



The John Wesley Church of England and Methodist Aided Primary School

## First Aid Policy

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## FIRST AID POLICY

### 1. INTRODUCTION

The Governors and Head teacher of The John Wesley CEM Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school ([https://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0009/27918/DfEE-First-aid-guidance-for-schools.pdf](https://www.kelsi.org.uk/_data/assets/pdf_file/0009/27918/DfEE-First-aid-guidance-for-schools.pdf))

### 2. STATEMENT OF INTENT

The John Wesley CEM Primary School is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills, the Education Service Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, children and students and visitors. As a result, this policy has been drawn up to give details of the first aid arrangements which have been made in the school.

### 3. PRINCIPLES AND PRACTICE OF FIRST AID

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

### 4. INFORMATION ON FIRST AID ARRANGEMENTS

All employees are informed about the following as part of their induction and staff handbook:

- The arrangements for recording and reporting accidents
- The arrangements for First Aid
- Those employees with qualifications in First Aid
- The location of First Aid kits

In addition the Headteacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications
- Location of first aid boxes

All members of staff will be made aware of the school's First Aid policy and Supporting Pupils at school with Medical Conditions policy.

### 5. STATEMENT OF FIRST AID ORGANISATION

The school's arrangements for carrying out the policy include nine key principles:

1. Places a duty on the Governing body to approve, implement and review the policy

2. Place individual duties on all employees
3. Report, record and where appropriate investigate all accidents
4. Record all occasions when first aid is administered to employees, pupils and visitors
5. Provide equipment and materials to carry out first aid treatment
6. Make arrangements to provide training to employees, maintain a record of that training and review according to recommendations
7. Establish a procedure for managing accidents in school which require First Aid treatment
8. Provide information to employees on the arrangements for First Aid
9. UNDERTAKE A RISK ASSESSMENT OF THE FIRST AID REQUIREMENTS OF THE SCHOOL

## 6. TRAINED AND QUALIFIED FIRST AIDERS

Trained and qualified First aiders are those members of staff who have attended a course of training on First Aid ( First Aid at Work) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981. The First Aid certificate is valid for three years and has to be updated by means of a refresher course.

The duties of the trained and qualified first aiders are:

- to assess the situation where there is an injured or ill person
- to give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention.
- to arrange, without delay, for the casualty to be transported to hospital or home, according to the seriousness of the condition. The first aiders responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.
- to complete the Accident Report Book

The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid. For this reason, the treatment of minor illnesses does not form part of the training of a first aider and therefore first aiders must not administer tablets and/or medicines. This is the role of the “appointed person” and will only be undertaken on the completion of the appropriate forms (See separate policies – Managing Medicines in School Policy and Supporting Children with Medical Conditions policy).

The only exception to this being residential school trips where a designated member of staff is responsible for ensuring that:

- there is an adequate supply of all the prescribed materials in the first aid boxes and kits
- the contents of first aid boxes and kits are replenished after use
- the items are not used after the expiry date which is shown on the packets

See Appendix 1 for First Aiders information

## 7. APPOINTED PERSONS

In addition to the trained and qualified first aiders, the majority of staff also hold a paediatric first aid award and should be contacted to give assistance:

The appointed person/s will:

- take charge of the situation relating to an injured or ill person i.e. telephoning for an ambulance

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- take charge of the first aid equipment and facilities during the period of the absence of the first aiders.

## 8. ACCIDENTS

In the event of a pupil having an accident involving an injury or suspected injury during class time the following procedure will be followed:

1. Either First Aider in class to deal with injured child
2. If further assistance needed, phone the Office or bring to the Medical Room and further First Aiders will be organised to assist
3. If further action is needed, this will be carried out and a call to parents will be made immediately to inform them

If the accident occurs during break or lunchtime, the following procedure will be followed:

1. Small grazes and head bumps etc will be dealt with on the playground
2. More serious grazes and head bumps to be dealt with by first aider on playground then brought to Medical Room and further first aiders will be organised to assist
3. If further action is needed, this will be carried out and a call to parents will be made immediately to inform them
4. For severe incidents or accidents, a member of SLT and additional First Aiders will be called walkie-talkies or phones.

