



**Learning Together, Aiming High, Proud to be Ourselves**

**POLICY NAME: First Aid Policy**

**DATE ADOPTED: 3<sup>rd</sup> December 2019**

**DATE GOVERNORS AGREED POLICY: 3<sup>rd</sup> December 2019**

**REVIEWED: 21<sup>st</sup> January 2020**

**REVIEW PERIOD: 3 year**

**REVIEW RECORD: Next review date January 2023**

## **Policy Statement**

John Ray Infant School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practise by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at John Ray Infant School is held by the Headteacher.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

All our information and guidance concerning First Aid (including accident records and forms) are kept in the cupboard in the office until such time they are archived.

## **Aims and Objectives**

Our first aid policy requirements are achieved by:

- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring that the First Aid Policy is reviewed periodically or following any significant changes that may affect first aid provision.

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders qualified first aiders and paediatric first aid trained staff are nominated, and that they are adequately trained to meet their statutory duties.

## **Training:**

### **Appointed Persons**

At John Ray Infant School there are 2 appointed persons who are in the following roles:

- Class Teacher
- Learning Support Assistant

Through law the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. These 'Appointed persons' are in place to take charge of first aid arrangements for both Adults and Children.

## **School First Aid Trained Staff**

At John Ray Infant School 5 additional staff members are qualified First Aiders.

- Class Teacher
- Learning Support Assistants
- Midday Assistant
- Sports Coach

Various training providers assist John Ray Infant School in meeting its own duty of care towards its pupils. It is part of the HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training has been provided because it is considered to enhance the role of the First Aiders in order to provide first aid in children.

Other responsibilities which are identified and delegated to these first aiders are, re-stock and inspect first aid kits.

**Paediatric First Aiders** (Those completing the HSE approved 2-day first aid course)

At John Ray Infant School there are 7 qualified first aiders from the following roles:

- 2 Class Teachers
- 3 Learning Support Assistants
- 1 Midday Assistant
- 1 Sports Coach

These Staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations of provision of first aid to those children aged 5 years old or younger and are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises and 2 are qualified Forest School Outdoor First Aiders.

## **Playground First Aiders**

- 20 Learning Support Assistants
- 14 Midday Staff
- 1 Catering Assistant
- 1 Sports Coach

These staff are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at playtime on the premises.

## **Clubs**

A member of staff is on the premises during clubs to administer first aid if needed.

## Equipment Organisation

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 16 first aid kits on the premises
- These first aid kits are situated in:
  - Each Classroom
  - School Office
  - Kitchen
  - Hall
  - Early Birds / Tiddly Winkers

The Contents of first aid kits in Classrooms and Office are:

- Guidance book
- 1 pack of sterile adhesive dressings of assorted sizes (plasters) hypo-allergic for children, blue for food handlers.
- 3 Sterile eye wash
- 1 triangular bandage, individually wrapped.
- 3 pairs of disposable gloves
- 1 pair of scissors with rounded ends
- 1 pack of gauze swabs **\*(alcohol free cleansing wipes)** for cleaning a wound. (don't use cotton wool)
- Sick bowls

The Contents of first aid kits in each year group are:

- As above
- 2 protective resuscitation face shields
- 4 equipped medical bum bags

It is the responsibility of LSAs to check First Aid Kits for contents checking and informing the School Business Manager at the end of every half term if stock needs replenishment.

## Designated Rooms

Inside the school office is designated as the first aid room for medicine, sickness and waiting room, with corridor outside the small hall designated as the first aid point for treatment, sickness and the administering of first aid during break time and lunch.

First aid areas have the following facilities:

- Accident Book
- First aid kits
- Chair
- Water Bowl
- Sick Bowls

- Tissues

### **First Aid - Sequence of events**

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. 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 office will call NHS helpline 111 for further advice.)

The first aider/appointed person will ask the office staff to 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

If an ambulance is called, the caller must speak to the emergency services and give the following information

1. State what happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carer of their child's accident

- If it is considered to be serious (more than minor injury)
- Injury to the head / face
- Requires attendance at hospital

### **Head bumps**

In the event of a child needing first aid for a head bump, including the face (nose and lips):

- The first aider deals with the incident
- Wet the gauze with cold water and wrap around ice
- For major head bumps use an Instant Cold Pack
- Inform the parent / carer of incident in school
- Send brief note and X marks the spot letter home with child.
- Keep child under observation during the remainder of the school day.

## **Notification of Parents/Carers**

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable

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 half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child 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 child to hospital and remain with them until the parents can be contacted and arrive at the

## **Pupils with Medical Needs - Individual Healthcare Plans**

**Please refer to Supporting Pupils with Medical Needs Policy June 2017 for further advice**

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

All children who have asthma have completed a Request for School to Administer Medication form, which are kept in the School Office. A copy of all medical needs are kept in each classroom, kitchen, the office and staffroom and are updated as needed or annually. An individual health care plan is drawn up by the school nurse, the school, the parent/carers and child. If needed the child's GP can be involved. This helps our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical condition prior to starting school. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The school nurse or suitably qualified person also provides additional background information and practical training for school staff in understanding and using the Individual Healthcare plans.

The school follows NHS policy on administering adrenaline through the use of epi-pens. If children who have registered care plans, due to severe allergy reactions and the need to use an epi-pen, suffer an allergic reaction at school, there is an epi-pen clearly marked with the child's name and kept in the classroom or with the child at all times. Training from the school nurse in how to administer adrenaline is usually annually (last staff training September 2019).

### **First Aid out of school on trips or residential visits**

In the event of children needing first aid on school trips:

- All staff have first aid bum bags and mobile phones with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Helpline (dial 111).
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported back at school and an 'incident in school' form filled in as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed Request for School to Administer Medication form. NO other medication MUST be given by anyone.
- For any head injuries the school and the parents are informed immediately by telephone and a Head bump sticker placed on child.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- One member of staff accompanies the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.
- For all incidents the schools 'Critical Incidents' plan as outlined in every risk assessment, will be followed.

### **Record Keeping**

All accidents requiring treatment are recorded with the following information.

- Name of injured person
- Date of accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken
- Signature of qualified/emergency/school first aider or appointed person.

### **Administering medicines in school**

Our School will administer medicines to pupils in school under special circumstances (4 times per day prescription medicines). Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible the school office can administer a child's medicine before lunch time.

We must have written parental permission for the designated member of staff to administer medicine in the office. A signed record is kept in the office daily of time, dosage and designated member of staff administering.

All inhalers are kept in medical cupboards in each classroom.

### **Storage/Disposal of Medicines**

Any medication that needs to be in school is stored either in School office fridge or as per storage instructions. The exception to this rule is inhalers, which must be clearly labelled with their name and kept in the child's classroom; where they can be easily reached where necessary.

It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly.

Agreed by Governors .....

Date.....

Review January 2023