

Lancasterian Primary School



First Aid Policy

Version No.	Date	Approved by	Review Frequency	Review Date
2	October 2019	Governing Body	Annual	October 2020

1.0 Policy Statement

Lancasterian Primary school is committed to providing emergency first aid cover to deal with accidents, which occur to children, employees and visitors.

2.0 Introduction

The Governors and Head teacher of Lancasterian Primary School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for children, employees and visitors within the school.

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 (RIDDOR) 2013.

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

There is a duty:

- The senior leadership team to approve, implement and review the policy
- On all employees to be aware of the shared responsibility
- To report, record and where appropriate investigate all accidents
- To record all occasions when first aid is administered to employees, pupils and visitors
- Provide equipment and materials to carry out first aid treatment
- Make arrangements to provide training to employees, maintain a record of that training and review annually
- Establish a procedure for managing accidents in school which require First Aid
- Provide information to employees on the arrangements for First Aid

To achieve this, the school will:

- Have a minimum of one suitably stocked first aid kit in each key classroom
- Provide at least one appointed person to take charge of first aid arrangements.
- Provide information to employees, children and parents on the arrangements for first aid
- Have a procedure for managing accidents
- Review the arrangements for first aid annually

3.0 Roles and Responsibilities

3.1 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specific incidents to HSE when necessary

3.2 Appointed person(s) and first aiders

The school first aiders are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate appropriate treatment
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Filing in an accident report on the same day, or as soon as is reasonably practicable, after an accident (in the Accident Report Books)
- Keeping their contact details up to date
- Designated staff to send pupils home to recover, when necessary
- Designated staff to ensure there is an adequate supply of medical materials in first aid kits, and replenish the contents of these kits

3.3. Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher of any specific health conditions or first aid needs

4.0 First aid Procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- If emergency services are called, office staff or relevant staff will contact parents/carers immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone(s)
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parent's contact details

Risk assessments will be authorised by the Business Manager prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory frameworks for the Early Years Foundation Stage.

5.0 Categories of Incidents and Procedures

Any child complaining of illness or who has been injured is sent to the Medical Room for the qualified first aider(s) to inspect and, where appropriate, treat. Should a child be too ill to stay at school, parents/carers should be contacted as soon as possible so that the child can be collected and taken home.

All accidents are recorded in the Accident Report Book by the first aider and a copy of the accident/incident/illness report slip (recording details of the incident/actions taken) is sent home.

5.1 Minor accidents and injuries

There is a first aid kit in each classroom for minor needs. If necessary, a person other than the teacher will take the child to the Medical Room.

Minor cuts, grazes and bruises

Cuts are cleaned with sterile wipes and bandages are applied if deemed appropriate. For grazes, a sterile wipe is used to wipe the wound. With minor bruising, a cold compress is applied and area elevated.

PROTECTIVE GLOVES MUST BE WORN WHEN TREATING OPEN CUTS, BLOODED ITEMS SHOULD BE DISPOSED OF IN THE SWABS AND DRESSINGS YELLOW BIN LOCATED IN THE MEDICAL ROOM

5.2 More serious accidents and injuries

Head injuries

Any bump to the head is treated as serious. Bumped heads should be treated with a cold compress. Children will receive a sticker, a copy of the accident/incident/illness report slip (recording details of the incident/actions taken) and a head text will be sent so that the injury is known to parents/carers for monitoring purposes. All bumps to the head should be recorded in the Accident Report Book.

Parents should be called if the child has a serious cut, bump or signs of concussion. Signs of concussion, including vomiting or drowsiness, persistent headache, blurred or double vision. Bleeding or yellow fluid from the nose and/or ear, need referral to hospital immediately.

5.3 Very serious injuries

In the event of a very serious injury, an ambulance is called and parents/carers are immediately contacted. Examples of very serious injuries are: severe bleeding, unconsciousness, burns/scald, asthma attack, anaphylactic shock, seizures and convulsions for more than 5 minutes, concussion and embedded objects (a splinter is only removed if the end is out of the skin).

UNDER NO CIRCUMSTANCES SHOULD A MEMBER OF STAFF ATTEMPT TO MOVE A CHILD WHO IS POSSIBLY SERIOUSLY HURT.

6.0 Accident Reporting

Accident Report books are kept in the Medical Room. Accidents must be written up in the accident book by the first aider dealing with the incident. All accidents will be recorded and reported according to the Authority's guidelines, and will include:-

- The date, time and place of the incident
- The name (and class) of the injured person
- Details of injury and what first aid treatment was given
- What happened to the person immediately afterwards

- Name and signature of the person or first aider dealing with the incident

A relevant member of staff will decide whether parents/carers should be contacted and the child sent home. The child will be supervised by a member of staff while they are waiting.

RIDDOR

We will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation.

