

## FIRST AID POLICY

### Management of First Aid

First aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate. Contractors who work on site must provide their own first aid.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. **In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.**

To ensure that the arrangements are appropriate for a specific establishment, the head teacher must undertake a first aid risk assessment. This risk assessment must be reviewed if there is any significant change at the school, and at a nominal yearly interval.

All Teaching Assistants and Lunch time supervisors are trained to administer first aid. All Early years Teaching Assistants and Children's centre staff will be trained in Paediatric first aid. The PE coaches are trained to administer first aid. This process is reviewed regularly and staff are enrolled on training on a rolling basis. Any new members of staff that are teaching assistants or EYFS practitioners will be trained within three months of taking up their post.

### Appointed Person

The AHT Inclusion is the appointed person responsible for the day-to-day management of first aid within the establishment.

This will include:

- reviewing the first aid risk assessment whenever necessary;
- co-coordinating first aid training to ensure continuation of competency;
- ensuring that first aid supplies are replenished, kept in date and correctly stored;
- paperwork – draw up individual Health Care Plans, liaising with parents as needed.

### Qualifications and Training

#### First Aiders including Lunch time supervisors

All first aiders must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation. Staff are trained by St John Ambulance with a Schools First Aid course which lasts for 3 years.

This covers;

First aid procedures pertinent to a school environment.

The role of the first aider

Resuscitation (CPR)

Primary survey  
Unresponsive casualty treatment  
Communication and casualty care  
Seizures  
Choking  
Severe allergic reaction  
Asthma  
Bleeding (minor and severe)  
Head injuries  
Giving medication at school including auto-injectors  
Bone, muscle and joint injuries

**Early Years Team and Children's Centre staff (Paediatric First Aid)**

A 2-day course specialising in first aid for children aged up to 5 years. This qualification is required in addition to the standard first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years. Certificates are valid for 3 years.

This covers;

The role of the first aider  
Resuscitation (child and infant CPR)  
Allergic reaction  
Unresponsive casualty treatment  
Communication and casualty care  
Asthma and diabetic emergencies  
Choking  
Bone, joint and muscle injuries  
Managing an emergency  
Eye injuries  
Bleeding  
Seizures  
Poisoning, bites and stings  
Spinal injuries  
Foreign objects  
Meningitis and sickle cell  
Burns  
Heat and cold-extreme  
Head injuries

**How many first aiders?**

The number of qualified first aiders necessary for an educational establishment will depend upon the size and layout of the premises, the number of people it accommodates and the nature of the activities carried out.

There must be a sufficient number of first aiders strategically located to ensure that first aid treatment will be provided quickly in an emergency. The number must also be sufficient to ensure provision will be maintained during both planned and unplanned absences such as leave and sickness, and to accommodate off-site activities such as educational visits and sporting fixtures. First aid duties can be shared between qualified staff provided the appropriate level of provision is maintained.

### **Educational establishments with children under 5 (including reception class children)**

Educational establishments with children under 5 must also meet the first aid requirements of the Early Years Foundation Stage Statutory Framework. At all times when children under 5 are at the establishment, or on an off-site visit organised by the establishment, there must be at least one person present who has a current early years first aid certificate (paediatric first aid certificate).

### **Contacting First Aiders**

Headteachers must ensure that everybody on the premises knows how to summon a first aider in an emergency. Most classrooms will be supported by a trained teaching assistant at all times excluding lunch breaks with the exception of year 6. Notices must be displayed in conspicuous places and the procedure must be included in staff and volunteer induction training and pupil safety briefings. (Notices in corridors alerting staff to the nearest First aiders are displayed.) If there is a medical emergency and a first aider is not present the class teacher is responsible for raising the alarm by sending for help and ensuring that help is sought quickly.

**All staff are expected to be aware of children and staff with severe medical needs and respond in the event of a medical emergency including administering emergency medication such as Epipens and Midazolam if the alternative to not doing so would mean a risk to the person's life.**

### **Appropriate Practice**

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help.

If the first aider is in any doubt whether a casualty requires professional medical assistance, he or she must seek a member of SLT's opinion, call 999 or phone NHS 111.

**Urgent treatment must not be delayed in order to consult with parents or carers.**

### **Head Bump Letters**

Children often bump their heads without further consequences but parents must be informed about head bumps so that they can look out for signs that the injury could be more serious.

The first aid form in the appendices must be used to inform parents about any head bumps, and the signs to look out for (children will also wear a red Head Bump Alert band). If any of these signs become apparent while the child is still at school, arrange for them to see a GP or attend an Accident and Emergency department immediately.

### **Calling the Emergency Services**

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance.

Calling 999 must not be delayed - let the emergency services decide the appropriate course of action based on the information that you give them.

If calling 999 the Head teacher must always be informed and in his absence a member of SMT. (JP, AP, SSA or CF)

### **Pupils with Medical Conditions**

First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. Pupil health care plans must be available to first aiders, and a copy must be provided to any medical practitioner providing emergency medical aid.

### **Defibrillators in School**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/739575/AED\\_guide\\_for\\_schools\\_Sept\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739575/AED_guide_for_schools_Sept_2018.pdf)

The school has purchased 3 defibrillators in accordance with government guidance. The defibrillators can only be used in the event of cardiac arrest and can be adapted for children and adult use.

### **Hygiene and Infection Control**

First aiders must follow their training and maintain good standards of infection control.

Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves must be worn and disposable paper towels and a detergent solution must be used to absorb and clean surfaces. These items must be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste. Contact support from the caretaker for larger bodily fluid spillages.

Human hygiene waste that is produced in places like schools and offices is generally assumed not to be clinical waste because the risk of infection is no greater than for domestic waste. However, this must be verified in the risk assessment on a case-by case basis.

### **Record Keeping**

All first aiders must ensure that a record is made of all first aid treatment they give. This must include:

- the date, time and place of the injury or illness occurring;
  - the name of the injured or ill person and their status, such as employee, pupil, client, visitor;
    - details of the injury or illness and what first aid was given;
    - what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and
    - the printed name of the first aider or person dealing with the casualty.
- Records must be kept according to the following schedule:
- pupils - 6 years from the date of 18th birthday for serious and head injuries needing the child to be sent home. For minor bumps and scrapes the records will be kept for 1 year.
  - employees and others - 6 years from the date of the accident.

This means you must record first aid provided to pupils separately from that provided to employees and others. You must also ensure that records are protected from unauthorised access.

### **Guidance on First Aid Kits**

All classrooms and other rooms used by children will have a first aid kit. All first aid supplies will be stored in the First Aid room. If staff require additional supplies to replenish their kits they may collect these during lunch times when the first aid storage is accessible. First Aid kits must be taken on schools trips and available in the hall and at break and lunch times. For children with medical needs refer to the Medical needs policy.

Each first aid kit will contain:

- 2 Pairs of Nitrile disposable gloves
- 40 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue ones for food technology or kitchen areas);
- 1 sterile eye pad dressing with bandage
- 1 individually wrapped sterile triangular bandages
- 1 medium bandage
- 1 large bandage
- 10 alcohol free moist cleansing wipes individually wrapped (sterile)
- 2 eye washes
- 1 apron
- 1 sick bag
- 2 ice packs
- 2 head injury bands

**Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.**

**Appendix A**

**First Aid Checklist and Risk Assessment Form**

No	Assessment Factor	Apply		Impact on First Aid Provision
		Yes	No	
	Does your school have higher risk areas such as science labs or workshops?		<b>x</b>	You will need to ensure that first aid is available close to these rooms.
	Are there any specific risks such as hazardous substances, dangerous tools or machinery or animals?		<b>x</b>	You will need to consider: <ul style="list-style-type: none"> <li>• Provision of additional first aid cover</li> <li>• extra first-aid equipment</li> <li>• precise positioning of equipment</li> </ul>
	Is there adequate first aid provision close at hand for sports activities (consider curriculum and out of hours activities), and also for all offsite activities and visits?	<b>x</b>		You will need to ensure: <ul style="list-style-type: none"> <li>• Adequate numbers of EFAW or EYFAs for these lessons, events or visits.</li> <li>• Travelling first aid kits have been maintained</li> <li>• For outdoor events, there is equipment to keep casualties warm e.g. survival bag or blanket.</li> <li>• Where first aid cover is spread out with a travelling group that there is a reliable and efficient method of communication with first aiders.</li> <li>• Where an off-site visit is to a rural or remote area, where emergency services may take longer to arrive, you may need additional first aiders and with better qualifications, e.g. FAW</li> <li>• Qualified sports or adventurous activity leaders may already hold a First Aid qualification recognised by their sport or activity national governing body. Before deciding to depend upon this provision, you must check that it meets the minimum standard of EFAW and if they will supervise primary age children and that it includes the resuscitation of that age group.</li> </ul>
	Does your curriculum contain swimming lessons?	<b>x</b>		Unless you use facilities with qualified lifeguards, you will need to train supervising staff to perform rescues and resuscitation.
	Do you have pupils and visitors who have special health needs?	<b>x</b>		Individual health care plans must be undertaken with the school nurse and must include any specific emergency procedures.

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				There must be sufficient staff trained to provide emergency care to pupils with medical needs at all times.
	What is your history of accidents and cases of ill health? What type are they and where did they happen?	x		You will need to check your records You may need to: <ul style="list-style-type: none"> <li>locate first aid in certain areas</li> <li>review the provision</li> </ul>
	Are the premises spread out, e.g. are there several buildings on the site or multi-storey buildings?	x		You will need to consider provision in each building and on several floors.
	Is there shift work or out-of hours working or after school activities?	x		First-aid provision is required at all times while people are at work or in your duty of care.
	Do you have staff that travel a lot or work alone?	x		You will need to consider: <ul style="list-style-type: none"> <li>issuing personal first-aid kits and training staff</li> <li>how to use them;</li> <li>issuing personal communications.</li> </ul>
	Do any of your staff work at sites occupied by other employers?	x		You must make sure that adequate arrangements for first aid exist at all sites used by your employees.
	Do you have any temporary workers, volunteers or other children on site?	x		Your first-aid provision must cover them.

**Reviewed:**

**Policy next due for review:**

**Persons responsible for formal complaints:**

**September 2019**

**September 2021**

**Headteacher**