

# Brighter Futures Academy Trust

## Administering First Aid Policy

### Siddal Primary School



Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
C Howarth	October 2014	October 2015
L Johnson	July 2015	
C. Howarth	July 2015	
V. Rawnsley	Dec 2015	December 2016
C.Howarth	Dec 2016	December 2017
C.Howarth	Dec 2017	December 2018

We believe that ensuring the health and wellbeing of staff, pupils and visitors is essential to the success of the school. We ensure that pupils with injury and/or medication needs receive appropriate care and support at school. The Head Teacher and Deputy Head Teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so**, and in administering First Aid.

This policy was written in accordance of the statutory guidance published in December 2015 'Supporting pupils at school with medical conditions'.

Siddal Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employers and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for First Aid at Siddal Primary School is held by the Head Teacher and Deputy Head Teacher in her absence.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## **First Aid**

Aims and objectives

Our First Aid policy requirements will be achieved by:

- Carrying out a First Aid assessment to determine the First Aid provision requirements for our premises
- Ensuring that there are a sufficient number of trained First Aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer First Aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

## **First Aid Training**

The Head Teacher will ensure that appropriate numbers of appointed persons, school First Aid trained staff, emergency First Aiders, qualified First Aiders and paediatric First Aid trained staff are nominated, and that they are adequately trained to meet their stator duties.

## **Appointed Persons**

Where the First Aid needs assessment identifies that qualified First Aid are not necessary due to the nature/level of risk, the **minimum legal requirements** is to appoint a person (the Appointed Person) to be onsite at all times during the working day. Appointed persons are in place to take charge of First Aid arrangements including looking after equipment and calling emergency services.

At Siddal Primary School, there are 2 appointed persons who are; Caroline Howarth and Carol Harper.

**Note: Appointed Persons are also trained First Aiders.**

### **Paediatric First Aid Trained Staff**

At Siddal Primary School there are 2 Paediatric First Aid trained staff that are as follows:

- Pauline Aitchison
- Lisa Manning
- Paula Abel

These staff members are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of First Aid to those children aged 5 years old or younger.

### **Emergency First Aiders** *(Those completing an approved 1-day emergency First Aid course)*

At Siddal Primary School there are a number of emergency First Aiders who are as follows:

- Paula Abel
- Michelle Brown
- Diane Davies
- Tracey Elliot
- Diane Godwin
- Caroline Howarth
- Kerry Lister
- Jo Lumb
- Jane Roebuck
- Pepper Watford
- Stephanie Whitley
- Kathryn Wilkinson
- Hannah Wood

They will be responsible for administering First Aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate.

**Asthma training-** The following staff attended training led by the Calderdale School Nursing Team on Asthma/administration of medicines:

- Caroline Howarth
- Pepper Watford

Asthma and anaphylactic training was completed by the majority of staff in May 2017.

### **First Aid Provision**

We provided an equipped and manned First Aid area in Key Stage Two shared area for First Aid provision. The First Aid display board clearly explains which members of staff are trained. First Aid Medical boxes are provided for each class in school; these are red closed lid boxes that are clearly labelled. The location of each box, in each year group is displayed on a sign on the back of each classroom door, along with the initials of pupils requiring daily medication (see appendix 2).

First Aid supply boxes are provided at the following locations: Key Stage 1 and 2 shared areas, EYFS, Reprographics room, staff room. Mobile First Aid kits are also available for playground duties and visits off site.

It is the responsibility of the appointed persons and Michelle Brown/Pepper Watford to check the contents of all First Aid Kits regularly and ensure supplies are ordered as needed. Inhalers and epi pens are kept in the relevant classroom in a container and are

clearly marked with a Red Cross first aid symbol. Staff and pupils are informed of the location of pupil's individual medical equipment.

See Appendix 1 –First Aid Equipment

### **Hygiene/Infection Control**

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

### **Emergency Arrangements**

Upon being summoned in the event of an accident, the First Aider/appointed person is to take charge of the First Aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate First Aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider/appointed person **must** always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever the First Aider is unsure of the severity of the injuries
- Whenever the First Aider is unsure of the correct treatment
- An epi pen/anapen has been used
- The child has specific medical needs known to the school
- A first seizure
- A nose bleed lasting more than 20 minutes
- Prolonged Asthma which is not relieved by prescribed medication
- Choking/following abdominal thrusts

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carers of their child's accident if it:

- Is considered to be a serious (or more than minor) injury
- Requires First Aid Treatment
- Requires attendance at hospital
- The child had specific medical needs known to the school

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parent/carer not be contactable.

In the event that parent/cares cannot be contacted and a message has been left, we will continue to attempt to make contact with the parent/carer every hour. In the interim, we will ensure that the qualified First Aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parent/carers cannot be contacted prior to attendance, the qualified First Aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parent/carer can be contacted and arrive at the hospital.

Calderdale Health and Safety department will be informed within **2 hours** if a child attends hospital following medical treatment at school.

### **Records**

All accidents requiring First Aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric First Aider or pointed person
- Date, time and location of the accident
- Type of accident (e.g. bump on the head, cut, etc)
- Treatment provided and action taken

All first aid records must be recorded on CPOMS and evaluated on a termly basis. A report must be provided to the LGB (Local Governing Body) on a termly basis as part of the health and safety reporting requirements.

Accidents of a serious matter that require hospital treatment must be reported to the main school office, where the accident is recorded in the Accident/Injury Record Book. This is then scanned and emailed over to the Trust Business Manager. The Trust Business Manager sends a record of the incident to Calderdale LA Health and Safety team, who type up the report and send back to the TBM for checking.

### **Review and Dissemination**

This policy needs to be read in conjunction with the Intimate Care and Medical Needs and SEND policies. The policy once approved by Governors will be regularly reviewed and shared with all staff.

## **Appendix 1**

### **First Aid Equipment List**

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- a leaflet giving general advice on first aid (see list of publications in Annex A);
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves. Equivalent or additional items are acceptable.

There should be extra stock in the school of all these items. Items should be discarded safely after the expiry date has passed.

### **Travelling first-aid containers**

The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items for travelling first-aid containers is:

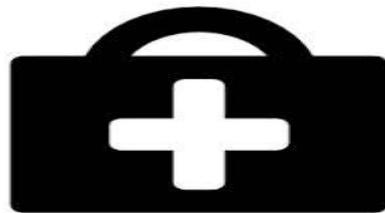
- a leaflet giving general advice on first aid.
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated wound dressing approximately 18cm x 18cm;  
two triangular bandages;  
two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves. Equivalent or additional items are acceptable.  
Additional items may be necessary for specialised activities and to meet the medical needs of individual pupils.

This first-aid container shall be:

- maintained in a good condition;
- suitable for the purpose of keeping the items referred to above in good condition;
- readily available for use
- prominently marked as a first-aid container.

# **Pupil's medicines are kept**

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**Pupil/s requiring  
daily administration  
of medicines are:**

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