ESTCOTS PRIMARY SCHOOL

First Aid Policy

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Introduction

WSCC advises that educational establishments must provide first aid for staff, pupils and visitors. Contractors who work on site must provide their own first aid.
First aid must be available at all times when people are on site, and to groups who are doing off-site activities or are otherwise in the establishment's duty of care.

Conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

First Aid Personnel
There are three first aid qualifications, and a fourth unqualified role:

1. **First Aider trained in First Aid at Work (FAW)** A person who has successfully completed an approved 3 day course in first aid delivered by an HSE approved training provider. Certificates are valid for three years and can be renewed by attending a 2 day refresher course. Renewal must be completed within 28 days of expiry of the previous certificate.

   FAW Qualified Personnel**:** Sally Sommerville, Vicky Kiddier and Helen Farren

2. **First Aider trained in Emergency Fist Aid at Work (EFAW)** A person who has successfully completed an approved 1 day course in first aid. Certificates are valid for three years.

   EFAW Qualified Personnel: Briony Budgen, Corrinne Harrison-Gray, Kat Ellis & Victoria Harris

   Combined Emergency First Aid at Work (Primary) and Early Years First Aid (EFAW/EYFA) A person who has successfully completed a 2 day training course specialising in first aid for children aged up to 5 years. Certificates are valid for three years. This qualification is required in addition to other first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years.

   Qualified Personnel: Jemma Black, Frankie Gaunt, Pippa Hadlow, Katherine Bignall, Erica Greene, Tiffani Lewis, Megan Meek, Nicky Harris, Tracey Roberts, Ellie Louis, Sharon Cooper, Lauren Heasman, Diane Carney, Siobhan Clark and Katie Cooper

3. **Appointed Person** A person who has been designated to take charge when somebody is injured or becomes ill at work, when a qualified first aider is absent in temporary and exceptional circumstances. The appointed person's role is to call the emergency services when required, and to look after the first aid equipment and facilities.

   Appointed Persons**:** Sally Sommerville and Helen Farren

   Responsibilities are:

- take charge when someone is injured or becomes ill;
- look after the first-aid equipment e.g. restocking the first-aid container
- ensure that an ambulance or other professional medical help is summoned when appropriate
- know what to do in an emergency
- provide first aid for the unconscious casualty
- provide first aid for the wounded or bleeding
- provide cardiopulmonary resuscitation

Other duties include:

- reviewing the first aid risk assessment whenever necessary
- providing letters of appointment to first aiders
- co-ordinating first aid training to ensure continuous cover

Required Number of First Aiders

The minimum requirement for qualified first aiders for a school of Estcots size is:

- 2 First Aiders trained in First Aid at Work (FAW)
- 3 First Aiders trained in Emergency First Aid at Work (EFAW)
- For children under 5 there must also be 3 First Aiders trained in Paediatric or Early Years First Aid (EFAW/EYFA).

A copy of the staff who are trained is kept by the SBM with up to date information of when the staff passed their training and copies of the certificates are retained in the staff personnel files.

Carrying Out a Risk Assessment

First aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that immediate assistance will be provided to casualties and an ambulance will be summoned when appropriate.

The Headteacher must decide if the minimum numbers specified above are adequate or if more are needed.

Appendix A is the WSCC checklist to help decide if these levels are appropriate to the school.

Letters of Appointment

The Headteacher will give a formal letter of appointment to staff who agree to provide first aid, upon issue of their certificates.

Contacting First Aiders

The Headteacher will ensure that everybody on the premises knows how to summon a first aider in an emergency. Notices will be displayed in conspicuous places and the procedures included in staff and volunteer induction training and pupil safety briefings. Unaccompanied visitors will also need to be informed when they sign in

A First Aider's Main Duties

At 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 or other professional medical help is called.

First Aid Kits

First Aid is stored in the Treatment Room and in the main office. Each year group keeps a first aid bag in the class room which are taken out at playtime and lunchtime.

The first aid kits are stored in robust containers designed to protect the contents from damp and dust and marked with a white cross on a green background.

Contents of first-aid kits

- one leaflet giving general guidance on 1st Aid
- 20 individually wrapper 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;
- several pairs of disposable gloves.
- Plasters

Where soap and water are not available, individually wrapped, moist cleaning wipes are provided.
If scissors are put into the first aid box, they must be blunt-ended.
Disposable aprons and waste bags must be kept near the first aid kit.
No antiseptic creams, lotions, or any type of medication or drug are kept in a first aid kit

Head bump letters

Children often bump their heads without further consequences but parents are informed by telephone about head bumps so that they can look out for signs that the injury could be more serious. In addition, children are sent home with a copy of the accident report slip.

