St Mary's Roman Catholic Primary School

Wisdom & Faith

Ofsted Outstanding Provider

First Aid Policy

Adopted and signed for on behalf of governing body: (Name)	
Date	30th November 2022
Policy to be reviewed on	November 2026

St Mary's RC Primary School

First Aid Policy

Policy Statement

St Mary's RC Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees 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 provision in our school is held by the Headteacher who is the responsible manager. First aid duties are delegated to other nominated staff.

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

Aims & Objectives

Our first aid policy requirements will be achieved by:

- carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- ensuring that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- ensuring that there are a sufficient number of trained first aiders 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 Headteacher ensures that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory duties.

Qualified First Aid Staff

A qualified first aider is someone who has been trained and holds a First Aid At Work Certificate gained from a 3-day HSE approved course.

At St Mary's RC Primary School there are nine qualified first aiders who have completed a three day training course and three members of staff who are qualified in first aid for the Early Years. All other staff members have completed 1 day emergency first aid/ appointed person training.

3 day Qualified First Aiders:	*Early Years (Paediatric) First Aiders:*
3 Teaching Assistants	1 Early Years Educator
5 Teachers	2 Teaching Assistants
Total = 9	Total = 3

These members of staff are 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. There may also be other duties and responsibilities which are identified and delegated to the first aiders (eg. first aid kit inspections – see below).

Appointed Persons

An Appointed Person can take charge of first aid arrangements including looking after equipment and facilities, calling the emergency services when required and taking charge when someone is injured or falls ill during the short-term, unplanned absence of the three day qualified first aider. The appointed person is someone who has attended a 1-day HSE approved emergency/ appointed person first aid course.

At St Mary's RC Primary School all staff attend at least a one day HSE approved emergency first aid course and can be considered an appointed person as long as their qualification is current. During the school day,

school office staff are responsible for calling parents and an ambulance if required following advice from a three day qualified first aider. If school office staff are not available, i.e. after 4:30pm, on school visits or the residential school journey then a senior teacher will make the necessary calls. Where a senior teacher is not available the three day qualified first aider may make the call.

There may also be other duties and responsibilities which are identified and delegated to the appointed person, eg. first aid kit inspection.

In St Mary's RC Primary School there is a specific person appointed to monitor first aid provisions and re-stock first aid boxes as required.

First Aid Equipment and Organisation

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- There are 5 first aid stations with first aid provisions - located by the infant toilets, in the nursery, in the dining centre, in the staff room and beneath the main pupil staircase
- At least 2 first aid kits per class are taken on all Educational visits including those in the local area

It is the responsibility of Mrs Audrey Whaley to check the contents of all first aid kits every half term and restock as necessary.

The area outside the infant toilets, the nursery office, the dining centre and at the first aid station situated beneath the main pupil staircase are designated as the first aid areas for treatment, sickness and the administering of first aid.

Contents of first aid cupboards

- 1 protective face shield
- Guidance book
- 20 individually wrapped sterile adhesive dressings of assorted sizes (plasters) hypo-allergic for children, blue for food handlers.
- 2 Sterile eye pads
- 4 triangular bandages, individually wrapped.
- 6 medium wound dressings individually wrapped and sterile. (12cmx12cm)
- 2 large wound dressings as above.(18cmx18cm)
- 5 low- adherent dressings (5cmx5cm)
- 1 roll of micro-pore tape. Used to hold a dressing in place if pins
- At least 3 pairs of disposable gloves
- 1 pair of scissors with rounded ends
- 10 packs of sterile gauze swabs *(alcohol free cleansing wipes) for cleaning a wound.(cotton wool must not be used)
- Non woven Plasters
- Vomit Bags

Travel first aid kits are to be taken whenever pupils go off site for an activity. It is the responsibility of the class teacher to bring the first aid kit and any medication related to the children in their care.
It is the responsibility of the class teacher to bring first aid kits to Mrs Audrey Whaley for contents checking at the end of every half term.

