

Melling Primary School

First Aid Policy



May 2016

To be reviewed annually

Also see Medicines Policy for information on administering medicines.

Introduction

This Policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.

This policy should be read alongside:

- DfE 'First Aid in Schools' Guidelines 2000
- The school's Medical Conditions Policy

The first aid appointed persons are Mrs Hargreaves, Ms Ainsworth-Brown, Mrs Hart and Ms Parry.

The role of the appointed person:

- ▼ takes charge when someone is injured or becomes ill;
- ▼ looks after the first-aid equipment eg restocking the first-aid container;
- ▼ ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are **not necessarily** first aiders.

Aims of the policy

First aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- a person is appointed to take charge of first aid arrangements;
- there are a sufficient number of trained first aid staff (including paediatric first aid) on duty and available for the numbers and risks on the premises;
- staff nominated as 'first-aiders' receive up-to-date training on courses approved by the Health and Safety Executive (HSE);
- suitably stocked and marked first aid containers are available at all appropriate locations throughout the school;
- all members of staff are fully informed with regard to the first aid arrangements;
- all staff are aware of hygiene and infection control procedures;
- written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences;
- first aid arrangements are regularly reviewed.

Procedure

First aid will be available at all times while people are on the school premises and also off the premises while on school visits.

The school's First Aid Policy will be made available for scrutiny by the Local Authority and all recognised teacher and staff unions.

Risk assessment

On behalf of the *Governing Body* the appointed person/manager will conduct an annual risk assessment of all school buildings and facilities, paying particular attention to:

- practical/ playground activities;
- the use of machinery;
- storage of hazardous substances;
- the use of equipment for sports and physical education.

From this assessment a judgement will be made as to how many trained first-aiders are required to provide an effective and safe response to accidents and injuries. A judgement will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

At present every classroom has a portable first aid kit, which should be taken out for PE and outdoor activities. All classes also have a first aid bum bag to be taken on trips. The school first aid cupboard is currently located in the school hall. A first aid trolley is used at playtimes and lunchtimes.

Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision the appointed person/ manager and the *Governing Body* will consider:

- the provision needed during lunch times, breaks, breakfast club and after school club;
- the adequacy of the provision to account for staff absences;
- the provision of first aid for off-site activities and school trips (including emergency inhalers);
- the provision for practical lessons and activities, e.g. science, technology, home economics and physical education.

Qualifications and training

All school first-aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years.

Refresher training and retesting of competence will be arranged at least three months before certificates expire.

The school will consider annual refresher training to maintain first-aiders' basic skills and keep them up to date with changes.

The appointed person does not necessarily have to be one of the certificated first-aiders.

The appointed person will:

- line manage the team of first-aiders, monitoring their training and competences;
- look after the first aid equipment, restocking first aid containers when required and replacing out of-date materials;
- ensure that an ambulance or other professional medical help is summoned when appropriate;
- undertake regular risk assessments and liaise with the *Governing Body* and head teacher as appropriate;
- ensure that all accidents and injuries are appropriately recorded;
- ensure that all members of full-time and temporary staff are familiar with the school's first aid provision.

School First Aid Trained Staff

At Melling Primary School 24
staff are trained First Aiders

Emergency First Aiders

Jacqui Price	Pam Cliffe	Sharon Whittle
Jo Riley	Hacer McLoughlin	Jim McCarthy
Jan Parry	Louise Jones	Lesley Bond
Richard Millington	Jenny Hughes	Angela Randall
Kath Edgar	Claire Stewart	Millie Owens
Cherith Thomas	Viv Ainsworth-Brown	Karen Benson
Carole Rogers	Gaynor Tanner	Susan Hart

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

Joanne Hargreaves
Jane Roberts
Jane Scott
Jo Riley/ Hacer McLoughlin/ Jacqui Price- June 16

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.

First aid materials, equipment and facilities

First aid containers will be:

- marked with a red cross on a white background
- located as near as possible to hand-washing facilities;
- stocked in accordance with HSE recommendations.

Portable first aid containers and emergency inhalers will be available for all school trips and for sporting and other activities that take place over 200 metres from school buildings. Individual inhalers and medical equipment for individual children need to be taken to P.E and when working outdoors.

The school de-fibrillator and emergency first aid bag will be displayed in a central location, accessible to all staff and pupils, for use in an emergency. This is currently located in the school hall. Mrs Hargreaves and Mr McCarthy are responsible for checking the de-fibrillator is in working order and pads are replaced when needed.

Where it is known that staff or pupils engaged in an out-of-school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs.

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.

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 exactly what happened
2. Give the child's name
3. Give the age of the child
4. Say whether the casualty is breathing and/or unconscious
5. Give the location of the school (including post code)

In the event of an accident involving a child, where appropriate, it is our policy to always notify the parents/carers of their child's accident if:

- it is considered to be serious (more than minor injury)
- Requires substantial first aid treatment
- It is an injury to the head (a green headband must be given with the child's name and class and the time of the incident clearly displayed)
- Requires attendance at hospital

Intimate care

In the event of an injury/soreness in an area of the body that could be described as intimate, 2 or more first aiders must be present.

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.

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 hospital.

Recording accidents and injuries

All accidents and injuries will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

The record of any first aid treatment given by first-aiders and other appointed persons will include:

- the date, time and place of the incident;
- the name and class of the injured or ill person;
- details of the injury or illness and what first aid was given;
- what happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital);
- the name and signature of the first-aider or person dealing with the incident.

Serious or significant incidents will be reported to parents either by sending a note/ wristband home with the pupil or by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the headteacher or the appointed person will follow the school's established procedures for contacting a parent or carer.

Reporting accidents to the HSE

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- accidents resulting in death or major injury (including those that result from physical violence);
- accidents that prevent the injured person from doing their normal work for more than three days.

Pupils with Special Medical Needs

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** will be named in the medical conditions folders available around school. Children in EYFS and Key Stage 1 will have their inhalers stored by staff in a place that is easily accessible and clearly marked should they be needed. These children may need support when taking their inhalers. Inhalers should be administered by a qualified first aider whenever possible. Children in Key Stage 2 are responsible for keeping their own inhalers and can administer these when required. These children should then inform their class teacher when and what dose has been taken. All children who have needed to take their inhaler during the day need to be issued with a yellow wristband to inform parents/carers of the dose and times the inhaler has been used. This also needs putting in the asthma log book or first aid book. Emergency inhalers will be stored in the staff room for use on trips and outings or when the child's own inhaler is not working correctly. All children who have asthma will have their details in the emergency inhaler backpacks and parents/carers will have signed a consent form giving permission for the emergency inhaler to be used in an emergency.

A copy of all medical needs/ conditions are kept in the 'Medical Conditions' folders in each classroom, kitchen, the office and staffroom and are updated as needed or annually.

Individual Healthcare Plans An individual health care plan can be drawn up by the school nurse, the school, the parent/carer and child for specific healthcare needs . 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.

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, individual and emergency inhalers and mobile phones with them.
- The first aiders 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 the 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 worn when treating injuries, where possible.
- 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.
- For any head injuries the school and the parents are informed and a head bump wristband is 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.