

CAUSEWAY GREEN PRIMARY SCHOOL



FIRST AID POLICY

Governors Approved: 9 July 2020

A handwritten signature in blue ink, appearing to read 'Drake'.

Chair of Governors:

Review date: September 2023

First Aid Policy

Procedures for staff to follow are detail in Appendix 4.

This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE.

It is Causeway Green Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

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 (via the school information booklet) of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and Responsibilities

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors (including contractors).

The Health and Safety Co-ordinator must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their

induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need.

All staff are expected to do all they can to secure the welfare of the pupils.

The Appointed Person need not be a First Aider but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider must have completed a training course approved by the HSE, and will be updated every three years. He/She will:

- Be contacted to give immediate help to casualties if required during lesson time or break times (not lunchtime). Any pupil complaining of illness or who has been injured is to be sent to the Headteacher (accompanied where possible) for the Appointed Person / First Aider to inspect and, where appropriate, treat.
- During lunchtime any pupil complaining of illness or who has been injured is to be sent to the lunchtime assistants who will inform the staff as soon as possible and the first aider will be contacted
- All incidents are to be recorded either in the Accident Book or Minor Incident Book, as appropriate.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home. If a child has either a head injury or an injury to a place that can't be checked (underwear area) The parent is to be telephoned straight away. This will enable the parent to make an informed decision about whether to come and see their child immediately and to make a decision regarding any further required treatment. If a child is injured in any way and later repeatedly complains of pain, seems distressed or cries with pain the parents will be contacted immediately.
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions

Reporting

- The Headteacher or most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book or Minor Incident Book.
- Parents are to be informed of a head injury with the standard bumped head letter and phone call home.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE.

1. Involving employees or self employed people working on the premises.
2. Involving pupils and visitors

The Head is responsible for ensuring this happens.

Record Keeping

The Head or their nominated representative must ensure that a record is kept of any first aid treatment given. 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 the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

Premises Governors Committee, who hold the Governor's responsibility for Health and Safety, are informed of all accidents reported to HSE.

Administration of drugs and medicines

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office by a parent. It must be clearly labelled with the child's name. A form detailing the dosage and times when the medicine should be taken, must be completed by the parent/carer and signed and dated.

The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the pupil will have a medical support plan which clearly details medication required, dosage and storage.

First Aid boxes

First Aid Boxes are located in:

- The staffroom
- The kitchen
- Various sites around school

Bum bags, complete with first aid equipment, are located in the staff toilet for off site visits. All emergency details for school visits will be provided and placed in this bag for outings.

First Aid Boxes should contain

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized (approximately 12cm x 12cm) and Large sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- Disposable gloves

No medicine/tablets are to be kept in the first aid boxes

Accommodation

There is no designated room for medical treatment, and care of pupils during school hours should be close to a wash basin and lavatory.

APPENDIX 1

Health and Safety Officer: Headteacher – Julia Shingler

**Business Manager – Amanda Crump
Site Manager – Craig Smith**

External Visits Officer: LA representatives

First Aiders:

The school aims to have a range of first aid trained staff across all departments of the school. This includes teachers, support staff, lunch time supervisors, office staff, cleaning and site maintenance. All staff training is reviewed annually to ensure staff that require training to be renewed can be allocated training before current training expires.

New staff joining the school shall also be enrolled onto relevant first aid training as required. This will depend on the number of trained staff currently working within their department.

Full list is in the Premise Management Log and can be available to view on request.

APPENDIX 2.

Appointed person to contact Emergency Services: Office Staff or senior leader (or if necessary any adult in school)

APPENDIX 3. Bumped Head Letter

HEAD INJURY

Dear Parent / Guardian

Your child received a bump on
the head today whilst at school atat (time)

Description of accident:

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A First Aider assessed your child. Although no problems were seen at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Unusual drowsiness
- Severe headache
- Blurred vision
- Slurred speech
- Sudden unconsciousness/unresponsiveness
- Change in behaviour / confusion
- Nausea or repeated vomiting
- Bleeding or fluid from ears or nose

CONTACT YOUR FAMILY DOCTOR OR THE NEAREST ACCIDENT & EMERGENCY DEPARTMENT IF YOU NOTICE ANY OF THE ABOVE SYMPTOMS.

APPENDIX 4.

Procedures

Anyone who administers First Aid must complete a record slip and hand it in at the office or to the child's parents as soon as possible.

First Aid in the Classroom

If there is a member of the support staff in the classroom, as a trained First Aid person, they will deal with the incident.

If necessary, the First Aider will then report to the relevant Key Stage Manager, who will in turn refer to HT or DHT.

If it is necessary for the child to be sent home, the HT or DHT will inform the office, who in turn will contact the parents.

The First Aider must remain with the child until he/she is collected by parents.

The First Aider will then inform the class teacher that the child has been sent home.

If the class teacher does not have any support staff in their phase, the teacher will ring the office, to ask for help from a First Aider.

The First Aider will then follow the above procedures.

If a child is sick in the classroom.

Cleansing crystals will be stored in the Bodily Fluids Station along with an apron, gloves, card and disposal bag, in order to deal with the situation.

Once equipment has been used staff should either replenish stocks from First Aid organiser.

Support staff should clear the area initially and use the yellow bag for disposal. When dry, the area will be cleared by the caretaker/cleaner.

If the teacher is unsupported in class, they should ring the office, or send a child to ask for the caretaker/cleaners to clear the soiled area and also to

ask for a First Aider to deal with the child.
The First Aider will then follow the above procedures.

First Aid at Break-time.

If the person on duty needs help, they should ask the office staff to contact HT and DHT directly or get the necessary support.

The First Aider will then follow the procedures for reporting to the Class Teacher / Key Stage Manager etc, as detailed opposite.

First Aid at Lunch-time.

If the Supervisor on duty in the first aid station needs help, they should contact the office, who in turn will either contact the HT or DHT.

If a child needs to be sent home the First Aider must get authorisation from a member of SLT

If a child is to be sent home following an incident at lunch-time, the supervisor must inform the class teacher and if necessary.
A First Aider must remain with the child.

First Aid during After School Clubs.

One of the First Aid trained staff running the club should deal with the incident. The First Aider should then inform the HT or DHT

If SMT not available, the First Aider should make the decision to either send the child home or call an ambulance, if necessary.

First Aid during Off-Site Activities.

Mobile phones should be taken on all off-site Activities by the visit leader and deputy leader.

Should First Aid should be administered during school trips or swimming sessions etc, the First Aid procedures of the relevant establishment should also be followed. The Teacher in charge should ring the school, so that office staff can notify parents if necessary. A school accident or incident form should be completed at the earliest possible moment and filled on return to school.

Office Staff.

When contacting parents staff should state that HEAD OR DEPUTY have requested that the child should be collected as he/she has been sick, has a bumped head or is just not well. Any further information will be provided by the SMT when the parent arrives at the school.

The same message is to be used when contacting parents when children have head-lice

If after 20 minutes' staff have not been able to contact parents, then HEAD OR DEPUTY to be informed.