



SMARDEN PRIMARY SCHOOL

'Enjoying, Learning and Achieving Together'

First Aid Policy

First Aid Coordinator	Claire Speight
Reviewed by Governors	November 2021
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POLICY INTRODUCTION

The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so, achieve the following:

- Provide for the immediate needs and requirements of all staff and pupils who have sustained an injury on the school premises (serious or minor)
- Ensure that adequate resources and procedures are in place to deal with an emergencies as they arise
- Establish contact between the school and the parents/guardians regarding first aid incidents where required
- Familiarise all staff with the school's First Aid Policies and any plans for dealing with serious incidents
- The school will inform employees of the first aid provisions provided for them along with clear signage of first aid equipment and designated first aiders

FIRST AID MANAGEMENT

The overall responsibility for day-to-day management of first aid in the school rests with the Headteacher. Responsibilities of the first aid coordinator include:

- Responsibility for the management and recording of situations in the Academy relating to injured or ill persons who need medical assistance.
- Ensuring that all staff carrying out first aid duties in the school have relevant and in date first aid qualifications.
- Taking regular stock checks of first aid supplies, ordering supplies to ensure that adequate stock is kept at all times.
- Perform regular checks to ensure first aid facilities are maintained in a proper effective condition.
- Routinely check that first aid boxes are adequately filled with the correct contents.

ASSESSMENT OF FIRST AID NEEDS

The Headteacher and the First Aid Co-ordinator will make an assessment of what first aid requirements will need to be addressed and ensure that adequate first aiders and supplies are made available for this purpose.

Staff that are expected to carry out first aid duties will be first aid trained to a suitable level. The first aid co-ordinator will keep a central record of all first aid qualifications. All staff must ensure they have read this First Aid Policy and will sign the training

record to say they have done this.

MANAGEMENT OF FIRST AID EQUIPMENT

It is the responsibility of the First Aid Co-Ordinator to ensure the first aid supplies are adequate for the level of first aid required in the school. This includes ensuring equipment is easily accessible and suitable signage is installed to indicate location of first aid supplies. If additional first aid equipment or supplies are required, staff should speak to the First Aid Co-Ordinator about ordering these. The First Aid Co-Ordinator must also ensure that any out of date items are discarded and replaced, checks should be carried out monthly.

Although the First-Aid Co-ordinator is responsible for maintaining and checking adequate first aid provisions are available, first aiders are responsible for ensuring that any first aid boxes / bum bags that are taken on school visits have sufficient contents.

FIXED FIRST AID BOXES

All school first aid boxes are coloured green and have a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations. With the exception of the first aid store, all first aid supplies must be kept in these boxes. If an area of the school requires more first aid equipment than a standard first aid box can hold, a larger first aid box must be purchased by the first aid co-ordinator.

Each first aid box must be placed in an area where it can be clearly identified and accessed. Fixed first aid boxes are in the following locations:

1. Main Office
2. Staff room on top of medical fridge
3. Inside First Aid Room (locked cabinet, key in main office)
4. Sassoon Classroom
5. Dickens Classroom
6. Austen Classroom
7. School Kitchen

Each first aid box should contain a sufficient quantity of supplies at all times. Whilst monthly checks are performed by the First Aid Co-Ordinator, it is the responsibility of staff to inform the First Aid Co-Ordinator if a first aid box is running low on supplies.

Medication is not to be stored in first aid boxes. All medication must be handed to the school office and kept locked in the medicine cabinet in the first aid room. Other than inhalers which are kept in the classroom locked cabinets.

Moist sterile wipes may be stored in first aid boxes but these must be alcohol and antiseptic free.

Each first aid box should contain blunt ended stainless steel scissors in case any clothing needs cutting away prior to first aid treatment

FIRST AID TREATMENT AREAS

DFE guidance on first aid indicated that first aid must be administered in a room that can provide the following:

- Be large enough to hold necessary equipment
- Have washable surfaces and lighting
- Be kept clean and tidy at all times
- Be positioned as near as possible to a point of access for emergency services
- Display a first aid notice indicating the designated first aiders for the school and their contact details
- Have a sink (both hot and cold water where possible)
- Have drinking water and disposable cups
- Have soap and paper towels
- Have a suitable waste container

Where possible, any serious first aid should be treated where the above facilities are available. Minor first aid incidents may be treated elsewhere in the building. In event of a serious injury and the person is unable to be moved, regular contact should be made with the school office. Where possible if treating a serious incident elsewhere in the building, at least 2 first aiders should be present so that supplies can be retrieved and messages given to the school office.

FIRST AID TRAINING

The Business manager will ensure that any staff that are expected to carry out first aid have relevant qualifications. Re-qualification of first aiders must be arranged before qualifications expire.

All designated first aiders must hold a valid first aid certificate. Any unqualified persons must undergo sufficient training before being made a designated first aider.

PROVISION OF FIRST AIDERS

During school hours there are a large number of qualified first aiders on the school premises, this includes the majority of Teaching Assistants and Administrative Staff. Provisions have been made to ensure there is at least 1 first aid trained Teaching Assistant in each year group with the target of having all Teaching Assistants first aid trained.

