction to work colleagues and work area		
Location of first aid facilities –		
Health and Safety aspects relating to first aid		
Given First Aid Policy		
Read First Aid Policy		
Instruction in how to complete first aid forms for pupils and what to do with completed forms		
Procedures for recording accidents/incidents		
Escalation procedures if further advice required		

**Appendix 3 Recording Form for Accidents involving Adults(staff/volunteers/contractors)**

**First Aid (FA) Action form**  
*Please note: completed form (except cut-off slip) must be scanned and record kept for 5 years*

<b>Date:</b>	<b>Location:</b>
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**Injured person (IP) name:**

**FA responder's name & signature:**

**Actions taken (tick all that apply):**

<input type="checkbox"/> Gave first aid	<input type="checkbox"/> Called ambulance / advised IP to seek medical advice (delete as appropriate)	<input type="checkbox"/> Advised IP to report incident (issued cut-off slip)
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**Injury / injuries and body parts affected:**

**First aid given / action taken (eg called ambulance):**

**FA equipment / items used:**

**Date these items were replaced:**



***Fill in and give the section below to the injured person***

You have been given first aid at work on date .....

By first aid responder (name) .....

For (body part and injury type) .....

In most cases, you will now need to report the incident using the Health, Safety and Wellbeing Team's online reporting system.

You can access this at: [www.reportincident.co.uk/Cambridgeshire](http://www.reportincident.co.uk/Cambridgeshire) or [www.reportincident.co.uk/Northamptonshire](http://www.reportincident.co.uk/Northamptonshire) as appropriate.