

Sacred Heart Catholic Primary School Hindley Green



First Aid Policy and Procedure

January 2018

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Introduction

Under Health and Safety Legislation, the school is required to ensure that there is adequate and appropriate equipment and facilities for providing first aid in the workplace.

This document is produced to cover risk assessments for first aid throughout the school premises and to ensure that there is sufficient first aid equipment, placed in the correct areas, to be administered as necessary by appropriately qualified staff

The School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils and visitors.

Details of such precautions are noted in the following policies:

Health and Safety Policy

Management Safety Procedures (Risk assessment)

Behaviour Policy incl. Playground Rules

Safeguarding Policy

Drugs Policy

Administration of Medicines Policy

Health Protection Agency Guidance on Infection Control –

The Governing Board directs the Head teacher to ensure that the facilities and first aid personnel and correct first aid procedures are followed. Also that the school is compliant with the relevant legislation with regard to the provision of first aid for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

Aims of this Policy

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that medicines are only administered at the School when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.
- Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

To achieve the Policy Aims, the School will:

- Have suitably stocked first aid boxes
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health (play equipment will be regularly monitored in order to minimise the likelihood of accident or injury).

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- Appoint sufficient First Aiders (qualified by training) to take charge of first aid. The certification will be reviewed regularly to ensure that it is current.
- Provide information to employees, pupils and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Ensure that an accident record book is maintained and every incident that requires first aid is recorded including any treatment given.
- Head injuries or accidents that leave a mark on a child an Accident Report Form must be completed to give to the parents. These forms will be reviewed and analysed regularly for patterns and remedial action put in place.
- Ensure that a portable First Aid kit will be taken on all trips.
- Ensure notices are clearly visible throughout the School indicating the location of the first aid boxes and the names of the School's First Aiders.
- Ensure that appropriate hygiene is observed at all times and rubber surgical gloves will be provided and used in any instance involving blood.
- Review and monitor arrangements for first aid as appropriate/on a regular basis (and at the very least on an annual basis).

School Context

The school currently comprises of 187 children, aged between four and 11, and 35 staff. However it is also necessary to provide a first aid service for all visitors to the school. The minimum recommendation is one first aider for every 50 employees but there is no legal requirement or limitation.

Current status of first aid qualifications within the school:

1 Member of staff holds the recognised “Qualified First Aider”

3 Members of staff have a Paediatric first aid qualification.

All staff hold an emergency first aid at work qualification (April 2016)

First Aiders

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

Name and qualification	Date of last training
<u>First Aid Appointed person</u> Mr Ian McDermott	November 2017
<u>Paediatric first aid certificate</u> Mrs Julie Boardman Mrs Jill Liptrot Miss Georgina Swindell. Miss Leigh Speakman	October 2014 October 2014 November 2017 January 2018
Emergency First Aid at Work All Staff	April 2016

Risk assessment of School Premises:

Emergency service response time is currently 35 minutes.

The school premises are on one floor level; with no differences in height of floors throughout the building, there are 3 ramps, due to level of playground against the building. One at the year 2 classroom, one at the rear corridor and one into the Infant cloakroom.

There is hard standing playground circling the building and a large field to the rear of the school. There is a willow tunnel on the field near to some fixed play equipment. At the far end of the field is a wooded copse with a pathway through. There are seven large garden boxes adjacent to the hardstanding playground. All field areas are only accessible under adult supervision

Static play equipment is checked annually for safety. Limited numbers of children are allowed on at any one time.

All medical conditions which affect the child in school are notified to all staff who come into contact with them.

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First Aid Boxes and First Aid Travel Kits

The first aid boxes are located in the following locations:

- KS1 Resource Area
- KS2 Resource Area

Regular checks are made to ensure that each first aid box includes all the necessary equipment. First aid travel kits for off site visits are located above the first aid cabinets at the school Office.

Illness

During the school day if a child complains of feeling unwell, the adult in charge checks on their routine so far in the day, the food that they have eaten and when they became unwell. The child is observed and if they continue to feel unwell an adult contact their parent. The child will rest while they wait for their parents/guardians to arrive to pick them up Pupils will be monitored during this time. When a child becomes ill during the day the parents/guardians will be contacted and asked to pick their child up from school as soon as possible.

If a member of staff becomes unwell, they are advised to go home, if they are unable to transport themselves home arrangements will be made to ensure they return home safely.

Broken Limbs/Reduced movement in and around school

Children should be able to attend to our school even if they have had a major injury or broken bone and in doing so their safety and the safety of others within the setting should not be compromised.

