

# First Aid Policy





First Aid Policy

Core Policy Information			
<b>Policy Title</b>		<b>First Aid Policy</b>	
<b>ID</b>	<b>P04</b>	<b>Area</b>	<b>Child Health and Well Being</b>
<b>Development Status</b>		<b>Embedded</b>	
<b>Development</b>		This policy was developed in line with West Sussex local authority guidance for administration of medicines and the Asthma Toolkit May 2020	
<b>Legal Basis</b>		<b>Recommended</b>	
<b>Legal Guidance</b>		Not applicable	
RACI			
<b>RACI</b>	<b>Position</b>		<b>Name</b>
<b>Responsible</b>	<b>Medical Lead</b>		<b>Nicola Soltermann</b>
<b>Accountable</b>	<b>Administration Manager</b>		<b>Treena Beech</b>
<b>Consulted</b>	<b>Whole school community</b>		
<b>Consultation Details</b>	<b>Email circulation inviting any comments, queries or concerns</b>		
<b>Informed</b>	<b>Whole School Community</b>		
<b>Informed Details</b>	<b>Email confirming location of policy and its recent review and update</b>		
Review and Ratification			
<b>Review</b>	<b>Frequency</b>	<b>Latest Review</b>	<b>Next Planned Review</b>
<b>Review Cycle</b>	<b>Bi-annual</b>	<b>Autumn 20</b>	<b>Autumn 22</b>
<b>Governor Oversight</b>	<b>Pastoral</b>	<b>Latest Approval Date:</b>	<b>Autumn 20</b>
<b>Approval Level</b>	<b>Middle Leadership</b>		
<b>Approval delegated to</b>	<b>Not Delegated</b>		
Storage and Communication			
<b>Hard Copy</b>	<b>Staff Room, Entrance, Admin office</b>		
<b>Web Link</b>	<b><a href="https://www.chesswood.w-sussex.sch.uk">https://www.chesswood.w-sussex.sch.uk</a></b>		
<b>System Link</b>			



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### 1. Agreement Links

This policy should be read in conjunction with the following school policies:  
Supporting Children with Medical Conditions Policy

Policy/Guidance/ Poster	<a href="#">System Link</a> <a href="#">School Website Link</a>
Supporting Children with medical conditions	<a href="Y:\School Level\Policies\Supporting Pupils with Medical Conditions">Y:\School Level\Policies\Supporting Pupils with Medical Conditions</a>
Asthma Policy	<a href="https://www.chesswood.w-sussex.sch.uk/page/?title=Supporting+Children+with+Medicines&amp;pid=226">https://www.chesswood.w-sussex.sch.uk/page/?title=Supporting+Children+with+Medicines&amp;pid=226</a>
Asthma Toolkit 2020	<a href="https://www.chesswood.w-sussex.sch.uk/page/?title=Asthma&amp;pid=225">https://www.chesswood.w-sussex.sch.uk/page/?title=Asthma&amp;pid=225</a> <a href="Y:\School level\Policies\Asthma Policy\Asthma Toolkit May 2020">Y:\School level\Policies\Asthma Policy\Asthma Toolkit May 2020</a>

### 2. School Vision

At Chesswood Junior School we inspire our whole school community to enjoy their learning adventure and have fun along the way. We ignite a passion for learning throughout the school community, securing excellence, empathy and equality in all that we do.

### 3. School Mission

We will strive to achieve the highest standards of academic achievement and behaviour within a vibrant, exciting learning environment so that all children leave this school with confidence and the ability to take advantage of future opportunities.



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## First Aid Policy

### 4. Introduction

This policy outlines the Schools' responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. It takes account of guidance from West Sussex County Council Policies and Procedures.

The School recognises its responsibility to ensure that first aid provision is available at all times, while people are on school premises and also off the premises whilst on school visits.

### 5. Responsibilities

The School is fully aware of its responsibility to:

- Appoint the appropriate number of suitable trained people as Appointed Persons and First Aiders which meet the needs of the school.
- Provide relevant training and ensure monitoring of training needs.
- Provide sufficient and appropriate resources and facilities.
- Inform staff and parents of the Schools First Aid arrangements.
- To keep accurate and up to date accident records and to report these to WSCC where required in accordance with policy.

