



Lanesend Primary School

First Aid Policy Statutory Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: March 2019 (Yearly)

Reviewed By: Headteacher, Appointed Person for First Aid and
Child-Centred Group

Lanesend Primary First Aid Policy

The health and safety of all members of the school community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, children and families are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

This policy is created and maintained by the school governing body with the assistance of the Headteacher and Appointed Person and is put into practice in conjunction with the school's Health and Safety policy (located in the policy folder, school website and the medical room). The school expects all staff and children to be familiar with this policy, as with all school policies.

Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.

1. Roles and Responsibility

The Governing Body holds the overall responsibility for ensuring that the school has an up-to-date first aid policy, and effective first aid provision, personnel, and equipment in place. However, it is the Headteacher and Appointed Person who are in the best position to monitor the first aid provision in the school on a day-to-day basis.

The Headteacher

The Headteacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. The Headteacher and Appointed Person are responsible for ensuring that members of staff are adequately equipped, qualified and willing to carry out first aid, and that risk assessments are carried out regularly.

The Appointed Person

The Appointed Person is responsible for ensuring that the first aid provision in school is up to standard and that any shortfalls in provision are identified and dealt with immediately. This person holds a First Aider at Work certificate.

At Lanesend Primary School there is one appointed person, who is in the following role:

Headteacher

Caroline Sice

First Aiders

In addition to the Appointed Person, the school aims to have all its staff members trained as first aiders. First aiders are members of staff who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence. First aiders receive updated training every 3 years and first aiders must make sure that their certificates are kept up to date through liaison with the School Development Manager. First aiders are required to give immediate first aid to staff, children and visitors to the school when it is needed and ensure that emergency services are called when necessary. First aiders are not paramedics.

At Lanesend Primary School most of the staff are trained First Aiders and are trained in Emergency First Aid.

- Class Teachers
- Learning Support Assistants
- Midday Supervisory Assistants

- Head Teacher / Deputy Headteacher
- Admin/Family/AEN Teams

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.

There will be at least one first aider on the school site when children are present. Children and visitors will be made aware of which members of staff are designated first aiders.

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

At Lanesend Primary School, we also have two qualified first aiders in pediatrics:

- Jane Richmond
- Nicky Domoney

These members of 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)

School staff

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's **Health and Safety policy**, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the school's first aid policy and standard procedures
- keep the Appointed Person informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in school that they are supervising or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury
- Cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to the Appointed Person and that piece of equipment should not be used.

Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's health and safety policy and procedures.

Children

Children can help the school ensure first aid provision is effectively put into practice by:

- reporting any medical emergencies or incidents to a member of staff immediately;
- reporting anything that they feel to be a hazard to health and safety on or near the school premises
- taking care for their own safety and the safety of others.

Families

Families can help the school maintain effective first aid provision by:

- alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid in line with the Supporting pupils with medical conditions Policy. It is important that families do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff;
- working with the school to instill a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home;
- making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises;
- familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.
- make sure that staff members are aware of any of their child's health conditions or ailments that may require first aid assistance (*for example diabetes, epilepsy*). This is particularly important in circumstances where children will be travelling off the school premises, for example for a sports match or a school trip.

Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school **health and safety policy**. Names of school first aiders are displayed around the school.

2. First aid boxes

Each classroom and areas around the school have a first aid box. They can be replenished from supplies kept in the medical room. All staff have a responsibility to ensure that their first aid boxes are fully stocked at all times with items that are within expiry dates, and it is the responsibility of the Appointed Person to oversee this provision. First aid boxes are checked every half term and it is the responsibility of LSAs and MSAs to bring First Aid Kits to the Office for contents checking and re-stocking of their equipment. The Office Team will order replacement stock as required.

