



# First Aid Policy

## CONVENTION ON THE RIGHTS OF THE CHILD

As a school that respects the rights of the children and adults in our school family, community and beyond, we aim for each school policy to adhere to articles from UNICEF's Convention on the Rights of the Child.

In this policy, we are working towards the following article:

Article 24 (Health and health services): Children have the right to good quality health care – the best health care possible – to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy. Rich countries should help poorer countries achieve this.

**Date Prepared:** March 2019

**Date Approved by Governing Body:**

**Date to be reviewed:** March 2021



## **Statement of Intent**

Little Hill is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

Little Hill will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Intimate care Policy
- Bodily Fluids Hygiene Policy
- Behaviour Policy
- Safeguarding Policy
- Medical Policy
- Food Hygiene Policy and Procedures
- Educational Visits and School Trips Policy

First Aid manager has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

## **Legal framework**

This policy has due regard to statutory legislation including, but not limited to:

- Health and Safety at Work Act (1974);
- Health and Safety (First Aid) Regulation (1981);
- The Management of Health and Safety at Work Regulations (1992);
- The Education (School Premises) Regulations (1999);
- The Health and Safety (Reporting of Injuries, Diseases and Dangerous Occurrences) Regulations (RIDDOR) (2013).

This policy will also have regard to the following statutory and non-statutory guidance:

- DfE (2014) "First Aid in Schools";
- DfE (2015) "Advice on Standards for School Premises";
- Health and Safety Executive (HSE) Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences)" (2013)

In doing so we will:

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

The governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 2013.

The provision of First aid within the school will be in accordance with the authority's guidance on First Aid in school.

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 or to be brought in. Advice was taken from 'Guidance on First Aid for Schools by the DfEE booklet 2014' (See Appendix 1)

#### **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 health and safety matters within the school lies with the governing body. For the day-to-day management of school first aid rests with the headteacher.

The school has a 'School First Aider' who ensures that the school has sufficient equipment and resources for first aid. They also ensure that all first-aiders comply with the rules and regulations of basic first aid.

Up to date records are kept of all the members of staff that hold a First Aid certificate and it is marked by  on their lanyards so it is visible for all to see.

There are a number of First Aiders within the school and it is their responsibility to ensure that quality care and first aid is given to a person and that it is correctly recorded.

First person on duty for that day should ensure the first aiders on duty are visibly named on the notice board, emergency telephone numbers are collected and water is refilled for cold compress; at the end of the day the last first aider on duty should lock the emergency telephone numbers away, restock and empty the water bottle.

### **Assessment of First-Aid Needs:**

The Management of Health and Safety at Work Regulations 1992 require the headteacher to make an assessment of first-aid needs appropriate to the circumstances of the school. The headteacher 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 training annually on how to administer aspects of first aid e.g. epi-pens.

Where the first-aid assessment identifies for employees to be trained as first aiders, the headteacher 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 office to ensure they are booked onto the course before cancellation of the certificate.**

The Office will hold a list of all first-aiders and their qualification (See Appendix 2/3)

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. (See Appendix 4)

### **Management of First-Aid Equipment:**

It shall be the responsibility of the School 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 School First Aider about ordering more items immediately.

The School 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, School First Aider is responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty or on a school visit etc, first aiders shall take responsibility for ensuring their first-aid box and bumbag contents are sufficient for the job and number of pupils.

### **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.

Each fixed boxes are placed where they can be clearly identified by a green background, white cross sign and should always be readily accessible.

First aid Boxes are located:

- In the Key Stage 2 Bay
- In the First Aid Bay
- In the Main Office

Portable First aid kits taken on educational visits are available from the First Aid Bay.

Epi-pens are located:

- In the main office.

Heat Blankets are located:

- Toy Box outside between the two playgrounds

The boxes should contain a sufficient quantity of suitable first-aid materials; according to the DFE guidance, as a minimum. 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. Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used.

**No medical substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, sunscreen etc.**

Where medicines have to be held for a pupil for safety/security reasons, there will be stored in the strong room on a high shelf.

#### **First-Aid Treatment Area:**

The school's first-aid treatment area is at the bottom of the school library between the Key Stage 1 bays.

According to DFE guidance it will have the following:

- a) a large enough area to house necessary equipment
- b) have washable surfaces and adequate heating, ventilation and lighting
- c) be kept clean and tidy at all times
- d) be positioned near a point of access for transport to hospital
- e) display a notice advising of the names, locations of the main first aiders for the day
- f) a sink with hot and cold water if possible
- g) drinking water and disposable cups
- h) soap and paper towels
- i) a suitable, foot operated, container lined with disposable waste bags
- j) storage area for first-aid materials
- k) a telephone
- l) disposable gloves and aprons near to the first-aid box
- m) a First-Aid Record book for recording incidents where first aid has been given

**At all times the dignity and feelings of the patient must be respected.**

**Provision of First Aiders:**

There shall normally be a minimum of 5 first aiders or appointed persons within the school between 8:50am and 3:15pm. At least 2 first aiders will be on duty at playtimes and there will always be a first aider after school until 4:30pm.

Consideration must also be made to ensure first-aid cover during absences, such as annual leave, sickness or school trips. This is the responsibility of the first aider and the management team.

**Categories of Incident and Procedures:**

Any child complaining of illness or who has been injured should be checked and, where appropriate, treated by a first aider who in the mornings should be by the class Learning Support Assistant who is first aid trained. If treatment is given away from the first aid bay, first aiders must ensure it is logged in the first aid book.