### 6. First Aid Training and Provision

School will ensure that trained first aid provision is in line with, or hopefully exceeds, expected levels for the size of the school. The following first aid qualifications are applicable in the school setting:

- First Aid at Work (FAW) - A 3-day course in first aid delivered by a Health and Safety Executive (HSE) approved training provider. Certificates are valid for 3 years and the qualification can be maintained by attending a 2-day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate.
- Emergency First Aid at Work (EFAW) - A 1-day course in first aid delivered by an HSE approved training organisation or a training organisation that have gained accreditation from one of the awarding bodies offering. Certificates are valid for 3 years.

Five members of the administration team have the First Aid at Work qualification. All SLT, teaching assistants, MDMS team, PE staff, breakfast club supervisor and premises manager are have undertaken Emergency First Aid at Work qualification. This level of provision exceeds minimum expectations in relation to the school size.



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Training is updated in line with regulatory time frames and is only administered by fully authorised organisations.

### 7. First Aid Procedure

#### 7.1. Principles

First Aiders are responsible for assessing injury or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for an assessment or further treatment, or making an emergency call to summon an ambulance. In non-urgent situations, where the guidance from training is insufficient, they can also contact NHS Direct.

WSCC Insurance covers any claims that may be made against first aiders as long as

- The treatment was given in good faith
- It was in the course of their work

#### 7.2. Procedure

Procedure when dealing with an accident or injury:

1. Assess the seriousness of the injury and seek the assistance of a qualified first aider if appropriate who will provide the required first aid treatment.
2. First aider to assess seriousness of the injury and decide if further assistance from a colleague or the emergency services is needed. First aider to also decide if child should be moved or placed in a recovery position.
3. If a child has bumped their head, protocol for assessing a child, recommended by WSCC, is followed.

In **all cases** where a child receives a bump to the head during the school day, both a phone call and an email will be made/sent to the parent advising them of the incident that day. Also, in the case of medical circumstances where we deem a follow up is required when the child arrives home, an email may also be sent in this regard.

If the child's bump is deemed mild, a school head bump leaflet is to be sent home and the class teacher informed of the incident who will continue to monitor the child's condition throughout the rest of the school day. The child will also be required to wear a head bump wrist band, detailing the date and time of injury, to alert all members of staff to the possibility of delayed symptoms.

For head bumps deemed Low Risk, the child's parents will be contacted to advise them of the incident and to decide whether they want to collect the child from school for further monitoring. A wrist band will be placed on the child detailing the date and time of injury.

For head bumps deemed High Risk, the emergency services and parents would be



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notified.

4. School medical officer, or a person who she designates if dealing with the casualty, will phone and email the parents to inform them of the injury.
5. If the school judges that a pupil is too unwell to remain in School, the parents will be contacted and asked to collect their child.
6. All accidents/injuries, excluding minor injuries on the playground, are to be recorded using accident reporting sheet.
7. If parents are required to collect a child due to the seriousness of an injury, the office staff are to recommend the parent seeks medical advice.
8. If emergency services are called, parents must also be contacted immediately.

If accident/injury occurs to a member of staff/adults working in the school the above procedures should be followed. Investigation by External Agencies – S47 and Police Investigations

## 8. Pupils with Long Term Medical Conditions

All pupils with a long term medical condition will have a Health Care Plan. This should be referred to when undertaking first aid procedures. This information is referred to in the event of the pupil requiring first aid and should be passed onto a Paramedic should an Ambulance be called upon.

## 9. Emergency Procedures

The emergency services will be contacted by the Medical Officer or an appropriately trained medical assistant. The Head teacher or Designated Deputy may also perform this duty. There are circumstances whereby staffing or location circumstance may require other members of staff to perform this duty. As such, all staff will be aware of correct procedure.

