



FIRST AID POLICY

1. Policy Statement

The Governors and Head teacher of Trefonen Primary School accept their responsibility under the **Health and Safety (First Aid) Regulations 1981** and acknowledge the importance of providing First Aid for employees, children 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 1995**.

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

The **First Aid procedure** at Trefonen is in operation to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

2. First Aid Team/Key Responsibilities

Appointed persons for First Aid are Debbie Jones / Dawn Swannick / Debbie Egerton-Morris / Naomi Phillips / Alison Fell / Sarah McCracken:

Lead First Aid (am): Debbie Jones

Second Lead First Aid (pm): Dawn Swannick

Lunch-time First Aid: Alison Fell / Alison Conde

'Responsible Person': Margaret Richards

(Person responsible for contacting emergency services and/or parents on the instruction of a qualified first aider):

Most staff also carry the Emergency First Aid at Work Qualification – The full list is available in on the First Aid cupboard in the staff room. Whole staff training on First Aid (4 hour course) is undertaken every three years and all teaching and support staff are invited to attend. The next whole school staff First Aid Training will take place in September 2016.

LEAD FIRST AIDERS will:

- Be an appointed person with a valid First Aid at Work qualification.
- Maintain a full and up to date list of qualified first aiders.
- Arrange up-date training as necessary.
- Carry out the induction of new staff in relation to this policy as soon as is reasonably possible, and no more than five working days after the member of staff has taken up their post, including requiring additional resources (e.g. time) from the head teacher when necessary.
- Work with the head teacher to ensure that first aid cover is available throughout the working hours of the school week.
- Ensure that first aid kits, including portable kits, are adequately stocked and always to hand.
- Maintain a full list of stock and check, order and replenish kits regularly.
- At the start of each academic year, obtain from the 'Responsible Person' a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness and copies of any general or specific care plans, and notify relevant staff.
- Have a file of up to date medical consent forms, including emergency contact numbers for every pupil in each year and pupil care plans and ensure that these are readily available for staff responsible for school trips/outings.
- Regularly monitor the First Aid Log (new Log to be implemented January 2016).

All FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the school] are always up to date and notify the Lead First Aider, in good time, when their qualification requires renewal.
- Always attend to a casualty or pupil feeling unwell when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Tell other adults children to step back / move away, when no longer required at the scene.

- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Make a decision whether a pupil should remain in school or be sent home, including, when necessary, instructing the Responsible Person to contact the parents for them to collect their child. (When in doubt, ship them out'!)
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly. (Refer to procedure for transporting to hospital or home).
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the First Aid and Illness Register, provided in the Staff room. In the case of an accident, the Accident Book must be completed by the appropriate person. All logs must be completed in pen, so that they are a permanent record.
- Ensure that everything is cleared away and disposed of appropriately. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- Follow agreed procedures for transporting to hospital or home.

THE 'RESPONSIBLE PERSON' will:

- Notify a first aider immediately should she receive a message of a casualty or child/adult feeling unwell and request their attendance, ensuring that the first aider knows the precise location of the casualty. Where possible, she should confirm that the message has been received.
- Contact parents and/or emergency services immediately on the instruction of a qualified first aider:
- At the start of each academic year, provide each member of the core first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness, including copies of any general or specific care plans.
- Call for a qualified First Aider to treat any ill or injured student.
- Send pupils who simply do not feel well to be checked by a qualified first aider (usually their class teacher or TA).
- **NOT** administer any medications.
- In the event of an incident reportable under RIDDOR, complete the report with the assistance of the First Aider who attended the incident.

THE EDUCATIONAL VISITS / RISK ASSESSMENT CO-ORDINATOR will:

- Ensure that there will be appropriate first aid cover before approving an off-site visit

ALL STAFF will:

- Ensure that in the event that an injury has caused a problem, the pupil **must** be referred to a First Aider for examination.
- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff possess a valid Emergency First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

TEACHERS will:

- Be aware of specific medical details of individual students when publicised by the Lead First Aider.
- Ensure that their pupils are aware of the procedures in operation.
- Follow the procedures for First Aiders if they hold a first aid qualification, including attending to minor injuries and pupils who feel 'unwell'.
- Refer minor injuries or a pupil who feels 'unwell' to the nearest First Aider, if the teacher does not hold a first aid qualification themselves (this will often be the class TA). Pupils must be accompanied.
- Notify the First Aider whether the pupil's deterioration seems uncharacteristic and is causing concern.
- Notify the Reception immediately if they require the assistance of an Appointed Person e.g. in the event of a serious injury.
- Ensure that they have a current medical consent form for every pupil that they take out on a school trip, and any care plans which indicates any specific conditions, medications or procedures of which they should be aware.
- Ensure that they take a portable first aid kit and any pupil specific medical equipment e.g. inhalers, epipens, should they go off site.
- Have regard to personal safety.

THE HEADTEACHER will:

- Ensure that the resources are available to fully implement this policy.
- Monitor the day to day implementation of this policy and report outcomes to the Governing Body.
- Report any concerns regarding the implementation of the policy to the governing body, including requesting and investigation should there be any failure to implement this policy.

