



# Sandhills Community Primary School

## First Aid Policy

Policy adopted January 2021

Next review January 2024

The River Learning Trust First Aid Guidance Policy is followed at Sandhills Primary School

### 1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

### 2. The Legal Position

Our duty to provide first aid at work is governed by the Health & Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this policy periodically to ensure that current provision is adequate in order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

*There are no statutory regulations regarding the number or type of First Aid trained staff in school.*

### 3. Types of First Aid Personnel

There are different levels of first aid and personnel:

- Emergency first aid
- Paediatric first aid

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided on incident forms and copies of the form given to parents & carers

#### **4 Emergency First Aid**

- Employees attend a six hour emergency first aid course. Requalification is by re attending the course. This training is valid for 3 years.

#### **5 Paediatric First Aid**

- As providers of the Early Years Foundation Stage we have employees who have a current Paediatric First Aid Certificate, on the premises at all times when children are present and at least one similarly qualified person on all outings/off site visits where children in the EYFS participate.

Off site visits and activities

- There will be at least one trained Emergency First Aid member of staff in attendance at all times on an off-site visit. A member of staff who has Paediatric First Aid will be in attendance when pupils in the EYFS are off site. Depending on the location and the number of pupil's additional provision should be considered. Suitable and sufficient first aid equipment will be provided at all times.

#### **6. First Aid Kits**

- First Aid supplies are located in the School Office as well as in other areas of the school. These are clearly identified with a white cross on a green background, in accordance with the Health & Safety Regulations 1996.
- Contain sufficient first aid materials to administer first aid
- Are regularly checked and if necessary re-stocked by a nominated person, a record, including dates are kept of re-stocking which is kept in the first aid container
- Contain only those items which the First Aider or Emergency Aid Person has been trained to use
- For individuals who are 'allergic to sticking plaster' hypoallergenic plasters or surgical tape are included. Single use disposable gloves are provided and stored in the first aid container, alongside single use disposable aprons and other suitable protective equipment, where needs are identified.
- Staff must wear gloves when dealing with accidents involving spillage of bodily fluids

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and children should practice good personal hygiene and be aware of the procedure for dealing with body spillages

## 7. Day to day minor injury procedures

The large majority of injuries in school are minor cuts, grazes and bruises. The following are general first-aid related procedures to be followed by all staff:

- Assess the injury and take appropriate action
- All injuries that are treated must be recorded with all details, in the accident carbon books kept in the First Aid Boxes. This should detail:
  - Date and time
  - Name of the Pupil (and class if possible)
  - Nature of the injury
  - First aid administered (this includes ice packs)
  - Outcome (eg Johnny said his knee has stopped stinging with a plaster on and went off to play). This should be given to their teacher and make sure it is given to their parent.

**Consideration is needed whether the parents need to be contacted prior to this.**

- Gloves must be worn at all times when treating injuries with blood.
- **Parents must be informed when a child has sustained a head injury.** Whether the child stays at school will depend on severity of the head injury and the decision for that has been made by the school First Aid trained staff and the parent. When a child goes home the parents must be given an incident form and a copy held in the school office.
- Parents must be informed of any injury that their child may have had whilst at school on the same day or as soon as reasonably practical. The carbon copy note is sufficient for all minor injuries.
- If the injury is not minor and more significant, and the school is unable to contact the child's parents or carers, the school will contact the next emergency contact person(s) named on their Pupil Record (usually a grandparent or other family relative).
- A first aid kit should be taken and accessible to all staff on any off-site visit.

## 8. Medical Emergencies

This is when an injury/illness requires immediate medical help or further assessment by a medical practitioner, eg paramedic.

- When a child requires further hospital treatment but is not an emergency, the parents or carers will be contacted to come and collect the child
- In circumstances when parents have been unable to be contacted and the child requires further hospital treatment two members of staff will need to escort the child to hospital, one to drive and one to look after the child.
- When an ambulance has to be called, other people also need to be informed:
  - Ideally the person who is at the scene of the accident should contact 999/111 so clear accurate information can be given
  - parents to be alerted

- Headteacher or SLT to be made aware
- The accidents/incidences warranting emergency care are situations such as:
  - Head injuries where there is a loss of or suspected loss of consciousness
  - Sudden collapse
  - Major wounds needing medical attention
  - suspected fractures
  - Spinal injuries
  - Use of an EpiPen
  - Major Asthma, Diabetic, Epileptic event
- The above list is not exhaustive

## **9. Dealing with Visitors**

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book and on our Safesmart Log.

## **10. Children with Medical Needs**

See separate policy.

## **11. Reporting Accidents and Incidents**

Minor injuries (grazes, minor bumps and cuts) should be recorded on the duplicate books kept in the first aid boxes following the procedure above. No first aid training is required.

Moderate injuries (bruising, swelling, cuts and grazes that continue to bleed or where a child is clearly in pain) should be recorded on the duplicate books kept in the first aid boxes. A person with Emergency First Aid training should be notified and check the action taken. Parents to be informed by telephone. If the parent cannot be contacted, then other emergency contacts listed in the child's pupil record should be contacted. If no-one can be contacted, staff must ensure the parent or carer is informed of the injury when the child is collected at the end of the school day.

Significant injuries and any head injuries should be recorded on the incident forms in the school office and recorded on Safesmart (this can be done once the result of any qualified medical check is known). A person with Emergency First Aid training should be notified immediately and take over the care of the injured person. Parents and carers should be contacted as soon as is reasonably possible.

All significant accidents, near misses, dangerous occurrences and work-related ill health events are reported on the River Learning Trust's online reporting system Safesmart Log.

## **12. Administration of Tablets and Medication**

First Aid does not include giving tablets or medicines to treat illness. The administration of regular medicine is covered in the Children with Medical Needs Policy. Some employees carry their own prescribed medication which has been prescribed by their doctor (e.g. inhaler for asthma). If an individual needs to take their own prescribed medication, the first aider's role is generally limited to helping them do so and contacting the emergency services, as appropriate. It is the responsibility of individual staff and visitors to inform the SLT or SBM of any medical conditions and, or, medication they require in school.