- Contacting Emergency Services
  - Speak clearly and slowly and be ready to repeat information if asked
  - Request for an Ambulance
  - Dial 999, ask for ambulance and be ready with the following information:
    1. Your telephone number
    2. Give your location as follows – *Chesswood Junior School, Chesswood Road*
    3. State that the postcode is – BN11 2AA
    4. Give exact location in the school/setting



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5. Give your name
  6. Give name of child and a brief description of child's symptoms
  7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the scene of the incident.
- As a guide the most senior member of staff, who is also a qualified first aider on the premises or on the school excursion, should make the decision to contact emergency services. However, all adults should feel confident to contact the emergency services where their attendance is time critical – if we are wrong then we will apologise later, if we are right a child's life may be saved.
  - The most senior member of staff is also responsible for reporting the incident to the child's parents in a calm, factual manner.
  - If a child needs to be taken to hospital, a member of staff will stay with the child until the parents arrive, or accompany a child taken to hospital by ambulance. If contact has not been able to be made.
  - Consent is generally not required for any life-saving emergency treatment given in Accident and Emergency Departments. However, awareness is required for any religious/cultural wishes i.e. blood transfusions which should be communicated to the medical staff for due consideration. In the absence of the parents to give their expressed consent for any other non-life threatening (but nevertheless urgent) medical treatment, the medical staff will carry out any procedures as deemed appropriate. The teacher accompanying the child cannot give consent for any medical treatment, as he/she does not have parental responsibility for the pupil.

## 10. First Aid Kits

First aid kits and boxes must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background. The contents of the first aid boxes and kits should be checked regularly by the Medical Officer or Medical Team to ensure there is adequate stock and to replenish out of date items.

WSSCC recommended contents based on the British Standard should be applied. This is as follows:

- one leaflet giving general guidance on first aid
- one leaflet giving a list of first aid kit components included in kit
- 6 pairs of Nitrile disposable gloves (conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9))
- 40 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue





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ones for food technology or kitchen areas);

- 2 sterile eye pad dressing with bandage
- 2 individually wrapped sterile triangular bandages
- 1 conforming bandage
- 6 safety pins
- 4 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm)
- 1 large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm)
- 1 foil blanket 130cm x 210 cm
- 1 mouth to mouth resuscitation device which includes a one-way valve
- 20 alcohol-free moist cleansing wipes individually wrapped (sterile)
- 1 micro porous adhesive tape
- 2 finger sterile dressing with adhesive fixing
- 1 burn relief dressing
- shears

***The contents of a travelling first aid kit for off-site visits must be appropriate to the type and duration of visit, but should contain the following as recommended:***

- 1 leaflet giving general advice on first aid
- 1 contents list giving the first aid components in the kit
- 1 pair of Nitrile disposable gloves (Conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9))
- 10 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue

ones for food technology or kitchen areas)

- 1 sterile eye pad dressing with bandage
- 1 individually wrapped sterile triangular bandages
- 1 conforming bandage
- 2 safety pins
- 1 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm)



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- 1 large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm)
- 1 foil blanket 130cm x 210 cm
- 1 mouth to mouth resuscitation device which includes a one-way valve
- 4 alcohol-free moist cleansing wipes individually wrapped (sterile)
- 1 micro porous adhesive tape
- 1 burn relief dressing
- shears
- 1 eye wash (250ml)

Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.

### 11. First Aid Accommodation

The school medical room located within the main school building. It is near the main entrance and has good access to the car park. The room is equipped with:

- First aid equipment, a sink with hot and cold running water, soap and paper towels
- Disposable gloves
- Drinking water
- First aid box and materials
- Clinical waste bin lined with disposable yellow waste bag
- A bed and chairs
- Clean blanket and pillows
- A fridge
- Record book
- A copy of the Health Protection Poster 'Guidance on Infection Control in Schools and other Child Care Settings.'

### 12. Playtime

The appropriate adult supervision is organised by the Deputy Head teacher to ensure all areas of the outside environment are covered by responsible staff. There will always be a first aider on duty outside in the predetermined location on the playground. Minor incidents will be dealt with by the team outside, however if a more serious injury occurs, the team will be assisted by a first aider from the Admin team., either being taken in or, if the injury does not permit this, then they will come outside to assist. Please see appendix for First Aid Protocol.