In the event of an accident in which the child cannot stand up unaided, he/she will be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider will be called immediately to assess the situation.

## 9. ACCIDENT REPORTING

We follow LA procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

The school is aware of its statutory duty under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) in respect of reporting the following to the Health and Safety executive as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury
- where it is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR, it will be reported to the local authority.

Accident books:

- Due to the fact that we have a large school site, there are Triplicate Accident Books in every First Aid kit on the school premises. These are kept safely but accessible to first aiders.

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- All First Aiders know where they are kept and how to complete them.
- All accident books are reviewed termly by a member of the First Aid team to identify any potential or actual hazards.
- Our accident books keep a record of any first-aid treatment given by first aiders and other members of staff. These accident books **MUST** be written in pen, completed on the same day of the incident, and include:
  - The date, time and place of the incident.
  - The name of the injured or ill person.
  - Details of the injury or illness and first-aid given.
  - What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).
- If the child is sent home/hospital due to their injury, office staff are to complete HS157 form from LA.

The information in the accident books can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- Be used for reference in future first-aid need assessments;
- Be helpful for insurance and investigative purposes.

All completed accident books should be given to the Finance Admin, who will store them for reference in future.

## 10. HEAD INJURIES PROCEDURE

Head Injuries Procedure – a head injury is any injury from the neck upwards

Following investigation, the procedure to fulfil health and Safety obligations is as follows.

- Apply a cool pack to the injury
- Complete an injury notification slip [red book] with child's name, date, time of injury and the details of the incident, signature
- Apply a head injury sticker to the child
- All head injuries to be reported to parents by telephone as soon as possible.
- Complete the pink head injury folder located in the office
- Head injury slip to be passed to the class teacher – so they are aware (if a child is wearing a head injury sticker, they must keep a closer eye on them)
- Class teacher to ensure injury slip goes home.
- If the child is sent home/hospital due to their injury, office staff are to complete HS157 form from LA.

## 11. FIRST AID BOXES, TRAVELLING FIRST AID KITS AND OTHER SUPPLEMENTARY EQUIPMENT

The location of first aid boxes, travelling first aid kits and other supplementary equipment are as follows:

- First Aid Boxes (Classrooms; Kitchen, Concrete Corridor, DT Room, Medical Room)
  - Supplementary Equipment is to be found in the Medical Room
  - First Aid Kits for off site visits are available from the staff room.
- Plasters

Any cut or graze that breaks the skin has the risk of infection, and in an extreme case sepsis. A hypoallergenic plaster must be applied to any cut or graze that breaks the skin to avoid the possibility of infection entering through the wound.

Our First Aid Kits:

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- Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011;
- Include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, nitrile powder-free gloves, resusci aide, Tuff-Kut scissors, finger dressings, conforming bandages, , microporous tape and a First Aid record triplicate book.
- Are all regularly checked by one of the First Aiders with First Aid at Work certificate. Class teachers and support staff are responsible for maintaining the kits in their individual rooms. Midday Meals Supervisors are responsible for the resourcing of their lunchtime bags.
- Are easily accessible to adults; and
- Are kept out of the reach of children.

## 12. TRANSPORT TO HOSPITAL OR HOME

The First Aider and a member of the senior leadership team will determine what is a reasonable and sensible action to take in each case:

- Where the injury is an emergency, an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, the member of staff responsible will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted the member of staff responsible may decide to phone an ambulance.
- No member of staff should transport a child to hospital, but may accompany them in ambulance to meet parents if necessary.

## 13. SCHOOL VISITS

The first aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency will be laid down when school visits are being planned including educational visits abroad:

- Travelling first aid kits are provided for all school visits and are available from the Medical Room. The First Aider in charge on the school trip will organise these.
- First Aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits.
- Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in administering an Epi-pen.

## 14. SPORTING EVENTS

A risk assessment will be carried out before any out of school sporting events. This will determine how many first aid trained staff are to support the event, depending on the number of children attending, especially if any children have specific medical needs, allergies or SEND.

## 15. OUT OF HOURS USE OF SCHOOL PREMISES

First aid equipment and access to a telephone is always available and required when the school is in use.