Equipment Organisation

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

- 20 first aid kits on the premises

These first aid kits are situated in:

- Each Classroom
- Medical Room
- Den

The Contents of first aid kits in Classrooms and Medical Room may contain some of the following:

- Protective face shield
- Guidance book
- Individually wrapped sterile adhesive dressings of assorted sizes (plasters) hypo-allergic for children, blue for food handlers.
- Sterile eye pads
- Triangular bandages, individually wrapped.
- Medium wound dressings individually wrapped and sterile. (12cmx12cm)These have bandages attached.
- Large wound dressings as above.(18cmx18cm)
- Low- adherent dressings (5cmx5cm) these have a perforated plastic surface which reduces the likelihood of it sticking to the clotting blood.
- Micro-pore tape. Used to hold a dressing in place if pins
- Disposable gloves
- Scissors with rounded ends
- Sterile gauze swabs ***(alcohol free cleansing wipes)** for cleaning a wound.(don't use
- cotton wool)
- Vomit Bags

Finger covering is kept in the Medical Room if needed.

Travel first aid kits are taken from classroom and one spare stored in the Medical Room on school trips.

It is the responsibility of LSAs and MSAs to bring First Aid Kits to the Medical Room for contents checking at the end of every half term and re-stocking of their equipment. The Office Team will order replacement stock as required.

For off-site activities, first aid boxes should be taken from the medical room and returned back to the same place.

For the school mini bus, there is a first aid box permanently kept on board. These must be maintained by the Site Manager and should be kept in good condition, ready for use at all times.

3. Procedure in the event of an illness

If a child falls ill while in school they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action. They will be accompanied to the school office if appropriate. Children who are clearly in pain, are distressed, or are injured will never be required to go to the school office unaccompanied.

The Appointed Person or the Headteacher will assess the appropriate action, and families will be called to pick up their child if they are too unwell to complete the rest of the school day. If the family is unable to get to the school to pick up the child, the child will remain in the school office or medical room until they are able to get there at the end of the school day or arrange for another family member or carer to collect them.

If a child who is sent home early is still too unwell to attend school the next day, families should follow the procedure outlined in the school Attendance Policy.

If a member of staff is unwell, he or she must inform the Headteacher, or in the absence of the Headteacher, the Deputy Head, before leaving the school so appropriate cover can be put in place. If both are offsite, then staff must report to the School Development Manager who will inform the Senior member of staff onsite.

Reporting continued absence due to illness

Most cases of absence due to illness are short term, but families will need to make a phone call to alert the school on every day of absence.

For prolonged absence due to illness, families will be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card, or a prescription paper.

4. Procedure in the event of an accident or injury

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. The Appointed Person or Headteacher should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

First aiders should be called if the Appointed Person or Headteacher is unavailable for any reason. First aiders are not paramedics, and if the first aider feels they cannot inadequately deal with the injury then they should arrange for access to appropriate medical care without delay.

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 Choices for further advice)

The first aider/appointed person will always call an ambulance on the following occasions:

- a significant head injury
- fitting, unconsciousness, or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction

- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are 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

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the child can be easily accessed by emergency services when they arrive.

In the event of an accident involving a child, where appropriate, it is our policy to always notify families 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 Families

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

In the event that families cannot be contacted and a message has been left our policy is to continue to attempt to make contact with the families 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 families can be contacted and arrive (as required)

In the event that the child requires hospital treatment and the families cannot be contacted prior to attendance, two members of staff including either the qualified first aider/appointed person /another member of staff will accompany the child to hospital by car and remain with them until the families can be contacted and arrive at the hospital.

Children who are taken to hospital in an ambulance will be accompanied by a member of staff unless families are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for families to arrive at the school. Families will be informed immediately of any medical emergency and told which hospital to go to. All accidents and injuries must be reported.

5. Children with Special Medical Needs – Individual Healthcare Risk Plans

Please refer to Supporting Children with Medical Conditions Policy for further advice

Some children 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 children 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 children, and others, are not put at risk.

All children who have asthma have a specific 'Asthmatic Pouch' which is kept in their classroom. 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 Inclusion Team, the family and child, along with the school nurse if required. If needed, the child's GP can be involved. This helps our school to identify the necessary safety measures to support children with medical needs and ensure that they are not put at risk. Families have prime responsibility for their child's health and should provide schools with information about their child's medical condition prior to starting school. Families, and the child if they are mature enough, should give details in conjunction with their child's GP and Pediatrician. 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 risk 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 specialist nurse in how to administer adrenaline is usually annually.