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### **13. Educational Visits**

All offsite activities will be staffed by at least one first aider and the appropriate first aid kit will be taken every time pupils leave the school site. If the school holds prescribed medicines for a pupil, these will be taken together with the appropriate forms. Non-prescription medicines of paracetamol, ibuprofen and antihistamine can be taken along with details of parental consent. Staff will administer prescribed or non-prescribed medication on educational visits, pupils must not carry any medication for self-administration.

### **14. Indemnity**

West Sussex County Council employees who hold a valid first aid qualification are indemnified by the County Council's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided. Some training providers also provide indemnity cover for the period of the certificate to protect the first aider from claims when providing first aid in any situation and not restricting its use to the workplace.

### **15. Monitoring and Review**

This policy will be in conjunction with the 'Supporting Children with Medical Conditions' Policy. Review or response to events may lead to changes being made on an on-going basis.



## 16. APPENDICES



## FIRST AID PROTOCOL

Please take time to read this document carefully to ensure that the pupils are in the right place at the right time for medical needs

FIRST AID SITUATION	<b><u>MUST</u></b>
<b>Bad/deep/extreme cuts and grazes</b>	<p style="text-align: center;"><b><u>ON THE PLAYGROUND</u></b></p> <p>Any pupils presenting any of the symptoms listed on the left <b>MUST</b> either be brought in to medical by an adult, (<b>OR</b> walkie/talkie to the office for a member of staff to attend - if severe situation) or sent in with another pupil. A medical slip <b>MUST</b> be completed before the pupil is sent into the office so that we know that they have been seen on the playground first</p> <p style="text-align: center;"><b><u>IN CLASS</u></b></p> <p>Please call ahead to the office to let us know that these pupils will be coming up to be treated for First Aid or in severe cases for a member/s of the office to attend. There may be exceptional circumstances when the child may just present at First Aid but please follow the procedure as detailed above please.</p> <p>We can then decide from the phone call which area of the medical team they need to be seen by as we have two areas now for illness or accident injuries and the pupils will then be monitored and assessed in the correct area and appropriate action taken as necessary</p>
<b>Head bumps</b>	
<b>Suspected major injury, such as fracture/broken bones etc</b>	
<b>Diabetic Hypos Asthma Attack Allergic reaction</b>	<p style="text-align: center;"><b><u>ON PLAYGROUND OR CLASSROOM SETTING</u></b></p> <p>These pupils need to either come to the Office if they are able to or to be escorted by an adult. In severe cases or pupil being un-cooperative please walkie/talkie for a member of the Admin team to come and assist on the playground</p>
<b>Daily Medication</b>	<p style="text-align: center;"><b><u>ON PLAYGROUND OR CLASSROOM SETTING</u></b></p> <p>These pupils need to come to the front office to take their medication and we may call the class or walkie/talkie for these children to be sent through to us</p>
<b><u>SHOULD</u></b>	
<b>Minor cuts &amp; grazes</b>	<p style="text-align: center;"><b><u>ON PLAYGROUND OR CLASSROOM SETTING</u></b></p> <p>These can be cleaned with antiseptic wipes and dressed accordingly. Always ask the child first if they are allergic to plasters before applying. There are First Aiders on the playground and First Aid kits in all classes</p>
<b>Feeling sick</b>	<p style="text-align: center;"><b><u>ON PLAYGROUND OR CLASSROOM SETTING</u></b></p> <p>Check with the child that they have eaten, have water with them and are drinking enough, been to the toilet, not worried about anything, had fresh air. These are the first points we would make in the medical room. If there is no improvement in class or they feel worse then please call the office before sending them down as we can then assess which area they need to be seen in and to allow us to put on the appropriate PPE if required.</p>
<b>Tummy pains</b>	
<b>Headache</b>	
<b><u>COULD</u></b>	
<b>Any minor medical need not listed above</b>	<p>You could contact a member of the Admin team to ask for further advice on any given situation.</p> <p style="text-align: center;">Please call 201, 203, 205 or 208</p>