

First Aid policy

Our Vision

At Bournes Green Infant School the governors, staff, children, parents and carers work together in an atmosphere of mutual respect and trust in a community that is strengthened and enriched by a diversity of background, culture and religion. Our priority is to foster the self-confidence, self-esteem and independence of **all** in a climate of growth and opportunity that will enable us to achieve the highest standards. We actively promote a healthy environment in which children enjoy learning and develop the skills needed to become responsible members of society. We aim to bring learning to life.

'**Strength Through Wisdom**' was the original mission statement for our school. Today we nurture our children to be confident and articulate with an enjoyment of learning in the belief that this will enable them to gain strength from their developing wisdom.

This policy outlines the School's responsibility to provide adequate and appropriate first aid to children, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy should be read in conjunction with the DfE (1998) *Guidance on First Aid for Schools*.

Aims

To identify the first aid needs of the school in accordance with the *Management of Health and Safety at Work Regulations 1992 and 1999*.

To ensure that first aid provision is available at all times while people are on the school premises and while on school visits in accordance with the *Health and Safety First Aid legislation 1981*.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school
- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities
- To keep staff and parents informed of the school's first aid arrangements
- To keep accident records and to report to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*
- To give clear structures and guidelines to all staff regarding first aid and medicines
- To ensure the safe use, administration and storage of medicines in school and on educational visits
- To undertake a risk assessment of the first aid requirements of the school

Personnel

The **LA** and the school governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The school governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. S/he should ensure that the policy for first aid is available to all staff and parents. In the event of a medical emergency and the school being unable to contact the parents/carers an Appointed Person will act in 'Locum Parentis'. First Aiders and Appointed Persons are named in this policy.

Duties of an Appointed Person (Mrs L Seaman, Mrs D Sharp, Mrs H Sanders & Mrs C Sheern)

- Takes charge when someone is injured or becomes ill
- Looks after the first-aid equipment eg restocking the first aid container, ordering equipment
- Ensures that an ambulance or other professional medical help is summoned when appropriate

Main Duties of a First Aider (Mrs S Rawlinson, Mrs D Szczypka, Mrs H Dibden, Mrs C Johnson, Mrs L Howe, Miss Aimee Taylor, Mrs Debbie Hawkins)

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.
- All First Aiders are required to follow the procedures outlined in this policy

First Aid Equipment and Facilities

The Appointed Persons, directed by the Headteacher, will ensure that the appropriate number of first-aid containers are available and restocked when necessary. All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DfE Guidance on First Aid for Schools). First aid boxes and equipment are stored in the office and are taken on all school educational and sporting visits. Basic hygiene procedures must be followed by staff administering first aid treatment. Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Information on first aid arrangements

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents
- The arrangements for First Aid
- Those employees with qualifications in first Aid
- The location of First Aid kits

- In addition the Headteacher will ensure that signs are displayed throughout the school providing the following information:
- Names of First Aiders
- Location of first aid boxes

All members of staff will be made aware of the school's first aid policy.

Pupil accidents involving their head

The School recognises 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, all bumps to the head will be reported to parents with a follow-up slip (see procedures below 'Record Keeping and Reporting Accidents').

Record Keeping and Reporting Accidents

All minor injuries and first aid treatments given are recorded in the treatment book kept in the main school office, or Early Years Area. Parents are contacted by telephone with if a child has received a serious bump to the head, a wasp or bee sting or has suffered a significant incident. For more serious injuries, a Southend Council Accident Form is completed. In the event of a medical emergency and the School is unable to contact parents/carers then an Appointed Person acts in 'Locum Parentis'.

Statutory requirements for Accident 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 seven consecutive days (not including the day the accident has occurred)
- 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 children 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
- It is an accident in school which requires immediate emergency treatment at hospital
- For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought

Transport to hospital or home

An Appointed Person will determine 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 an Appointed Person will contact the parents for them to take over responsibility for the child

- If the parents cannot be contacted then a member of staff will accompany the child to hospital in the ambulance
- An Appointed Person may decide to transport the pupil to hospital. Where arrangements are being made 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 child in a vehicle
 - The second member of staff will be present to provide supervision for the injured child

Children with Medical Needs

Children with medical needs have the same rights of admission to a school as other children. Most children with medical needs can attend school and take part in normal activities, sometimes with support. Parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk. All children with significant medical needs will have their photograph and a brief description of their needs displayed in the school staff room, with the person who has had specific training identified.

Administering medicines in school

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. If a child is taking a prescribed medicine it is the parent's/carer's responsibility to come to school and organise the administration of the medicine. In exceptional circumstances, e.g. if anti-biotic medicine has to be taken four times a day, a First Aider will administer prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. The relevant forms are kept in the school office.

All prescribed medicines must be kept in, and administered from the school office. Although every effort will be made to administer the medicine at the appropriate time, the school does not accept responsibility if it is forgotten. Records will be kept of all prescribed medicines administered.

Asthma Treatment and Inhalers

A list of asthma sufferers is kept within the School Office. Asthma treatments for pupils (inhalers etc) are kept in the classroom in a labelled box with the child's name and class. Asthma treatments are to be administered by the pupil. After a treatment has been administered, classroom staff record the date and time. Asthma treatments are taken on Educational Visits and 'off site' sporting activities. Parents are responsible for checking that the treatments are still within their 'use by dates' and for replenishing them.

Epipens and Anaphylaxis Shock Training

A list and photograph of anaphylaxis sufferers are displayed in the School Staff Room. Epipens, for anaphylaxis sufferers, are kept out of reach in the office. They will only be administered by members of staff who have received epipen training.

Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. All staff are aware of the procedure. Epipens are taken on Educational Visits and off site sporting activities. Parents are responsible for checking that the treatments are still within their 'use by dates' and for replenishing them.

Administering First Aid off Site

First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment. All adults present on the visit should be made aware of the arrangements for First Aid. If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed, if necessary. If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed: see Administering Medicines in School section above. A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

This policy has been approved by the Governing Body in Summer 2017. It will be reviewed in accordance with our Policy and Procedure Timetable.