It is the parent's responsibility to notify the school in writing of a child who has sustained a major injury or broken bone. To include some of the following information

If the child has sustained an injury or broken bone which has required hospital care or outpatient treatment, the parent must provide confirmation from their consultant or doctor that the child is considered well enough to attend mainstream school. Within this confirmation any ongoing physical limitations of the child must be outlined.

The parent must provide a signed letter confirming the ongoing care requirements of the child along with their confirmation that they are comfortable with the child attending the setting.

On receipt of the parental and doctors confirmations a risk assessment will be carried out. This will take into account any ongoing physical limitations and will determine appropriate strategies for managing risk within the setting.

The risk assessment will be discussed with the parent and must be carried out before a child is admitted to the setting.

Any provisions for the child will be made with the approval of the parent, setting supervisor and health and safety officer.

Emergency Procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider using the internal telephone system

If summoned, a First Aider will assess the situation and take charge of first aid administration. In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

MAJOR INCIDENT

Where an initial assessment by the designated First Aider indicates a moderate to serious injury has been sustained then one or more of the following actions will be taken:

1. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim comfortable, before professional medical help can be summoned. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.

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2. Call an ambulance take the accident victim to a hospital.

Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.

3. Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (much easier if they are fit to be moved), by removing people from the scene.

4. See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be summoned immediately.

5. When the above action has been taken, the incident must be reported to:

- a) The Head teacher
- b) The parents (or other closest relatives) of the victim(s), and
- c) The police, if a criminal offence may have occurred.

6. Allocate staff resources carefully between helping the victim(s) (e.g. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important.

7. Require (in so far as it is reasonable to do so) all adult witnesses and older children who are witnesses (including those arriving on the scene after the accident), to write down in their own hand and in their own words exactly what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident.

8. Complete an 'Accident/Incident/Illness Report Form' which must be sent to the Local Authority if the accident is reportable to HSE.

9. If the accident is serious, the head teacher will report the matter to the school Governing board and the school's insurers. Report it also to the local authority, which may be able to give advice and assistance, especially if there is media interest shown.

10. Decide whether the whole school needs to be informed and, if so, what to say in class or assembly and when to say it.

11. Without delay, begin to consider ways of preventing such an accident from happening again and implement those preventative measures.

12. If the accident is very serious, or fatal, report the matter to the Health and Safety Executive.

13. Make arrangements for the return to school of the accident victim(s) and of those worried or traumatised by the accident.

MINOR INCIDENT

If the initial assessment indicates that a minor injury has taken place then one or more of the following actions will be taken:

1. First Aid administered as necessary by designated First Aider.
2. Complete an 'Accident/Incident/Illness Report Form'.
3. Parents informed as appropriate either immediately or during the course of the day. Where possible speak to the parents direct not through a carer.

Ambulance

The designated First Aider is to 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 the possibility of a fracture or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment.

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardians or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardians or a named representative appointed by a parent arrives at the hospital.

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Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron, where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- Wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- Take medical advice (if appropriate).

Reporting of Accidents

Wigan Council /HSE must be contacted in case of fatal or major injuries and dangerous occurrences immediately (by telephone) followed within ten days.

Written report is also required in cases of work based injury (included self-employed people working in school), and any accident which prevents the injured person from working for more than three days.

Reporting to Parents

In the event of accident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. In the event of serious injury or an incident requiring emergency medical treatment, the pupil's class teacher, in consultation with head teacher/first aider, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at the school office.

Off-site activities:

First aid provision will be checked for every off-site visit and a fully equipped first aid pack will accompany each party. After school clubs will also have adequate first aid cover. First aid provisions are also checked on-site.

Risk assessments are undertaken ahead of any offsite school activity.

Storage of Medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. All medicines will be returned to the parent when no longer required to arrange for safe disposal.

An emergency supply of medication should be available for pupils with medical conditions that require regular medication.

In general, staff will not administer any form of medication unless there is an emergency and then on the advice of the emergency services/on-call doctor.

Please see the Administration of Medicine Policy for further information.

Conclusion

Parents will be asked to complete a form when a child is admitted to the school, which includes emergency numbers and consent for the administration of emergency first aid. These forms will be updated periodically.

Details of allergies and chronic conditions will be included on this form.

Staff do not act in loco parentis as this has no basis in law. Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind. Guidelines are issued to staff in this regard.

Review of Policy – This policy will be reviewed annually

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