As the majority of Teaching Assistants hold a first aid qualification, lunchtime first aid cover on the playground is more than sufficient. With a high number of first aiders in the school there is adequate cover for sickness and leave.

FIRST AID TREATMENT

First aid should not be sent to the main office unless a first aider is unavailable, a phone call home is required if the child has a bumped head or we need to notify the parents.

First aid in the classroom

First aid should be dealt with initially by the Teaching Assistant in the classroom if the Teaching Assistant is first aid trained. First aid must be recorded in the folder held in the school office. If the teaching assistant is not present or is not first aid trained, the child may be sent to the school office.

First aid on the playground

First aiders on the playground will see to all first aid incidents initially, ensuring they are recorded in the minor incident log. If a child requires a phone call home for a more serious injury, a pupil accident form must be completed. If for any reason a child is required to go to the school office from the playground they must be accompanied.

Staff injuries

Any member of staff sustaining an injury whilst carrying out duties should report to a named first aider for treatment. If further medical treatment is needed beyond first aid the member of staff should not continue work and seek medical advice without delay.

All staff accidents must be recorded on an accident form.

BUMPED HEADS

All reports of a bump to the head must be seen by a first aider. The first aider must decide what course of action is appropriate to treat the injury.

Contacting Home

A phone call will be made home if the first aider has any concerns about the child's wellbeing after the accident has occurred, i.e. child reports feeling dizzy, sick, headache etc. Or if the child has a visible bump or red mark.

Note to parent

If the child is not showing any of the above mentioned signs, a bumped head note will be completed by the First Aider and sent directly to the class teacher. This informs the class teacher that the child has suffered a bang to the head. The teacher must then hand this note to the parent on the collection of the child. For older pupils that walk home from school, this note must go home with the child. If the office or the teacher has a concern that the note may not get given to the parent, a phone call should be made.

Recording of bumped heads

Recording of bumped heads should be recorded on a first aid form if a phone call home is required. If a phone call home is not required, then it must be logged on a bumped head letter. The completed form should then be returned to the first aid co-ordinator for filing. A child with a bumped head should be provided with a first aid wrist band.

SERIOUS INJURIES

In the event of a serious injury to either staff / pupils or visitors the parent/guardian must be contacted immediately. If a first aider believes that the injury requires immediate medical attention an ambulance may be called.

In the event of an ambulance being called the following people must be informed ASAP:

- Parents / Guardians
- Headteacher or most senior member of staff onsite (this person will make the decision as to whether an ambulance should be called)

A first aid form must be filled out as with other injuries and returned to the First Aid Co-Ordinator. The above forms are then to be returned to the Headteacher for review. Any contributing factors to the accident will be investigated and where possible an action plan to prevent recurrence will be drawn up.

DEFIBRILATOR

The school does not have a Defibrillator for the event of someone going into cardiac arrest. The nearest is located at the Smarden Community Store on Pluckley Road. In the event of a cardiac arrest the first responding first aider should initiate CPR whilst another person gets a trained Defibrillator operator. The nominated person that is contacted should retrieve the Defibrillator and bring it to the incident.

In the meantime a member of staff should phone for an ambulance following the above procedure.

EMERGENCY SABULTAMOL INHALER

In line with the "Human Medicines Regulations 2014". Schools are permitted to buy salbutamol inhalers, without a prescription, for use in emergencies.

The inhaler is allowed to be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty).

Whilst this is not a legal requirement, Smarden Primary School has opted to purchase emergency inhalers, safely stored in a locked cabinet in the school medical room.

Any use of the inhaler must be recorded in the log book immediately and parents informed. The use of the inhaler without parental permission is not permitted.

REPORTING OF SERIOUS INJURIES

Accidents that result in the hospitalisation of a pupil / staff member or a visitor may be reportable to the HSE under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Regulations state that the following must be reported:

- Deaths and Injuries caused by workplace accidents
- Occupation Diseases
- Carcinogens mutagens and biological agents
- Specified injuries to workers
- Dangerous occurrences
- Gas Incidents

More details on reportable incidents can be found on the HSE website.
<http://www.hse.gov.uk/riddor/>

FIRST AID RECORD KEEPING

It is the responsibility of the member of staff carrying out first aid to ensure that all

first aid that is administered is recorded in the correct place. Completed first aid forms must be returned to the First Aid co-ordinator for filing and storage. In the event of any queries from parents or for auditing purposes, first aid records are available if required from the First Aid Co-ordinator.

Staff should complete a staff accident form in the event of sustaining an injury at work. These are available from the First Aid Co-Ordinator. Complete forms are returned to the Headteacher to be reviewed and after given to the First Aid Co-Ordinator for filing.

STAFF TRAINING

It is the responsibility of the Business manager to ensure that staff are informed of the school's first aid policies and procedures. This should be done annually as part of the full staff Health & Safety refresher.

All staff should read the first aid policy and sign a declaration indicating that they have done so.