Emergency Arrangements and reporting to parents

Upon being summoned in the event of an accident or illness, 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/ unwell 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 should always call an ambulance on the following occasions:

- In the event of any severe illness including:
    - epileptic fits, asthma attacks, heart attacks, stroke etc
    - chest pains
    - difficulty in breathing
- In the event of a serious injury including:
    - Any significant head injury *(see below for what a significant head injury is)*
    - Whenever there is the possibility of a serious fracture or where this is suspected particularly to the back, neck or legs
- In the event of a period of unconsciousness where the person does not regain consciousness within two minutes.
- Whenever a person experiences a severe allergic reaction
- Whenever an epi-pen has been administered to an adult or child whatever the circumstances
- Where there has been a significant/ severe loss of blood
- Where a medical care plan states urgent medical attention is necessary in specific circumstances
- Where a person is choking and the obstruction does not clear after three cycles of back blows and chest thrusts
- Where the person has received severe burns or scalds
- Where the person is fitting or suffers a severe concussion
- Incidents of drowning

If an ambulance is called, the caller must speak to the emergency services and give the following information:

1. State what happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

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

- involves any blow to the head (Parents must always be contacted if a child receives a blow to the head even if it is not considered a 'serious' injury. It will be up to the parent in this case to decide whether the child requires further treatment by their doctor or at the hospital)
- is considered to be a serious (or more than minor) injury
- results in a child fainting or losing consciousness for any length of time
- results in the child vomiting / having diarrhoea / still feeling unwell after a period of monitoring
- requires attendance at hospital

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

In the event that parents cannot be contacted and a message has been left, our policy is to continue to attempt to make contact with the parents at least every half hour. In the interim, we 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 immediate hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/senior member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

In the event that a member of staff requires hospital treatment their next of kin will be informed.

Parents will be notified when first aid treatment has been administered to their child, by way of a First Aid Notification Form. Following treatment, staff administering first aid must complete the slip provided and

ensure that it is passed onto the class teacher. The class teacher must ensure that the slip is given to the parent at the end of the school day.

The First Aid Notification Forms will be kept in each first aid station in the green files.

Head Injury

Not all head injuries cause damage to the brain but minor ones can have symptoms including:

- Nausea
- Headaches
- Dizziness
- Tiredness

Pupils that sustain a head injury should always be assessed by one of the first aiders.
A phone call home is made for **every head injury**.
Parents are then given the *First Aid Notification Form* and a *Head Injury Advice Sheet* (NHS guidance) when they collect their child.

In the event of a **significant head injury** an ambulance should be called.
Symptoms of a significant head injury are:

- Deteriorating conscious state
- Increased confusion or irritability
- Severe or increasing headache
- Repeated vomiting
- Unusual behaviour change
- Seizures (fits) or convulsions
- Double vision or deafness
- Weakness in arms or legs (may appear to be walking strangely)
- Clear fluid coming out of ears and/or nose
- Slurred speech, difficulty speaking and understanding.

Automated External Defibrillation (AEDs)

St Mary's recognises that in the case of cardiac arrest early intervention is vital to optimise survival and this includes the early use of a defibrillator. If used in the first 3-5 minutes of a collapse the survival rates can be as high as 50-70%.3 3 See https://www.resus.org.uk/resuscitation-guidelines/adult-basic-life-support-and-automated-externaldefibrillation/#sequence 3 3.8
AEDs are located outside the Disabled/visitors toilets on the ground floor next to the infants toilets. The use of AEDs is designed so that even lay bystanders can use them by following the voice prompts and this is then combined with cardiopulmonary resuscitation (CPR).
However the School gives an awareness and basic training to school staff in their use. This will be delivered annually to all staff.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be, for example:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic
- Have Sickle Cell Anaemia

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

All children who have asthma have a specific Health Care Plan. Photographs of children with medical needs are kept in the school kitchen, the office, the Headteacher's office, the Inclusion Manager's office and staffroom and are updated as needed or annually. An individual Health Care Plan is drawn up by the school nurse, the school Inclusion Manager, the parent/carer and the child. If needed the child's GP/specialist can be involved. This helps our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/carers have prime responsibility for their child's health and should provide us with information about their child's medical condition prior to starting school. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The school nurse or suitably qualified person also provides additional background information and practical training for school staff in understanding and using the Individual Health Care Plans.