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working

- Accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

Reportable accidents include

- fractures, other than to fingers, thumbs and toes;
- Amputations;
- Any injury likely to lead to permanent loss of sight
- or reduction in sight;
- Any crush injury to the head or torso causing
- damage to the brain or internal organs;
- Serious burns (including scalding), which:
 - cover more than 10% of the body; or
 - cause significant damage to the eyes, respiratory
- system or other vital organs;
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury
- or asphyxia;
- Any other injury arising from working in an enclosed space which: – leads to hypothermia or heat-induced illness; or – requires resuscitation or admittance to hospital for more than 24 hours.

For full guidance refer to HSE information sheet on accident Incident reporting in schools (accidents, diseases and dangerous occurrences) <http://www.hse.gov.uk/pubns/edis1.pdf>

7.0 First Aid Training

The school will keep a register of all trained first aiders, what training they have received and when this is valid (see Appendix i). Staff are encouraged to renew their first aid training when it is no longer valid. There are 21 qualified first aiders in school which more than meets the requirements of the HSC First Aid at Work Approved Code of Practice and Guidance.

8.0 First Aid Equipment

First aid kits and boxes are marked with a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations. A typical first aid kit in our school will include the following: plasters, dressings, sterile wipes, disposable gloves, triangular bandages, instant ice pack and other first aid essentials. No medication is kept in first aid kits (See appendix ii). First aid kits are stored in the School Office, in the first Aid cabinets in each classroom and in first aid units in Nursery and Reception. Portable First Aid kits are taken on educational visits

APPENDIX i:

Appointed person(s) and/or trained first aiders

Appointed person(s) for first aid:

- Veronica Montes
- Tina Beach

List of trained first aiders:

NAME	TYPE OF TRAINING	RENEWAL DATE
Veronica Montes	Paediatric first aider/ First Aid at Work	22.05.20-28.04.20
Tina Beach	First Aid at Work	13.12.20
Tina Granger	Paediatric First aider	16.10.21
Monika Sulecka	Paediatric First Aid	04.01.21
Mel Favell	Paediatric First Aid	04.01.21
Pauline Stoute	Paediatric First Aid	04.01.21
Sam Judge	1 Day Emergency First Aid at Work	13.12.20
Yasoda Abdin	Paediatric First Aid	04.01.21
Sarka Mohamed	Paediatric First Aid	04.01.21
Latifa Charki	Paediatric First Aid	04.01.21
Rosemary Solly	Paediatric First Aid	21.12.21
Caroline Ginger	Paediatric First Aid	21.12.21
Carol Logan	Paediatric First Aid	21.12.21
Julia Gruber	Paediatric First Aid	21.12.21
John Bowden	Paediatric First Aid	21.12.21
Martina Essabith	Paediatric First Aid	21.12.21
Margaret Smith	Paediatric First Aid	21.12.21
Marcia Smith	Paediatric First Aid	21.12.21
Marsh Melian-Edges	Paediatric First Aid	21.12.21
Tulin Kemal	Paediatric First Aid	21.12.21
Yvonne Gordan	Paediatric First Aid	21.12.21

APPENDIX ii:

Medicines at school

In general, there are three main sets of circumstances where school staff may be required to support pupils with medical needs or conditions. These are:

- a) Cases where pupils recovering from a short-term illness are well enough to return to school, but are receiving a course of **prescribed medication** such as antibiotics;
- b) Cases of **chronic illness** or long-term complaints, such as asthma, diabetes, or epilepsy, which may require an individual health care plan;
- c) Children with a **specific special medical need** who require an individual or emergency health care plan.

Safe administration of medicines at school

- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.
- Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.
- Only prescribed medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted in school and recorded on a record of medication form.
- Medicines that require medical expertise or intimate contact, will not be accepted in school.
- Parents may come to the school office to administer medicines if necessary
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession.
- Some children may self-administer medication, e.g. insulin, under agreed supervision if this has been directed by the parents/carers when filing in the medicine form
- Non-prescription medication e.g. pain and fever relief may only be administered when there is a health reason to do so. A child under 16 should never be given medicines containing aspirin unless it has been prescribed for that child by a doctor.
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed
- Parents are responsible for the safe return of expired medicines to a pharmacy or hospital

Allergies

There are several children in school with various allergies. All have individual care plans which are available in the Medical Room (green files). All relevant staff receive auto-injector training annually. There is a register with all children with medical needs displayed in the kitchen, classrooms and communal rooms. Adrenaline pens are stored in the first aid cabinets in the classrooms.

Asthma Inhalers

All children suffering from asthma have an individual health care plan kept in the Medical Room (green files). Asthma inhalers are kept in the tall cupboard in the Medical Room. The baskets containing inhalers are clearly labelled in year groups. Inhalers are labelled with children's names and date of birth.