THE GOVERNING BODY will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations *1981*.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

3. Materials, Equipment and Facilities.

The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for schools'.

The location of First Aid Kits in school are;

- Class 1
- Staff Room
- The First Aid Room (disabled toilet)
- Class 4

Portable kits are available for lunch time and off-site activities from the First Aid Room.

The contents of the kits will be checked on a regular basis by the Lead First Aider (Mrs Debbie Jones or Mrs Dawn Swannick).

The First Aid Room (disabled toilet) will be kept clear at all times.

4. Off site activities.

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.

A qualified First Aider will accompany all off site visits. The level of qualification required will be determined through risk assessment.

5. Accident/Incident Reporting.

The Governing body will implement the LA's procedures for reporting:

- All accidents to employees.
- All incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital.

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident it will be reported to the LA. All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

The RIDDOR will be completed by the Responsible Person and the First Aider who attended the incident.

6. Head Bumps

We recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

Where emergency treatment is not required, a notification will be sent home to the child's parents or guardians and recorded in the First Aid and Illness Register.

7. Transport to hospital or home.

The Appointed Person will advise the head teacher / teacher-in-charge what is a reasonable and sensible action to take in each case.

Where the injury is an emergency an ambulance will be called following which the parent will be called.

Where hospital treatment is required but it is not an emergency, then the First Aider will instruct the 'Responsible Person' to contact the parents for them to take over responsibility for the child.

If the parents cannot be contacted then the Head teacher, under advisement from the First Aider, may decide to transport the pupil to hospital. Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

8. Administration of Medicines:

(Please refer to the full Medicines Policy)

School staff may not administer medicines to pupils for short term / general illness (e.g. cough medicines, antibiotics). Children who are ill and who require a short course of prescribed medication, e.g. antibiotics, should remain at home until the course is finished. If it is felt by a medical practitioner that the child is fit enough to return to school, the dosage can usually be adjusted so that it is not required in school. The school will make parents aware that they may come into school to administer such medication to their child should they wish to do so. These medications may not be kept on the school premises.

Where a pupil has long term needs that do not prevent him/her from attending school but does/ may require medication during the school day, the school will may work with parents/carers to draw up a long term care plan. This may be a General Care Plan for common medicines e.g. inhalers, or an individual care plan for specific or invasive treatment. An Individual Care Plan would be drawn up in partnership with medical professionals e.g. school nurse, GP). This will be carried out in reference to the school's full Medicines Policy

School staff will not administer non-prescribed medication (e.g. calpol, paracetamol).

THE EXECUTION OF THIS POLICY will be monitored by the FIRST AID TEAM, HEADTEACHER and GOVERNORS

Appendices

Appendix A: First Aider List

Appendix B: General Care Plan

Appendix A:

Trefonen Primary School First Aiders 2018 - 2019	
Cathy Dunleavy	<p>If the First Aid Cabinets/Kits need additional supplies please contact:</p> <p style="text-align: center;">Debbie Jones</p> <p>Appointed First Aiders:</p> <p>First aid at work qualification:</p> <p>Debbie Jones (10/18) Debbie Egerton-Morris (01/19) Naomi Phillips (10/18) Sarah McCracken (10/18) Zarena Allan Alison Conde (lunchtime)(01/18)</p> <p>Paediatric qualification:</p> <p>Jan Roberts (11/18) Dawn Swannick (11/18) Lucy Drury (10/19) Sue Bengall (10/19) Geke Cook (06/20)</p>
Laura Prust	
Liz Day	
<p>Emergency First Aid at Work renewal due:</p> <p style="text-align: center;">October 2019</p>	
Revise September 2019	
<p>Responsible Person: Margaret Richards</p>	
<p>Educ Visits Co: Lucy Drury / Naomi Phillips</p>	
<p>Lunchtime First Aid: Alison Conde, Sue Roach, Lisa Richards, Angela Jones</p>	

(renewal dates to be added to appointed first aiders)

Appendix B:

Appendix B: General Care Plan

To: Headteacher ofSchool

From: Parent/Guardian of.....Full Name of Child

My child has been diagnosed as having:

.....(name of condition).

He/She has been considered fit for school but requires the following prescribed medicine to be administered during school hours:

.....(name of medication).

I allow/do not allow for my child to carry out self administration (delete as appropriate). Could you please therefore administer the medication as indicated above(dosage) at.....(timed), with effect from..... Until advised otherwise.

The medicine should be administered by mouth/in the ear/nasally/other..... (delete as applicable).

I allow/do not allow for my child to carry the medication upon themselves (delete as appropriate).

I undertake to update the school with any changes in routine, use or dosage or emergency medication and to maintain an in date supply of the prescribed medication.

I understand that the school cannot undertake to monitor the use of self administered medication of that carried by the child and that the school is not responsible for any loss of/or damage to any medication.

I understand that if I do not allow my child to carry the medication it will be stored by the School and administered by staff with the exception of emergency medication which will be near the child at all times.

I understand that staff may be acting voluntarily in administering medicines to children.

Signed.....Date:.....

Name of parent (please print).....

Contact Details:

Home.....Work:.....Mobile:.....