



First Aid Policy

Rowlatts Hill Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practise 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 at Rowlatts Hill Primary is held by the Head teacher. The Responsible Manager is G. Penton (Business Manager).

All first aid provision is arranged and managed in accordance with the Children's Service Safety Guidance Procedure SGP 08_07 (First Aid). All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

All our information and guidance concerning First Aid (including accident records and forms) are kept in the cupboard in the office until such time they are archived.

Aims and Objectives

Our first aid policy requirements are achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our school.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- The Children's Services First Aid Needs Assessment Form(CSAF -0022) is used to produce the First Aid Needs Assessment for our school.
- Ensuring that there are a sufficient number of trained first aid staff 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

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Training:

Appointed Persons

At Rowlatts Hill Primary School there are 2 appointed persons who are in the following roles:

Grant Penton - Business Manager

Tahera Mahomed - Office Manager

Clubs

A member of staff is usually on premises during clubs to administer first aid if needed. All club personnel have access to pupil's information on office desks.

Through law the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. These 'Appointed persons' are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Appointed Persons are not necessarily First Aiders and should not provide any first aid for which they have not been trained.

School First Aid Trained Staff

At Rowlatts Hill Primary School all classroom staff and most support are trained First Aiders.

Various training courses assist Rowlatts Hill Primary School in meeting its own duty of care towards its pupils. It is part of the HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training has been provided because it is considered to enhance the role of the First Aiders in order to provide first aid in children.

These 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.

Paediatric First Aiders (Those completing the HSE approved 2-day first aid course)

At Rowlatts Hill Primary School there are 16 qualified first aiders from the following roles:

A full list of all staff who are currently first aid trained, please see the school office.

These Staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations of provision of first aid to those children aged 5 years old or younger and 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. Other responsibilities which are identified and delegated to these first aiders are (re-stock and inspect first aid kits)

Appointed Person(s)

The school's Business Manager and Office Manager are the school's appointed persons first aid personnel.

Equipment Organisation

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

8 first aid kits on the premises. These first aid kits are situated in:

Location	Kit type
Medical Room 1	1 x large 1 x burns 1 x travel 1 x Grab bag Eyewash
Foundation base	1 x small 1 x travel eyewash
Classrooms 3 and 4 (KS1)	1 x small
Class 1 and 2 hallway (KS1)	1 x small
Classrooms 9 and 10 (KS2)	1 x small
Classrooms 11 and 12	1 x small
Premises officers room	1 x small eyewash
Minibus	1 x travel

The Contents of first aid kits across the school are listed in each kit and conform to BS8599-1:2011

(See appendix 1)

Travel first aid kits are taken from classroom and one spare stored in office

Premises Officers maintain the first aid kit contents on a monthly basis. Completed checklists are signed and stored in the premises office.

Medical room

The Medical room is designated as the first aid room for treatment, sickness and administering of first aid during the school day.

First Aid - Sequence of events

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to 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 first aider is unsure of the correct treatment

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 involving a child, where appropriate, it is our policy to always notify parent/carer of their child's accident

- If it is considered to be serious (more than minor injury)
- Requires first aid treatment
- Injury to the head
- Requires attendance at hospital

Notification of Parents/Carers

Our procedure for notifying parents will be 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 will be to continue to attempt to make contact with the parents every half hour. In the interim, we will 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 hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /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.

Specific medical conditions

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

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

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 with a specific medical condition have a health care plan in the office and their individual needs are signposted in the child's class register, medical room and staff room. An individual health care plan is drawn up by the child's doctor and signed off at school by the key personnel.

Parents/carers have prime responsibility for their child's health and should provide schools 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 Healthcare plans.

The school follows NHS policy on administering adrenaline through the use of epi-pens. If children who have registered 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 office medical cupboard. Training from the school nurse in how to administer adrenaline was last given in the autumn term 2016

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.
- 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.
- Any accident or incident is reported back at school and an 'incident in school' form filled in as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.
- For any head injuries the school and the parents are informed immediately by telephone and a Head bump sticker placed on child.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- 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 contact people on the child's forms will be phoned.
- For all incidents the schools 'Critical Incidents' plan as outlined in every risk assessment, will be followed.

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 logged for Medical Records.
- Medicines of any description (including Pain Killers) are NOT to be administered to any child unless they are the designated person responsible and have written signed consent form stating dose and frequency.
- Class Teachers are usually designated persons on residential.

Record Keeping

All accidents requiring treatment are recorded with the following information.

- Name of injured person
- Name of qualified/emergency/school first aider or appointed person
- Date of accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Administering Medicines in School

Our School will administer medicines to pupils in school under special circumstances. Most prescribed medicines can be taken outside of normal school hours. We must have written parental permission for the designated member of staff to administer medicine in the office. A signed record is kept in the office daily of time, dosage and designated member of staff administering.

All asthma sufferers have a signed care plan from a Drs Surgery held in the office. All inhalers are kept in the school office. Non-prescribed medicines eg (throat lozenges) are allowed at the discretion of Head and Class teacher.

Storage/Disposal of Medicines

Any medication that needs to be in school is stored either in School office, a fridge or as per storage instructions. The exception to this rule is inhalers, which must be clearly labelled with their name and kept in the office; 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.

Reviewed: September 2016

Signed: Rev. Clare King (Chair of Governors)

Next review - September 2019

Appendix 1

Contents of a First Aid Kit conforming to BS8599-1:2011

Component

		Description		Quantity	
Small		Medium			Large
Guidance Leaflet	Provides brief first aid guidance	1	1		1
Contents List	Provides a list of first aid kit components included in kit	1	1		1
Medium Sterile Dressing	Conforming bandage: min. 7.5 cm width and min. 2 m stretched length, with an absorbent pad: not less than 12 cm x 12 cm	4	6		8
Large sterile dressing	Conforming bandage: min. 10 cm width and min. 2 m stretched length, with an absorbent pad: not less than 18 cm x 18 cm	1	2		2
Triangular bandage	Min. of 20 gsm non-woven material or cotton, not less than 90 cm x 90 cm x 127 cm	2	3		4
Safety pins	Min. length of 2.5 cm	6	12		24
Eye pad sterile dressing	Conforming bandage: min. 5 cm width and min. 1.5 m stretched length or elasticated looped bandage, with an oval pad: not less than 7 cm x 5 cm	2	3		4

Sterile adhesive dressings	Water resistant, sterile, an island design, individually wrapped, min. surface area of 7.5 cm ² , dressing pad not less than 20% of the area	40	60	100
Alcohol free Moist cleansing wipes	Individually wrapped, sterile, min. of 80 cm ²	20	30	40
Adhesive tape	Roll, individually wrapped, min. 2.5 cm width, 5 m length	1	1	1
Nitrile disposable gloves	Conforming to BS EN 455-1 and BS EN 455-2, large size (8-9)	6	9	12
Finger sterile dressing	Conforming bandage: min. 3.5 cm width and min. 30 cm stretched length, with a dressing pad: min. 3.5 cm ²	2	3	4
Resuscitation face shield	Includes a one-way valve	1	1	2
Foil blanket	130 cm x 210 cm	1	2	3
Burn dressing	Water-based gel-soaked dressing, sterile, min. 100 cm ² surface area	1	2	2
Shears	Suitable for cutting clothing, including leather	1	1	1
Conforming bandage	Min. 7.5 cm width and 4 m stretched length	1	2	2