## 16. INFORMING PARENTS

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Parents will be telephoned immediately if an ambulance is called and in the event of severe injuries once the injury has been dealt with. In other circumstances the professional judgement of the paediatric first aider is used.

In the event of a severe head bump, a phone call is made to the parent. Following all head bump first aid, a head bump slip from First Aid Book is sent home with the child. The pupil is also identifiable to others in School by being given a sticker to wear.

If needed, the First Aider or School Office will contact the ambulance service and request an ambulance. The child's parents will be informed as soon as possible. Two members of staff will accompany the child to hospital if their parents are not available (one in ambulance and one in car).

## 17. CONTACT WITH THE AMBULANCE SERVICE AND THE NEAREST HOSPITAL

### *The Ambulance Service*

If an ambulance is required:

- Assess the casualty before making the call
- Dial 999 or 112
- Tell the operator that you want the Ambulance Service
- Give the telephone number – 01233 614660
- Give the address where help is needed
- Give any other necessary information

The nearest hospital to the school is Casualty at William Harvey Hospital, Kennington Rd, Willesborough, Ashford TN24 0LZ.

## 18. DATA PROTECTION

Staff must be aware of the GDPR when completing and sharing information from the First Aid book. Parents must only view personal information relating to their own child and not regarding anyone else.

## 19. MEDICINES IN SCHOOL

The John Wesley CEM Primary School adopts the guidance for the administration of medicines policy in school.

The Headteacher, Deputy Headteacher or a member of the office staff will administer prescription medicines only. The medication must be prescribed by a doctor and be in the original packaging with the child's name clearly marked. Parents are requested to complete and sign a medicine form giving their permission for the medicine to be administered.

A log is kept of all medicine administered plus the name of the staff member administering it and a second signature to say that administration was checked. This log is kept in the Medical Room. All medicine is kept locked in Medical Room or stored in the refrigerator in Medical room.

Please see 'Managing Medicine in School' policy for further information.

## 6. NUT ALLERGY

There are several children in school with an allergy to nuts.

Parents are requested at regular intervals, via the school newsletter, to be aware of the content of food sent into school that contains nut or nut products and the possible consequences. All children with allergies have symptoms of a different nature, details of which can be found in their individual care plan.

In the event of a child suffering an allergic reaction, all staff have received Anaphylaxis Emergency Procedure training and therefore can carry out support using an Epi-Pen or Jext pen from the child's care bag where applicable or ring an ambulance.

## **Epi-Pens/Jext pens**

All Epi-Pens or Jext pens are labelled and kept in the child's care bag with them at all times.

Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves.

## **7. SICKNESS**

Our school's policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents or other authorised adults when a child becomes ill while in the school.

We do not provide care for children who are unwell, e.g. have a temperature, or sickness and diarrhoea, or who have an infectious disease. Staff wear appropriate PPE whilst waiting with ill or infectious children.

Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by staff as well as appropriate PPE being worn.

## **8. DISPOSING OF BLOOD**

Bloodied items are placed in yellow clinical waste bags and bins and disposed of appropriately.

## **9. ICE PACKS**

Ice packs are used for the treatment of bumps, sprains, strains and bruises and are kept out of children's reach. These are stored in the Medical Room First Aid Freezer/Fridge.

Guidance on the use of ice packs: Ideally an ice pack should be applied within 5 -10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 - 30 minutes and repeated every 2 to 3 hours for the next 24 – 48 hours. Emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

With injuries older than 48 hours, a heat source can be applied to bring more blood to the injured area to stimulate the healing process.

Precautions when using ice and heat **DO NOT USE ICE OR HEAT**

- If the casualty is diabetic



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- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold
- Areas with known poor circulation
- In the presence of visible or know infection(s)

### 10. ASTHMA

All pumps are labelled and kept in the classroom. In the event of an attack, the inhaler is given to the child. All inhalers accompany children when they are off site e.g. on a trip, swimming, visiting another school, etc.

In the event of a child suffering an asthma attack, first aid trained staff have received Asthma information training and therefore can carry out support using inhaler from the child's care where applicable or ring an ambulance.

For more information please refer to 'Support Children with Medical Needs' document.