Appropriate Practice

First Aiders are responsible for assessing injuries 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 assessment or further treatment, or making an emergency call to summon an ambulance. In non-urgent situations where the guidance contained in the First Aid Manual is insufficient, they can also contact NHS Direct. Urgent treatment should not be delayed in order to consult with parents or carers.

What to do if a pupil/member of staff becomes ill

If a pupil falls ill during the school day they are to report to the school office accompanied by another child or an adult to explain the illness along with instructions on whether the child should be sent home, at which point the parent/guardian will be called. If the child is unable to come to the office a message should be sent or a telephone call made to the office to ask for a first aider to be sent.
If a member of staff is ill then he/she will be escorted home if they are unable to drive themselves. All details are to be recorded in the office accident/injury book.

What to do if a pupil sustains an injury

If a pupil sustains a minor injury, they are to be bought to the office if they are able where first aid will be administered and a note of the incident recorded in the office injury book and, if appropriate, a letter given to the child to take home i.e. head bang letter.

If the injury is serious and it is felt the pupil should not be moved one of the named first aiders is to be contacted to help assist with the situation and the office is to be contacted at once along with the

headteacher/deputy headteacher if she is available. The decision to call an ambulance will be made and the parent/guardian contacted. All details of the incident are to be recorded online with WSCC H&S department.

Asthma
Any child who suffers from Asthma and requires an inhaler should have a form completed by their parent/guardian which is then held in the school office. Generally KS1 pupils have inhalers kept in their classrooms and KS2 pupils carry their own. In severe cases a second inhaler is kept in the first aid cupboard to use in emergencies by the named child. Parents are responsible for ensuring inhalers are in date.

For further information please see the Administering Medicines policy and the Asthma policy.

Administering Medication
Please see the Administering Medicines policy – Supporting pupils at school with medical conditions' April 2014'

Travelling first-aid containers
Before undertaking any off-site activities, the appointed person should be notified that a first aid kit will be required. 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 as a minimum:

- 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
- one pair of disposable gloves
- Equivalent or additional items are acceptable

Additional items may be necessary for specialised activities.

There are two first aid packs made available for school trips. These are held in the Treatment Room and are kept stocked by the appointed person.

First-aid accommodation
1. There is a first aid area situated in the school office. This room is used for the care of pupils during school hours. This room contains a washbasin/sink.
2. There is a dedicated Treatment Room containing a sink and hoist. It is well lit and the surfaces are easy to clean. There is a toilet close by.
3. There is a Medical Intervention Room containing a sink, toilet and hoist. It is well lit and the surfaces are easy to clean.

This accommodation is equipped with adequate first aid facilities and equipment:
- a sink with hot and cold running water
- soap and paper towels
- disposable gloves
- drinking water and disposable cups
- a range of first aid equipment (at least the contents of a standard first aid kit)

- apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag
- a sharps container if it is foreseeable that sharps will be used
- a couch with waterproof protection, clean pillows and blankets
- a chair
- a telephone
- a record book for recording the first aid given
- a current edition of the First Aid Manual
- a copy of the Health Protection Agency poster 'Guidance on Infection Control in Schools and other Child Care Settings'

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 (a supply of which are kept in the classrooms) and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Further guidance is available in the DfEE publication *HIV and AIDS:*

First aiders must follow their training and maintain good standards for infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

Human hygiene waste that is produced in places like schools is generally assumed not to be clinical waste because the risk of infection is no greater than for domestic waste. However, this should be verified in the risk assessment on a case-by-case basis.

Record Keeping

All first aiders should ensure that a record is made of all first aid treatment they give. This must include:

- the date, time and place of the injury or illness occurring;
- the name of the injured or ill person and their status, such as employee, pupil, client, visitor;
- details of the injury or illness and what first aid was given;
- what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties;
- the printed name of the first aider or person dealing with the casualty.

Records should be kept according to the following schedule:

- pupils - 6 years from the date of 18th birthday
- employees and others - 6 years from the date of the accident

First aid provided to pupils should be recorded separately from that provided to employees and others. Records are protected from unauthorised access and are irretrievably destroyed when their retention period expires.

What accidents to employees do schools need to report?

The following accidents must be reported to the LA if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).
- All accidents that other than minor incidental occurrences

How should schools report them?
The Health & Safety Group at the LA must be notified of **fatal and major injuries and dangerous occurrences without delay** (eg by telephone: **01243 752025**). These need to be reported using the online reporting system via the West Sussex Grid for Learning.

