



Great Easton C of E Primary School

FIRST AID POLICY



Please see '**Supporting Pupils with Medical Conditions**' Policy for details on administering medicines and Individual Health Care Plans.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

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| This Policy was reviewed and amended and Staff were consulted on this document in: | January 2015 and again September 2016 |
| The policy was ratified by the Governing Body in: | September 2017 |

To be reviewed annually

Policy Statement

Great Easton C of E Primary 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 Great Easton C of E Primary is held by the Head teacher. The responsible manager is the Deputy Head Teacher.

All first aid provision is arranged and managed in accordance with the Children's Service Safety Guidance Procedure SGP 08_07 (First Aid)

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:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our school.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- The Children's Services First Aid Needs Assessment Form(CSAF -0022) is used to produce the First Aid Needs Assessment for our school.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them

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, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Training:

Appointed Persons

At Great Easton C of E Primary School there are 3 appointed persons who are in the following roles:

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|--------------------------|----------------|
| LSA | Helen Williams |
| Senior Midday Supervisor | Carolyn Wiffen |
| Assistant Head Teacher | Holly Miles |

Clubs

A member of staff is usually on premises during clubs to administer first aid if needed. All club personnel have access to pupil's information in magic number books on office desks.

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 including looking after equipment and calling emergency services.

Appointed Persons are not necessarily First Aiders and should not provide any first aid for which they have not been trained.

School First Aid Trained Staff

At Great Easton C of E Primary School 29 staff are trained First Aiders.

- Class Teachers
- Learning Support Assistants
- Midday Staff
- Head Teacher
- Office Staff

Various training including Uttlesford Schools' Consortium and Bartram First Aid assist Great Easton C of E primary 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.

Emergency First Aiders

(Those completing the HSE approved 1-day emergency at Great Easton C of E Primary School)

- 5 Class Teachers
- 6 Learning Support Assistants
- 2 Midday Staff

These staff 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.

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

At Great Easton C of E Primary School there are 16 qualified first aiders from the following roles:

- 1 Senior Midday Supervisor.
- 3 Midday Staff
- 2 Class Teachers
- 7 Learning Support Assistants
- 2 Office Staff
- 1 Headteacher

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

Equipment Organisation

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

- 9 first aid kits on the premises
 - These first aid kits are situated in:
 - Each Classroom
 - School Office
 - School Corridor
 - Kitchen
 - Staffroom

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

- 1 protective face shield
- Guidance book
- 20 individually wrapped sterile adhesive dressings of assorted sizes (plasters) hypo-allergic for children, blue for food handlers.
- 2 Sterile eye pads
- 4 triangular bandages, individually wrapped.
- 6 medium wound dressings individually wrapped and sterile. (12cmx12cm)These have bandages attached.
- 2 large wound dressings as above.(18cmx18cm)
- 5 low- adherent dressings (5cmx5cm) these have a perforated plastic surface which reduces the likelihood of it sticking to the clotting blood.
- 1 roll of micro-pore tape. Used to hold a dressing in place if pins
- 3 pairs of disposable gloves
- 1 pair of scissors with rounded ends
- 10 packs of sterile gauze swabs ***(alcohol free cleansing wipes)** for cleaning a wound.(don't use cotton wool)
- Non woven Plasters
- Vomit Bags

Finger covering is kept in the office if needed.

The Contents of the first aid kits in Kitchen, Corridor and Staffroom room are:

- 1 protective face shield
- 20 individually wrapped sterile adhesive dressings of assorted sizes (plasters) hypo-allergic for children, **blue for food handlers.**
- 1 Sterile eye pad
- 1 triangular bandage, individually wrapped.
- 2 medium wound dressings individually wrapped and sterile. (12cmx12cm)These have bandages attached.
- 2 large wound dressings as above.(18cmx18cm)
- 2 low- adherent dressings (5cmx5cm) these have a perforated plastic surface which reduces the likelihood of it sticking to the clotting blood.
- 1 roll of micro-pore tape. Used to hold a dressing in place.
- 3 pairs of disposable gloves
- 1 pair of scissors with rounded ends
- 10 packs of sterile gauze swabs ***(alcohol free cleansing wipes)** for cleaning a wound.(don't use cotton wool)

Travel first aid kits are taken from classroom and one spare stored in office

It is the responsibility of LSAs to bring First Aid Kits to Office for contents checking at the end of every half term. Completed checklists are signed and stored in school office medical cupboard.

