

# Hall Green Primary School



## First Aid Policy

First Aid can save lives and prevent minor injuries from becoming major ones. Under Health and Safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

This policy was reviewed on 26.11.20

Signed ..... (Chair of Behaviour, H&S committee/Chair of Governors)

It is next due for review in November 2021

The DfE has published a guideline for schools to follow and this is where the detail of this policy will come from. The "Guidance on First Aid For Schools" is a good practice guide, thus enabling us to meet the needs of pupils and adults alike.

### **PURPOSE:**

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

### **RESPONSIBILITIES:**

While the LA, as the employer, is primarily responsible for health and safety matters, the Governing body, senior leaders and staff also have responsibilities. This means that the Head Teacher, teachers, non-teaching staff, pupils and visitors all have their part to play in maintaining a safe and injury free environment.

### **FIRST AID POLICY GUIDELINES:**

At Hall Green Primary School, we ensure that there is at least two emergency first-aid trained members of staff in school at all times during the school day. This is to ensure that all areas of the school have at least one competent person present, with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

In April 2016 additional staff undertook training, resulting in there being 15 members of staff with certification in emergency first aid.

It is our aim that at any one time, at least one staff member in the Foundation Stage will have emergency first aid training.

For each break time the school has nominated first aiders and a rota is in place. This is located within the first aid room and clearly visible for all to see.

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits and record their name on Sandwell's online system for documenting offsite and out of hours records - Evolve.

Copies of medical forms are taken on all visit and relevant information is also retained in school. Copies of medical forms are carried by group leader throughout the trip along with contact number should they be needed.

During activities outside the school day (e.g. after school clubs), there is a designated first-aider onsite at all times.

### **FIRST AID PROVISION AT HALL GREEN PRIMARY SCHOOL COMPRISES:**

1. Suitably stocked first aid containers situated around the school which are in line with HSE guidance
2. An appointed person to take charge of first-aid arrangements – Mrs Karen Payton.
3. Information for employees on first aid arrangements (as identified in the staff handbook).
4. Regular risk assessments, including proactive accident monitoring, to determine if any additional provision is required. Summary data from proactive monitoring (times and locations of incidents) is presented to the Behaviour, Health and Safety committee of the Governing Body.
5. Reactive risk assessments follow incidents, with consideration given to determine if changes need to be put in place.
6. Access to First Aid at all times. That is, on the school site or even off site during trips and school visits.

### **MAIN DUTIES OF FIRST AIDERS:**

First aiders must complete an approved training course and renew it in line with statutory guidance.

In school, the main duties of a first aider are:

- 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 and other professional medical people have been called.
- To enter details of injuries and treatment outcome in the appropriate record.
- Administer medication and keep appropriate records.

## **WHEN SHOULD A FIRST AIDER NOT BE CALLED?**

IT IS NOT EXCLUSIVELY THE ROLE OF A FIRST AIDER TO CLEAN UP BODILY FLUIDS OR TREAT A MINOR INJURIES (eg wiping a graze with a mediwipe).

There are certain accidents/injuries that happen during the day when it is neither needed nor appropriate to call for the assistance of a first aider.

If such an injury occurs, it is important that a member of staff asks themselves a few questions based on common sense e.g.

- Can I treat this graze with a wipe?
- Will a plaster do?
- Do I really need to speak to another person?
- Does the child really need any further treatment?
- Will a simple “rub” suffice and some words of encouragement?

If any member of staff, trained or not, attends to such minor injuries, they will need to complete a Minor Injury Form that will be later sent home for parents to read. (See Appendix 2) If in doubt, ask the opinion of the appointed person.

### **APPOINTED PERSON:**

Karen Payton is the appointed person within the school.

### **WHAT TO DO IN THE EVENT OF AN ACCIDENT/INJURY:**

In the event of an accident or injury, the first aider/appointed person will take charge of the first aid emergency treatment as commensurate with their training. Following their assessment of the injured person, they will administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. (If unsure at any time the first aider will call NHS Choices for further advice)

The first aider/appointed person will 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 there is a possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injury
- Whenever the injury is significant and first aider is unsure of the correct treatment
- Whenever a child's medical records indicate a necessity to do so in specific circumstances

### **NOTIFICATION OF PARENTS/CARERS:**

Parents/carers will always be contacted in the following circumstances:

- Serious injury which has been judged as needing hospital attention
- All head injuries, regardless of them being judged to be in need of hospital attention
- Illnesses which are judged to have the potential to be significantly contagious
- Whenever a child's medical records indicate that their condition requires specific or immediate attention

All available telephone numbers will be used to contact parents.

If there is no response to any call made, a message will be left indicating that parents/carers should contact school. No detail will be provided when leaving a message.

Further calls will continue to be made at approximately half hour intervals.

In the interim, 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 first aider judges the injury to require urgent hospital attention and the parents cannot be contacted, the appointed person and another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **ADMINISTRATION OF MEDICINE WITHIN SCHOOL:**

If a request is made for medicine to be administered to a child during school hours, an orange consent form must be filled in and signed. Medicine will only be administered if it has been prescribed by a doctor and clearly displays a doctor's prescription sticker. A First Aider will administer these and sign the form accordingly.

In some instances we will administer medicines that have been brought over the counter such as Piriton and Calpol. There has to be written consent from the parent and a long standing illness/allergy that the medication is treating.

Travel sickness medication may also be administered for the return journey of a school trip if required, medication for the outward journey having been administered by the parent or carer. An orange consent form must be completed in these circumstances.

## **CHILDREN'S SERIOUS MEDICAL NEEDS:**

There are photos of these children and their personal care plan on view in the first aid room.

All class teachers keep secure an orange bag containing asthma inhaler for each child in their class suffering from asthma. This bag is also taken out of school on any educational visits.

At the time of the policy being written, all first aiders are EPIPEN trained, and are up to date with this training

## **FIRST AID FACILITIES:**

The school has a designated first aid room.

There are medical containers placed in each stair well of Hall Green primary school for easy access from both inside and outside of the building. These cabinets contain sufficient first-aid materials to administer first aid as recommended by the HSE (see Appendix 1 for list of requirements)

The school has four travelling first-aid containers used for off-site visits. These are in the form of a green "bum bag" These are kept in the first

aid room and contain supplies recommended by the HSE. These bags can be used outside during playtimes and on an educational visit.

This first aid policy outlines the minimum requirements needed within a school. At Hall Green, we ensure that all children are to be kept safe and thus follow the outlines made within this policy.

The person in charge of monitoring the First Aid contents is Karen Payton (the appointed person within school)

*When accessing, amending and saving any data or information, relating to the school or pupils, school staff follow the guidelines set out in the General Data Protection Regulations 2018.*

## **APPENDIX 1: Content of First Aid Kits**

This is a list of the minimum requirements needed for First aid kits within school.

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
- ▼ 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.

A school's first-aid procedures should identify the person responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.



**APPENDIX 2:  
RECORD KEEPING FORM**