The school follows NHS policy on administering adrenaline through the use of epi-pens. If children who have Individual Health Care Plans, due to severe allergy reactions and the need to use an epi-pen, suffer an allergic reaction at school, there is an epi-pen clearly marked with the child's name on and antihistamine liquid in school green medical cupboard situated in the dining centre. Regular training in how to administer adrenaline is given to all staff. Staff also received regular training about Sickle Cell Anaemia.

First Aid out of school on trips or residential visits

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them.
- All medication for specific children must be taken on the trips (Epi pens and inhalers/antihistamine)
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).
- Gloves are ALWAYS worn when treating injuries/ illnesses involving blood and other bodily fluids.
- Any accident or incident is reported back at school and a record made in the first aid record book as soon as possible.
- No medication may be given to a child unless prescribed by a doctor and the parents have signed and dated the administration of medicines record. No other medication must be given by any member of staff.
- For any head injuries the school and then the parents are informed immediately by telephone.
- In the event of any serious incident an ambulance is ALWAYS called.
- Where possible two members of staff accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the emergency contact on the child's forms will be phoned.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.
- First Aid should be undertaken in the presence of another qualified First Aider.
- All First Aid must be recorded.
- Medicines of any description (including pain killers) are not to be administered to any child unless they have a written signed consent form stating dose and frequency.
- The Headteacher/ senior teacher is usually the designated persons on residential trips.

Gloves
Disposable gloves are available at each first aid station. Gloves must always be worn when dealing with blood and other bodily fluids such as urine and vomit. Gloves and other medical waste should be disposed of appropriately.

Ice packs
Ice packs are available from the dinner centre freezer. Ice packs must be used in conjunction with ice pack covers. Ice packs and covers must be returned immediately after use.

Intimate care
In the event of an injury/soreness in an area of the body that could be described as intimate, two or more first aiders must be present.

Records
All incidents requiring first aid treatment are to be recorded with (at least) the following information in one of the first aid books located in the nursery, the dining centre, beneath the main staircase, next to the infants toilet on the ground floor and for staff, in the school office. All the information required on the form should be completed, signed and dated by the first aider.

Reporting to RIDDOR
RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. The duty to report rests with the 'responsible person' – for our school this means the Headteacher.

Under RIDDOR, the responsible person must report the following work related accidents, including those caused by physical violence, if an employee is injured wherever they are working:

- accidents which result in death or a specified injury must be reported without delay
- accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within fifteen days of the accident

The responsible person must also report any case of a work related disease, specified under RIDDOR that affects an employee and that a doctor confirms in writing.

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment

Detailed guidance about RIDDOR reporting and online reporting procedures at
www.hse.gov.uk/riddor/report.htm

Administration of Medicines
Procedures are in place for the administration of medicines for pupils.

Our School will administer medicines to pupils in school under special circumstances. Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible designated first aiders can administer a child's medicine as appropriate.

We must have written parental permission for the designated first aider to administer medicine in the office. A signed record is kept in the office of time, dosage and designated first aider administering the medicine.

Non-prescribed medicines eg (throat lozenges) are only allowed at the discretion of Headteacher.

All medicines are securely stored in a central location.
Epi pens and antihistamines for identified children are kept securely in the green first aid box situated in the dining centre. Epi pens and antihistamine must always be taken on school visits/ trips which the child attends. Any Epi pens removed from the first aid cupboard must be returned immediately the child returns to the school. If an Epi pen is administered to a child it must be taken with the child to the hospital.

Asthma inhalers for identified children are kept securely in the green first aid box situated in the dining centre.
Inhalers must always be taken on school visits/ trips which the child attends. Inhalers removed from the first aid cupboard must be returned immediately once the child returns to the school.

Storage/Disposal of Medicines
Any medication that needs to be in school is stored either in the school office fridge or as per storage instructions. The exception to this are Epi pens, antihistamine and asthma inhalers, which are clearly labelled with the child's name and kept in the green first aid box situated in the dining centre where they can be easily reached where necessary. It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly.

MONITORING
The First-aid Policy will be monitored by the Head Teacher and Governing Body. It will be updated (if necessary) every three years.

Reviewed November 2022
Next Review November 2026