



FIRST AID POLICY

Review Body:	Full Governing Body
Responsibility:	Headteacher
Type of Policy:	non stat
Review Period:	Bi annually
Reviewed:	February 2021
Next Review:	February 2023

Aims of the policy

First aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones.

The aim of this policy is to ensure that:

1. Named staff oversee first aid arrangements
2. staff nominated as 'first-aiders' receive up-to-date training on courses approved by the Health and Safety Executive (HSE);
3. suitably stocked and marked first aid containers are available at all appropriate locations throughout the school;
4. all members of staff are fully informed with regard to the first aid arrangements;
5. written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences

Related Policies: Health and Safety; Curriculum Code of Practice ; Administration of Medicines

Responsibilities

The person with overall responsibility for First Aid is the Headteacher.

The person with responsibility for ensuring the first aid kits are correctly stocked each half term is a nominated Teaching Assistant.

The person with responsibility for ensuring the correct, up to date information is displayed and for calling the emergency services when required is the school secretary.

Those staff trained as an Emergency First Aider (see note below) have responsibility for ensuring that appropriate First Aid is provided in accordance with their training.

All staff are expected to follow the procedures outlined in this policy.

Emergency First Aider

The role of an Emergency First Aider is to carry out basic first aid or life -saving interventions whilst waiting for emergency services. Staff taking on this role must undergo Emergency First Aid training (6 hour course) and will need to undertake a requalification course every three years to keep their qualification current. It is recommended that First Aiders regularly refresh their training using the course materials provided to ensure they are able to use their skills if called upon.

Provision of First aid

First aid will be available

1. At all times while people are on the school premises
2. During lunch times and breaks, duty staff will be responsible for first aid in the first instance
3. For Staff absence- any staff member with first aid training is able to administer first aid.
4. For Off-site activities and school trips – At least one first aider to attend; Risk assessment completed, identifying first aid measures, including separately for specific medical needs such as diabetes ; first aid kit; materials for vomiting, hand cleansing.
5. During practical curriculum activities (cooking, PE, Science) first aider, first aid kit to be available (also see Health and Safety Curriculum activities)
6. Swimming : First aider to attend from school. Nominated first aid staff and lifeguards identified prior to sessions starting.

Information and notices

1. First aid notices giving the location of first aid containers and the names of members of staff who are certificated first-aiders will be displayed in... the First Aid Cupboard in the staff room –inside door.
2. The school will make every effort to ensure that first aid notices are clear and easily understood by all.
3. Information on the school's first aid provision will be included in the staff handbook.

Hygiene and infection control

1. All staff will follow basic hygiene procedures (hand washing, gloves, spillage kit)
2. All staff will have access to single use disposable gloves and hand washing facilities.
3. Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.
4. All used dressings or equipment will be disposed of in a sealed bag and placed in the bin
5. For sickness/ spillages kit is provided (located in admin area, blue cabinet)

Treatment of minor injuries in school

- Small splinters: If the splinter is small and can easily be removed this will be removed to minimise infection. We will pull out along the track of entry and gently squeeze the area which will help to flush out any dirt. The area will be cleaned and pat dried. A plaster will then be applied. If it is not possible to remove the splinter, a note will go home to the parent/ carer. Large embedded splinters will not be removed in school, and parents will be contacted.
- Minor cuts and grazes: Cleansing wipes will be used to clean minor wounds such as cuts and grazes in the absence of water/ paper towel prior to applying a plaster or non-adherent dressing, if needed (CLEAN, CONTROL, COVER)
- Plasters: A plaster will be used if there are no known allergies to plasters and if the plaster will provide protection for the skin to prevent infection.(Any pupil with an allergy will be listed in the first aid cupboard- inside door).
- Bumps, trapped fingers – apply cold compress
- Nose Bleeds- head forwards, pinch the soft part of the nose close to the bridge, check after 10 mins

Recording First Aid Treatment

1. When first aid is given, the person giving first aid must make a record of:
 - Date, time and place of incident
 - Name and job title (where relevant) of the injured person
 - Details of the injury / illness and what first aid was given
 - What happened to the person immediately afterwards (for example, went home, went back to work, went to hospital)
 - Name and signature of the person dealing with the incident
2. Forms for recording first aid treatment are located in the staff room cabinet folder.
3. An additional slip is completed and given to the class teacher and passed to parents when first aid treatment has been given
4. All completed records of first aid treatment must be kept in a separate location (office folder) Only blank copies of the form should be kept with first aid equipment.
5. Where necessary,an Incident form will need to be completed using the NCC's on-line reporting system. (OSHENS) This is usually for accidents resulting in more serious injury .The school secretary/ HT will advise when this may be necessary.