Should a 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. The first aid must let the Head or Deputy headteacher know as well as the Office Staff.

If a first aider is required urgently the school has a procedure to ensure one can be obtained quickly. Each classroom, hall, ICT Suite has a traffic light card system so that a child can raise the alarm to another adult. Staff members also have a mini set in their lanyards for when they are on duty.

- Red – Emergency adult required
- Yellow – First Aider required
- Green – Epi-pen required

**Minor Accidents and Injuries**

A child should be checked and treated at the First-aid bay.

- Minor Cuts – cleaned and covered. Disposable plastic gloves should be used to protect both the child and first-aid when dealing with cuts.
- Sprains and Bruises – rest, cold/ice compress and elevate. Teacher/lunch time supervisor observation is maintained. If in doubt, parent/s are contacted.

**More Serious Accidents and Injuries**

If considered safe to do so, the injured party is taken to the First Aid bay.

Parents should be contacted.

- Broken bones - The child should be kept under close observation until parents arrive or ambulance, with the emphasis on making the child comfortable and as settled as possible.
- Suspicion of broken bones or eye injuries - The child should be kept under close observation, with the emphasis on making the child comfortable and as settled as possible.
- Accidents involving the Head - as a school we recognise that accidents involving the head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

Where emergency treatment is not required, a 'Bumped Head' letter will be given to the child's parents or guardians at the end of the day, which outlines the injury and informs parents of the signs and symptoms to look out for. (See Appendix 5)

Classrooms have a Bumped Head plastic wallet on the door so these are not forgotten and given to the parents on collection of their child.

- Stings/Bites – no stings should be removed.
- Faints and Shocks – ensure other pupils are kept away and follow first aid procedure.

### **Very Serious Injuries**

In the event of a very serious injury, it is the considered opinion of the first aider and Head/Deputy headteacher immediate help is required, an ambulance is called. Parents/guardians are immediately contacted and kept informed of developing situation.

Very serious injuries are considered to be: **severe bleeding, burns/scales and unconsciousness.**

If a first-aider has had to deal with a very serious injury then school management must give that adult time to recover themselves as they may be in shock and need to rest before returning to their duties. They will also need time to complete the forms required.

### **Transport to Hospital**

The headteacher, along with advice from the School First-Aider, will determine what action is reasonable and sensible.

- Where the injury is an emergency an ambulance will be called following which the parents will be called.
- Where hospital treatment is required but it is not an emergency, then parents will be contacted to take over responsibility for the child.

### **Off Site Activities:**

At least one first aid kit will be taken on all off site activities, along with individual pupils' medication such as inhalers, epi-pens etc. When travelling on a coach a large First Aid Kit should be taken as well as a bumbag.

A person who has been trained in first aid must also accompany all off site visits.

### **First Aid at Swimming:**

At least one first aid kit will be taken on all off site activities, along with individual pupils' medication such as inhalers, epi-pens etc. In addition to this, the adults on poolside will hold a life savers certificate. **All designated life savers 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 office to ensure they are booked onto the course before cancellation of the certificate.** (See Appendix 6)

### **First-Aid Record Keeping:**

It shall be the responsibility of the School First Aider and School Office Staff 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 2015'. Details on the RIDDOR forms to be completed, time scales for completion and distribution and who is to be notified, are shown in the health and safety policy. There are several different forms and School Office Staff will advise on which to be completed. It is then the School Office Staff responsibility to transfer that information onto the online form.

After administering treatment, first aiders will ensure they adhere to the schools arrangements for record keeping and accident reporting. It is each first-aiders responsibility to record all incidents, injuries, head injuries, ailments and treatment in the accident book kept at the First Aid bay.

Accident record books should be kept for a minimum of 3 years.

An accident form should be completed for the parents and should be given to the class teacher after accident. (See Appendix 7)

Medical forms are kept for all staff and pupils. (See Appendix 8) These are kept in the main office; a copy of these should be taken on school trips/residential visits.

### **Duty to Inform Staff of First Aid Arrangements:**

All staff must be informed of the location of first-aiders, equipment and first-aid facilities.

The School First Aider must ensure that the notice in the First-Aid Bay gives the names of the first aiders and their location.

As well a notice giving details of the location of first-aid boxes should be posted in each of the following locations:

- In the Key Stage 2 Bay
- In the First Aid Bay
- In the Main Office

Notices will be inspected by the Premises Officer as part of the regular health and safety inspections.

### **Other Policy Documents:**

First Aid in the Workplace, Code of Practice No. 5 'Administration of Medicines', Emergency First Aid at Work, DFE Guidance on First Aid for Schools, Incident Reporting in Schools (accidents, diseases and dangerous occurrences) Guidance for Employers, Health and Safety Policy and Safeguarding Policy

### **Policy Review Date:**

#### **Appendix 1:**

[Guidance on First Aid for Schools by the DfEE](#)

#### **Appendix 2:**

[FIRST AID TRAINING STAFF NAMES AND DATES](#)

#### **Appendix 3:**

[EPIPEN TRAINING](#)

#### **Appendix 4:**

In-house First Aid Training Sheet

#### **Appendix 5:**

[Bumped Head Letter for Parents](#)

**Appendix 6:**

[LIFE SAVING CERTIFICATED STAFF NAMES AND DATES](#)

**Appendix 7:**

[Accident Reporting Letter for Parents](#)

**Appendix 8:**

[Little Hill Primary School Staff Medical Form](#)