



## **First Aid Policy**

### **This Policy also includes the Early Years Foundation Stage and Before and After School Provision**

Under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education the head teacher of the School is responsible for making sure that the school has a Health and Safety Policy which includes arrangements for First Aid. This policy outlines the School's responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery. This policy addresses the responsibilities, the procedures in place to meet that responsibility and it provides information related to First Aid.

#### **AIMS**

- To identify the first aid needs of the School
- To ensure that first aid provision is available at all times for the health and safety of employees and of all those on the school premises.

#### **OBJECTIVES**

In accordance with legislation and good practice, the school will ensure that

- the appropriate number of suitably trained people are appointed as First Aid persons to meet the needs of the School;
- adequate training and guidance is available for first aiders; a record of such training is maintained and monitored
- a risk assessment is carried out to ascertain the needs of the school and the level of provision required;
- the necessary equipment, appropriate resources and facilities are available;
- all staff are made aware of first aid arrangements;

- a written record is kept of all significant accidents both on and off the premises;
- a record is kept of any first aid treatment administered;
- learning from accidents and treatment is shared among first aiders;
- medical forms are completed for each pupil describing any relevant medical or pastoral history, any relevant treatment and newly diagnosed conditions that the school should be aware of.
- Arrangements for children with medical conditions (asthma, diabetes, epilepsy). Inhalers to be carried with children as they move around school. All children with medical conditions monitored.

## **PROCEDURES**

- Risk assessments are carried out on all school areas or school activities.

Reviews are carried out at least annually. Recommendations on measures needed to prevent or control identified risks are forwarded to the Headteacher.

## **Providing information**

The Headteacher ensures that staff are informed about the school's first-aid arrangements. All staff will have information on the location of equipment, facilities and first-aid personnel in the Staff Handbook.

## **Immediate Emergency Action for a sick or injured pupil**

- i) Assess the nature and seriousness of the situation in terms of the child's safety.
- ii) Contact the school office or the Headteacher's office for advice and assistance.
- iii) Ensure that parents/guardian are contacted and informed.
- iv) After a first aider has administered first aid and an assessment has been carried out, if deemed necessary, call the ambulance. A member of staff will accompany the child to the hospital and wait until the parents arrive. If any doubt, call an ambulance.
- v) Notes on the incident to be written and kept on file. (accident form)
- vi) In all serious situations, the Headteacher must be informed straight away.

## **Transport to Hospital or Home**

- The First Aider determines what is a reasonable and sensible action to take in relation to the circumstances of each case.
- 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 the parents will be contacted for them to take over the responsibility of the child.
- If the parents cannot be contacted then the First Aid Officer may decide to arrange transport of the pupil to hospital.
- Where the First Aid Officer makes arrangements for transporting a child then the following points will be observed.
  - i) Only staff cars or the school car, insured to cover such transportation, will be used.
  - ii) No individual member of staff should be alone with a pupil in the vehicle.
  - iii) The second member of staff will be present to provide supervision for the injured pupil.
  - iv) At least one member of staff should be of the same gender as the pupil.

## **Informing Parents**

Parents are informed of all injuries, accidents or illnesses sustained at school, however minor. Parents will be issued an accident form and informed on the same day or as soon as practically possible as a precautionary measure if the child has been sent to the medical room or if other medical assistance has been required. The injury, accident or illness is recorded. More serious injuries and illnesses are reported by telephone to parents immediately, or as soon as is possible. All head bumps, regardless of size or initial severity will be reported to parents via telephone as soon as possible after the incident.

During the Covid-19 pandemic, parents will be alerted to injuries through Class Dojo or email.

## **First Aiders**

The Head Teacher in conjunction with Senior Leadership Team ensures that First Aider/s are available on-site all the time. All First Aiders complete a training course approved by the Health and Safety Executive (HSE). EYFS staff are trained in Paediatric First Aid. (A list of trained staff is set out at the bottom of this document.)

## **The main duties of First Aiders:**

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school - this includes the treatment of any person on the school site/premises whether or not they are an employee, pupil, contractor or member of the public.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Maintain good communication to ensure that accident reporting, risk identification, reduction and elimination is effective.

## **Medical Room**

In compliance with The Education (School Premises) Regulations 1996 the head teacher ensures that a room is made available for medical treatment. This facility contains the following and is readily available for use:

- sink with running hot and cold water; couch or bed (with water-proof cover), clean pillow and blankets; For minor incidents the office is used to deal with first aid.