6. Procedure in the event of contact with blood or other bodily fluid

The school understands the importance of ensuring that the risk of cross contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other children and staff:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water

- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- report the incident to the Appointed Person and take medical advice if appropriate. The Appointed Person will then arrange for the proper containment, clear-up and cleansing of the spillage site.

7. First aid at clubs, outdoors and off-site

Clubs

A member of staff is always on the premises during clubs to administer first aid if needed. All club personnel have access to children's information in the office.

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.

Outdoors

The risk of injury is increased during increased physical activity. Staff members must take their first aid boxes with them for outdoor learning and physical education and play activities.

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. Families 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 Choices (dial 111).
- Gloves are worn when treating injuries that present blood.
- Any accident or incident is reported back at school and a first aid form filled in as soon as possible. A note on the incident is made at the scene.
- Medication may be given to a child providing all the necessary forms have been completed and signed by the family. See 'Supporting Pupils with Medical Conditions'
- For any head injuries the school and the families are informed immediately by telephone and a sticker is placed on the child and a bump note given.
- 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.
- A member of staff will accompany the child in the ambulance, whilst the school contacts the family and arranges for them to meet the child and staff at the hospital.
- In the event of families being unreachable, the contact people on the child's forms will be phoned.
- For all incidents the schools trips 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 are to be administered by the designated person responsible for medicines on the residential and have written signed consent form from the family stating dose and frequency.

8. Reporting accidents, emergencies, and first aid administration

Any first aider who has administered first aid or medication should fill out the accident report book. These are stored in the medical room and classrooms and are used to record **all** incidents, both major and minor. The date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered must be recorded.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school health and safety policy. These forms are collected from the Appointed Person and returned to the Appointed Person who will forward them to the Local Authority.

All injuries that have occurred, and first aid that has been carried out both on and off-site should be recorded, no matter how minor the injury.

The class teacher is responsible for ensuring that families are kept up to date as is appropriate regarding the health of their child in school, injuries that they have sustained, and medical treatment that they are receiving. In an emergency situation or in the case of a serious injury, families will be informed as soon as is practicably possible.

The school staff should report to the Headteacher on the effectiveness of the first aid provision, to ensure that the school is continuously on top of first aid best practice and incidents and accidents can be avoided as far as is reasonably practicable.

Serious incidents

Serious incidents will also be recorded, and reviewed by the Headteacher. The governing body will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at Progression Team meetings to determine whether there are any accident trends that could be avoided.

Reporting to HSE

1. The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on **0345 300 9923** (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online [<http://www.hse.gov.uk/riddor/report.htm>].

It is the responsibility of the Headteacher to report to the HSE when necessary. Incidents that need to be reported include but are not limited to:

Involving staff

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- cases of work related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health.)

Involving children, families, or school visitors

- accidents which result in the death of a person that arose out of or in connection with the school's activities
- accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital.

2. Incident investigations

An investigation may be launched by the Local Authority in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

The Headteacher or governing bodies may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided. The Governing Body may decide to appoint an external investigator if deemed necessary.

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) 01983 293233
2. Give your location as follows:
Lanesend Primary School
Love Lane, Cowes, Isle of Wight
3. State that the postcode is **PO31 7ES**
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

Process for Accident Reporting

- Attend to injured child
- Report in class or medical room accident book
- Issue first aid record note for home
- Issue child with a wristband either 'I've bumped my head' or 'I've had a bump' (For Reception children a label is written, regarding the bump, describing it as well)
- Advise the teacher or the staff member responsible who can share with the families at the end of the day and keep an eye on the child for the rest of the day
- If concerned, telephone home and share the details of the accident.
- If head injury/bump or other serious injury the child must be accompanied to medical room for second person in office to deal with. Staff member must advise office team of incident and complete accident book, issue first aid record note and wristband. Staff member must also call home if head injury/bump and give family the option to come and check themselves.
- **IF** the incident required an ambulance or hospital then an additional form must be completed within 24hrs. The Headteacher must be advised of the incident.
- Once the additional form is completed copies must be sent to our Health and Safety Consultant within 48 hrs.

Important – Please carry out regular checks on first aid boxes to ensure we don't run out of medical items. If you need more please complete an order form which the Headteacher will sign and the Office will process.