What about pupils and visitors?
An accident that happens to pupils or visitors must be reported to the LA on Form HSW3 if:

- the person involved is killed or is taken from the site of the accident to hospital; **and**
- the accident arises out of or in connection with work.

These accidents must be notified to LA without using the WSCC online report system. These reports are reviewed by the LA H&S team. If there are any follow up requirements the school will ensure that they are then met within a time frame allocated.

The governing body should annually review the school's first-aid needs and particularly after any changes, to ensure the provision is adequate.

Role of the Headteacher
To ensure the overall effectiveness of the First Aid Policy and to ensure that changes in legislation are implemented.

Role of the Class Teacher
To provide care for pupils within their class and do their own risk assessment of pupils.

Role of the Midday Meals Supervisor
To provide first care for pupils during the midday break and refer the child to the school office for assessment and treatment if necessary. Record all First Aid administered.

Clubs/Visiting schools for sporting events.
All visiting schools bring their own first aid kits, and these are used in conjunction with first aid provision on our premises.
When our school visits another premise we will take our own first aid kits with us.

Epi-pens/Diabetes/Allergies
All pupils who require an epi-pen for allergies are to be registered with the office and the class teacher. There are to be two boxes for each child containing epi-pens – one to be held in the class – one to be held at the office. All staff are to be trained in using epi-pens. It is the responsibility of the parents to ensure that the epi-pens are still in date.

All staff are trained in allergies to help support pupils and identify allergic reactions, possible causes and the appropriate actions required.

The appointed person – Sally Sommerville – will check the date of the epi-pens every half term and contact parents if there are any out of date.

Any pupils who are diabetics are to be registered with the office and the teacher concerned. Staff are to receive training in the symptoms of diabetes. It is up to the children themselves to administer their own blood tests. If the child is unable to do the tests their parents are to come into school to administer the test. Should a child become ill due to diabetes staff are to seek advice immediately from a trained member of staff. Then the decision will be made on whether an ambulance should be called.

Appendix A - Checklist and risk assessment pro forma for use by educational establishments.

	Assessment Factor	Apply?		Impact on First Aid Provision
		Yes	No	
1	Does your school have higher risk areas, such as science labs or workshops?			You will need to ensure that first aid is available close to these rooms.
2	Are there any specific risks such as hazardous substances, dangerous tools or machinery or animals?			You may need to consider: • Provision of additional first aid cover • Extra first-aid equipment • Precise positioning of equipment
3	Is there adequate first aid provision close at hand for sports activities (consider curriculum and out of hours activities) and also for all off-site activities and visits?			You will need to ensure • Adequate number of EFAW or EYFAs for these lessons, events or visits. • Travelling first aid kits have been maintained • Outdoor events have equipment to keep casualties warm, such as survival bags or blankets • That where first aid cover is spread out with a travelling group that there is a reliable and efficient method of communication with first aiders • That where an off-site visit is to a rural or remote area, where emergency services may take longer to arrive, you may need additional first aiders and with better qualifications, such as FAW • Before deciding to depend upon first aid qualifications held by sports or activity leaders, that are recognised by their sport of activity national governing body, that they meet the minimum standard of EFAW and if they are to supervise primary age children that it includes the resuscitation of that age group.
4	Does your curriculum contain swimming lessons?			Unless the venue that you use provides adequate coverage you will need to provide trained first aiders for poolside resuscitation.
5	Do you have pupils and visitors who have special health needs?			• Individual health care plans should be undertaken with the school nurse and should include any specific emergency procedures • There must be sufficient staff trained to provide emergency care to pupils with medical needs at all times.
6	What is your history of accidents and cases of ill-health? What type are they and where did they happen?			You will need to check your records. You may need to: • Locate first aid in certain areas • Review the provision
7	Are the premises spread out, e.g. are there several buildings on the site or multi-storey buildings?			You will need to consider provision in each building and on several floors.
8	Is there shift work or out-of-hours working or out of school activities?			First-aid provision is required at all times while people are at work or in you duty of care.
9	Do you have staff who travel a lot or work alone?			You will need to consider: - issuing personal first-aid kits and training staff how to use it; - issuing personal communications.
10	Do any of your staff work at sites			You must make sure that adequate arrangements for

	occupied by other employers?			first aid exist at all sites used by your employees.
11	Do you have any temporary workers, volunteers or other children on site?			Your first-aid provision must cover them

Action	Who By	Target Date

Member of staff responsible for overseeing first aid:
Agreed First Aid Provision: (Provide staff names)
FAWs: EFAWs: EFAW-EYFAs:
Location of first aid kits:
Additional First aid equipment, (e.g. eye irrigation in laboratories):