## **School Trips and Visits**

- The provision of adequate first aid cover forms part of the essential risk assessment involved in organising any off-site activity.
- Where the trip is extended or remote in nature, or the likelihood of injury is higher, a qualified First Aider should accompany the group.
- Where journeys are close to populated areas, or the likelihood of injury is minimal, then an appointed person or someone with a working knowledge of first aid procedures should accompany sports or field trips and other school journeys, and a travelling first aid kit should be provided.
- The planning for such journeys will include what to do in case of accident and emergency.

## **Accidents involving pupils:**

Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- Any School activity (on or off the premises)
- The way a school activity has been organised or managed (e.g. the supervision of a field trip)
- Equipment, machinery or substances
- The design or condition of the premises
- It is a legal requirement for the school to contact RIDDOR.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

Please note that further details regarding RIDDOR and HSE are available in the staffroom Health and Safety File.

### **Supporting Pupils with a medical condition, in conjunction with the administration of Medicines Policy.**

The school will ensure that all staff will be aware of a child's condition and all arrangements are in place to ensure such children can access and enjoy the same opportunities at school as any other child and that no child shall be discriminated against. Individual Health Care Plans will be provided for long term and complex health needs.

All information of children with medical needs is kept secure and up to date. The school provides effective support for medical conditions within the school. The level of detail needs to be suitable to the child's need. It should contain all the relevant medical information, contact details and emergency procedures specific to that child. All relevant staff will be aware of its content. The plans will be reviewed yearly, or as and when changes occur.

We encourage pupils to manage their own asthma inhalers from a young age. Asthma medication is kept near their classrooms until children can use it independently. It must always be taken on school trips, sporting fixtures and events. (Further information provided in the Asthma Guidance in the First Aid File.)

First aid boxes are located:

in main office

in school car

in staff room

in KG room/ kitchen

portable First Aid box located in office to be collected for trips and PE lessons.

## **Names of Staff who have been first aid trained**

### **EFAW Training (Midlands First Aid)**

S Bedford  
S Bradley  
L Holmes  
V Martin

**(October 2019)**

### **Paediatric First Aid**

K Baguley **(April 2018)**  
C Collison **(January 2020)**  
T McLachlan **(November 2019)**

### **First Aid At Work Training**

K Venables  
D Martindale  
M Britten  
S Sheppard

**(October 2019)**

- Training for staff is updated regularly every three years.
- Designated person in charge of First Aid boxes is Mrs S Bedford
- Cathy Collison is the main first aider for EYFS.
- Main first aider in school is Mr M Britten and Mrs V Martin

### **Policy review**

This policy will be reviewed on a regular basis to comply with any changes in current regulations.

Policy reviewed: November 2020

Policy due to be reviewed November 2021

### **References:**

- The Health and Safety (First-Aid) Regulations 1981
- [www.hse.gov.uk/firstaid](http://www.hse.gov.uk/firstaid)
- Guidance on First Aid for Schools – DfE publication

## **APPENDIX**

### **Guidelines for Dealing Hygienically and Safely with Spillages of Body Fluids**

Spillages of body fluids potentially pose a health risk so should be cleaned up immediately.

#### **Method**

- **Wear disposable gloves and apron**
- **Place disposable paper towels on body fluid spillage to mop up excess and then dispose in yellow clinical waste bin**
- **Pour bleach solution (1:10 dilution) on top of spillage area and leave for at least two minutes**
- **Alternatively, use special body fluid solution and leave for at least one and a half minutes**
- **Use paper towels to wipe up bleach and spillage and then discard into yellow clinical waste bag**
- **Discard gloves and apron into yellow clinical waste bag**
- **Wash and dry hands thoroughly**

Please note that bleach will damage soft furnishings and carpet so shouldn't be used on these surfaces. These areas should be cleaned and disinfected using hot water and detergent followed by steam cleaning.

#### **Soiled Clothing**

- **Do not manually rinse/soak soiled items**
- **Flush any solid material (vomit/faeces), into the toilet, carefully avoiding any splashing**
- **Place in to a sealed, waterproof bag for parent to collect**
- **Wash hands with liquid soap and dry with paper towels**

#### **Blood spills on clothing**

- **Change clothes (immediately if possible)**
- **Do not manually rinse/soak**
- **Place in sealed, waterproof bag for parent to collect**
- **Place used plastic bag in a yellow clinical waste bag**
- **Wash hands with liquid soap and dry with paper towels**