Training

1. Staff receive training ' Emergency first aid at work' 1 day course every 3 years (St John Ambulance)
A list of staff attending the most recent training day on 22/01/2021 is available in the staff room first aid cupboard.
2. Paediatric First Aid – At least one member of staff has a current certificate (2 day training course , St John Ambulance)
A list of staff with paediatric training is located as above.

See Appendix 1 for Emergency procedure

See Appendix 2 for First Aid Kits requirements

Appendix 1 Emergency First Aid Procedure

1. In the event of an accident a first aider/an appointed person takes charge of the first aid emergency treatment commensurate with their training.
2. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. (If unsure at any time the first aider will consult another member of available trained staff for advice)
3. The first aider/appointed person will always call an ambulance on the following occasions:
 - In the event of a serious injury
 - In the event of any significant head injury
 - In the event of a period of unconsciousness
 - Whenever there is a possibility of a fracture or where this is suspected
 - Whenever the first aider is unsure of the severity of the injury
 - Whenever the first aider is unsure of the correct treatment
4. If an ambulance is called, the caller must speak to the emergency services and give the following information
 - State what happened
 - The person's name
 - The age of the person
 - Whether the person is breathing and/or unconscious
 - The location of the school
5. In the event of an accident involving a child, it is our policy to always take reasonable steps to notify the parent/carer of their child's accident;
 - If it is considered to be serious (more than minor injury)
 - Injury to the head
 - Requires attendance at hospital

Notification of Parents/Carers / Emergency Contact

1. Our procedure for notifying parents will be to use the emergency telephone numbers provided to contact them and leave a message should the parents not be contactable
2. In the event that parents cannot be contacted and a message has been left our policy will be to continue to attempt to make contact with the parents every 15 minutes.
3. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil until the parents can be contacted and arrive (as required)
4. In the event that the pupil requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the pupil to hospital and remain with them until the parents can be contacted and arrive at the hospital.
5. Where a **member of staff** requires hospital treatment, the Emergency contact should be informed (held in office)

Appendix 2 First Aid Kits

First Aid supplies are located in the *First Aid Cupboard in the Staff room*

1. A nominated person is responsible for ensuring kits contain the correct supplies each half term.
This person is...

2. First aid boxes will be:

- marked with a white cross on a green background;
- located near hand-washing facilities in each classroom;
- in the school office x 1
- stocked in accordance with HSE recommendations.

3. First aid boxes in classrooms will contain

- A leaflet giving general guidance on first aid e.g. HSE leaflet – basic advice on first aid at work.
- Assorted plasters, appropriate to the type of work, 20
- 2 sterile eye pad
- 2 individually wrapped triangular bandages.
- 6 safety pins
- 1 medium dressings individually wrapped
- 1 large dressing, individually wrapped
- 6 small 5cmx5cm sized, individually wrapped, sterile, unmedicated dressings
- 20 Cleansing wipes
- 4 pairs of disposable gloves (latex free)
- 1 roll of micropore tape
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A lunchtime first aid box containing basic supplies- plasters , wipes, gloves is kept in the first aid cupboard in the staff room and taken out at lunchtimes

In addition

The office 1st aid kit to have

- 2 face /mouth shield
- 1 pair tuff cut scissors
- 1 burn shield
- 1 heat retaining blanket
- 1 eye wash

No medication of any kind, for example, paracetamol, antiseptic creams, burn sprays, epipens, insulin, asthma inhalers etc, should be kept in first aid boxes, nor should these be used as a form of first aid.

4. Travel First Aid kit (taken on out of school visits)

- 6 individually wrapped sterile plasters
- 3 individually wrapped 5cmx5cm dressing pads
- 1 individually wrapped triangular bandages
- 6 safety pins
- One medium sterile un-medicated dressing
- 10Individually wrapped moist cleaning wipes
- Two pairs of disposable gloves (preferably latex free)
- 1 face shield
- 1 disposable heat retaining blanket
- 1 pair tuff cut scissors
- 2 Instant ice pack
- 1 eye wash
- 1 burn shield
- Plastic bags, paper towels, 'sick bucket' may also be required