Designated Rooms

Outside the school office is designated as the first aid room for treatment, sickness and administering of first aid during the school day, with corridor outside hall designated as the first aid point for treatment, sickness and the administering of first aid during lunch.

First aid areas have the following facilities:

- First aid kits
- Chairs

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 first aider will call NHS Direct for further advice)

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

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)
- Requires first aid treatment
- Injury to the head
- Requires attendance at hospital

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 can not 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 can not 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 hospital.

Pupils with Special Medical Needs - Individual Healthcare Plans

Please refer to Supporting Pupils with Medical Conditions Policy January 2015 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 a specific 'Medical Information Card' 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/carer 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 on and antihistamine liquid in school office medical cupboard. Training from the school nurse or Tanya Bartram (Bartram First Aid), in how to administer adrenaline is usually annually (last whole staff training July 2014).

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 packs 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 Direct.
- 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 letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge. 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.
- Two members of staff accompany 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.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.
- First Aid should be undertaken in the presence of another qualified First Aider.
- All First Aid must be logged for Medical Records.
- Medicines of any description (including Pain Killers) are NOT to be administered to any child unless they are the designated person responsible and have written signed consent form stating dose and frequency.
- Class Teachers are usually designated persons on residential.

Record Keeping

All accidents requiring treatment are recorded with the following information.

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

Administering Medicines in School

Our School will administer medicines to pupils in school under special circumstances. Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible Linda Thake and Alison Bush can administer a child's medicine at 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 asthma sufferers have a signed medical card from Drs Surgery held in the office. All inhalers are kept in green medical box in each classroom. There is one inhaler kept in the office medical cupboard for emergency use, if a child has lost theirs

Non-prescribed medicines eg (throat lozenges) are allowed at the discretion of Head and Class teacher.

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.

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

First Aid Kit Checklist For Great Easton C of E Primary School

To be completed using Children's Services Safety Guidance Procedure No 08/07 (First Aid)

First Aid Kit Checklist

| | |
|--|--|
| Location of First Aid Box | |
| Vehicle & Registration No | |
| Identity No of First Aid Kit/Box (if applicable) | |
| Date of initial First Aid Kit/Box check | |
| Name of Assessing First Aider | |

Contents Check

| No | Premises First Aid Box | Minimum Required | Required Quantity | Actual Quantity |
|----|---|------------------|-------------------|-----------------|
| 1 | Guidance Book | 1 | | |
| 2 | Individually wrapped sterile adhesive dressings of assorted sizes | 20 | | |
| 3 | Sterile eye pads | 2 | | |
| 4 | Individually wrapped triangular bandages | 4 | | |
| 5 | Micro pore tape | 1 | | |
| 6 | Medium wound dressings individually wrapped | 6 | | |
| 7 | Large wound dressings individually wrapped | 2 | | |
| 8 | Low-adherent dressings | 5 | | |
| 9 | Disposable gloves | 1 | | |
| 10 | Scissors | 1 | | |
| 11 | Sterile gauge swabs (alcohol free wipes) | 10 | | |
| 12 | Non-Woven Plasters | 0 | | |
| 13 | Face Shield | 1 | | |
| 14 | Vomit bags | 0 | | |

Additional Checks

| | | | | |
|---|--|--|-----|----|
| 1 | Are items of first aid within expiry date | | YES | NO |
| 2 | Are items of first aid in good undamaged condition | | YES | NO |
| 3 | Is the first aid box in good condition and undamaged | | YES | NO |
| 4 | Is the location of the first aid box clean and assessable | | YES | NO |
| 5 | Is the first aid location sign present and in good condition | | YES | NO |
| 6 | Is the list of trained first aiders up to date | | YES | NO |

Summary of actions

| | | | |
|---|-----------------|-----|----|
| FIRST AID KIT PASSED (end of each term) | action required | YES | NO |
|---|-----------------|-----|----|

Actions Required

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|------------------|--|-----------------------|--|---------------|--|
| Name of Assessor | | Signature of Assessor | | Assessed Date | |
|------------------|--|-----------------------|--|---------------|--|

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number (dial 9 for an outside line) 01371 870219
2. Give your location as follows:
Great Easton Primary School (main road B184)
Snow Hill
Great Easton
Nr Gt Dunmow
Essex
3. State that the postcode is **CM6 2DR**
4. Give exact location in the school
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked