

LAVANT C.E. PRIMARY SCHOOL



First Aid Policy

Reviewed: Spring 2018
Review Date: Spring 2019

1. PURPOSE OF THIS POLICY

The purpose of this policy is to ensure that effective, safe First Aid is provided to pupils, staff members and visitors.

2. FIRST AID

- 2.1 First Aid is generally administered by the First Aid Team. (trained TA staff who are appointed persons and not trained doctors or nurses) 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. Appointed Persons refers to those members of the school community who have completed an Emergency Aid in the Workplace course.
- 2.2 At least one member of the First Aid Team is a First Aider who is qualified in First Aid at Work. The named First Aider is Monique Langley
- 2.3 In addition to the First Aid at Work certificate at least two members of the team will also be trained in Early Years First Aid. The named Paediatric First Aider are Monique Langley and Elisabeth Hogarth.

3. MEMBERS OF THE FIRST AID TEAM WILL:-

- Ensure that their qualification is always up to date
- Ensure that first aid cover is available throughout the working hours of the school week
- Always attend a casualty 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 loss of blood or body fluid is evident, calling for help from other members of the First Aid Team or Emergency Services.
- Help fellow members of the First Aid Team at an incident and provide support during the aftermath
- Ensure they are carrying emergency first aid bum bag kit and walkie talkie when on duty
- Act as a person who can be relied upon to help when the need arises
- Ensure that first aid kits are adequately stocked and always to hand
- Ensure that parents are aware of **all** head injuries promptly
- 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 a child who is sent to hospital by ambulance is either accompanied in the ambulance at the request of the paramedic, followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted or met at hospital by a relative. The member of the First Aid Team need not be the member of staff to accompany the casualty to hospital; however an appropriate person should be sent. Pupils will not be taken to hospital by a member of staff in their own vehicle.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the book provided. In the case of an accident, the Accident Book must be completed by the appropriate person
- Ensure that everything is cleared away, using gloves, and every used/contaminated item disposed of in a yellow bag. Any bloodstains on the ground must be washed away thoroughly
- **Not** give first aid treatment for which they have not been trained

4. ALL STAFF WILL:-

- Familiarise themselves with the First Aid procedures in operation and ensure that they know who the current members of the First Aid team are
- Notify the First aid team of any known illness from which they suffer that may require first aid whilst at work
- Be aware of specific medical details of individual pupils for whom they are responsible
- Never move a casualty until they have been assessed by a member of the First Aid team unless the casualty is in immediate danger
- Send for a member of the First Aid Team 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 are in possession of a valid certificate or know the correct procedures; such staff can obviously start emergency aid until a member of the First aid Team arrives at the scene or instigate simple airway measures if clearly needed. However, all staff will use their best endeavours at all times, particularly in emergencies, to secure the welfare of all pupils at the school
- Send a pupil who has minor injuries to a member of the First Aid Team. This pupil must be accompanied
- Send a pupil who feels generally 'unwell' to any Teaching Assistant and not specifically to a member of the First Aid Team, unless deterioration seems uncharacteristic and is causing concern
- Have regard to personal safety
- Be aware of medical condition/s of parent/carer helpers on school trips
- Not administer Paracetamol based medication or other medications not prescribed by a Doctor (apart from in agreed circumstances and with written consent)

5. THE HEADTEACHER AND MEMBERS OF THE SENIOR LEADERSHIP TEAM WILL:-

- Ensure that this Policy is put into practice
- Inform all staff of the first aid arrangements
- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the case of headaches, to ensure that no injury has caused the student to feel unwell
- Ensure that in the event that an injury has caused a problem, the pupil **must** be referred to a member of the First Aid Team for examination
- At the start of each academic year, provide the First Aid Team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness
- Ensure that all Care Plans are accessible in the staff room

6. THE GOVERNING BODY WILL:-

- Ensure that insurance arrangements are in place to provide full cover for claims arising from actions of members of staff acting within the scope of their employment

- Ensure that members of the First Aid Team have received the appropriate training
- Ensure that the minimum number of members of the First Aid Team are appointed
- Carry out a risk assessment at least annually to ensure that the first aid provision is suitable and adequate

7. FIRST AID KITS

- 7.1 First Aid boxes will be clearly marked with a white cross on a green background. A fully stocked First Aid box will be kept in the small kitchen. See Appendix A for a contents list. No antiseptic creams, lotions or any kind of medication or drug will be kept in the box
- 7.2. A First Aid kit will be taken on off-site activities by each Appointed Person

8. HYGIENE AND INFECTION CONTROL

All staff will take precautions to avoid infection and will follow basic hygienic procedures. Staff will have access to single use disposable gloves and hand washing facilities, and will take care when dealing with blood and other body fluids and when disposing of dressings or equipment.

9. RECORD KEEPING AND REPORTING ACCIDENTS

- 9.1. Minor incidents will be recorded in an Incident Book. This must be stored so that unauthorised people cannot see it – i.e. not open in the office (Data Protection Act). It must be kept for 6 years from date of last entry.
- 9.2. Any head bump will be recorded and notified to parents
- 9.3. Major accidents and incidents must be reported to the Health and Safety Team via the online portal.
- 9.4. In addition, under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR) act, the school has a legal duty to report work related deaths (including as a result of physical violence), major injuries or injuries that prevent the injured person from doing their normal work for more than three days (including acts of physical violence), work related diseases and dangerous occurrences (near miss accidents). This can be done on line via the WSCC online accident reporting system. An accident that happens to pupils or visitors must be reported to the HSE if the person involved is killed or is taken from the side of the accident to the hospital **and** the accident arises out of or in connection with:
- any school activity, whether on or off the premises;
 - the way a school activity has been organised and managed (eg the supervision of a field trip);
 - equipment, machinery or substances;
 - the design or condition of the premises

10. OTHER RELATED POLICIES

This policy should be read in conjunction with the Health & Safety Policy, the Administration of Medicine in School Policy, the Offsite and Educational Visits Policy, the Child Protection Policy and the Special Educational Needs Policies.