



Shawlands Primary School

First Aid Policy

Accident and Illness.

REVIEWED ANNUALLY

Updated November 2022.
Approved:

At Shawlands

we want all our pupils to **thrive**
academically, **creatively** and
socially by providing a
broad, balanced curriculum,
engaging lessons and
stimulating experiences in a
safe, welcoming environment.

INTRODUCTION

1.1 The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so to:

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/families are in place if required Activate a known plan of action with which all staff are familiar

The School shall inform employees of the first-aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders.

The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the Regulations and the School will not permit the presence of any such medication in designated first-aid boxes. Please refer to the Managing Medicines Policy for more information.

DEFINITIONS:

‘First aid’ means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

‘First aider’ means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

ROLES AND RESPONSIBILITIES

- The overall responsibility for the day-to-day management of school rests with the Head teacher.
- The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time.
- The school's Health and Safety Officer is Miss C Billington
- The Business Manager, the Headteacher, the Caretaker and Mrs Auty (Staff Governor) are all responsible for supporting the school's daily health and safety practice.

ASSESSMENT OF FIRST-AID NEEDS

The Head Teacher shall make an assessment of first-aid needs appropriate to the circumstances of the school. The Head Teacher will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. Where necessary and relevant, all staff will be trained on how to administer aspects of first aid e.g. epi-pens.

Where the first-aid assessment identifies a need for employees to be trained as first aiders, the Head Teacher shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. **All designated first aiders must re-qualify every 3 years. This means re-qualifying before the end of the third year when the certificate is no longer valid.**

All staff will ensure that they have read the school's First Aid Policy. The policy is displayed in the staff room and the main office entrance for all staff and visitors.

MANAGEMENT OF FIRST-AID EQUIPMENT

It shall be the responsibility of the Business Manager to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the relevant areas. Where additional or replacement material or equipment is required, staff should speak to the Admin Officer about ordering more items immediately. The Admin Officer will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis i.e termly.

Although the Business Manager is responsible for maintaining and checking the first aid equipment, it is also expected that before going on a school visit, first aiders shall take responsibility for ensuring their first-aid box and bumbag contents are sufficient.

FIXED AND PORTABLE FIRST-AID BOXES

All School first-aid boxes and bumbags are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations. Each fixed box should be placed where it can be clearly identified and readily accessible. Portable First Aid Boxes are located in each phase, the school kitchen and the medical room (central). We also have a bag to take out of school for sporting events and educational visits.

FIRST-AID ROOMS, TREATMENT AREAS AND UPDATED TRAINING NEEDS

According to Department for Education guidance, where first-aid needs to be administered in a room, it should be administered in the first aid room, or another room which will:

- be large enough to hold necessary equipment;
- have washable surfaces and adequate heating, ventilation and lighting;
- be kept clean, tidy at all times;
- be positioned as near as possible to a point of access for transport to hospital;
- display a notice on display advising of the names, locations and telephone numbers of first aiders
- have a sink (with hot and cold water if possible);
- have drinking water and disposable cups;
- have soap and paper towels;
- have a suitable container (preferably foot operated) lined with disposable waste bags
- disposable gloves and aprons, which will be used to protect the first aider from contact with body fluids.
- a First-Aid Record Book for recording incidents where first aid has been given.

If necessary, First Aid can also be administered in a classroom or the hall.

At all times the dignity and feelings of the patient must be respected.

The Professional Development leader will arrange training for the qualification and re-qualification of first aiders.

Before being nominated the designated first aider by their manager, a first aider must hold a valid First Aid at Work Certificate of competence or an equivalent qualification. In the event of an unqualified person being nominated to be responsible for first-aid duties, they will be required to undergo a suitable course of training.

PROVISION OF FIRST AIDERS

There shall normally be a minimum of 5 first aiders or appointed persons within the school between 8:55am and 3:35pm. At least one first aider will be on duty of readily available at playtimes.

Consideration must also be made to ensure first-aid cover during absences, such as annual leave and sickness. This is the responsibility of Senior Leadership Team.

CATEGORIES OF INCIDENTS AND PROCEDURES

Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided. Should the child be too ill to stay at school, parents should be contacted as soon as possible so that the child can be collected and taken home.

Minor Accidents and Injuries

The adult in charge initially looks after the injured party. If deemed necessary, a person other than the teacher will take the child to the 'First Aid Station'. No medicines are administered but cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate. The use of disposable plastic gloves is mandatory at all times. **All accidents are recorded in the Accident Report Book by the first aider, parents are contacted by telephone if deemed necessary, and a note (recording details of the incident/actions taken) is sent home.**

In all cases of injury it is understood that there is at least one adult present. The First Aid Policy is based on collective teacher input. All staff automatically assist the teacher on break duty and the first-aider in the case of a serious injury.

Minor Cuts and Bruises:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- Class teacher is informed by the first aider.
- Adult observation is maintained
- Children are advised to show/tell parents

Sprains/Bruises:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate
- If in doubt, parent/s are contacted
- Adult observation is maintained

Faints and Shocks:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of:
- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents – the pupil should go home

Stings/Bites:

- If case is serious/ parent/s are contacted – no stings should be removed.

More Serious Accidents and Injuries:

If considered safe to do so, the injured party is taken to the First Aid Station. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and settled as possible.

Very Serious Injuries:

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.

Parents are kept informed of developing situations. Very serious injuries are considered to be: **Severe Bleeding Burns/Scalds Unconsciousness**. The event is subsequently recorded in the Accident Report Book.

FIRST-AID RECORD KEEPING

It shall be the responsibility of the Business Manager, or other nominated officer, to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Details on the forms to be completed, time scales for completion and distribution and who is to be notified, are shown on the health & safety policy.

After administering treatment, first aiders will ensure they adhere to the School arrangements for record keeping and accident reporting, as detailed below.

All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, kept in the First Aid Room.

The information recorded will include:

- i) date, time and place of incident;
- ii) name and, where relevant, job title of the injured or ill person;
- iii) details of the injury/illness and what first aid was given;
- iv) what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc; and
- v) name and signature of the first aider or person dealing with the incident.

Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for. The Admin team will contact parents by phone if they have concerns about the injury.

Staff should complete the accident book if they sustain an injury at work and if appropriate the relevant Health and Safety Executive forms

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

DUTY TO INFORM STAFF OF FIRST-AID ARRANGEMENTS

All staff must be informed of the location of first aiders, appointed persons, equipment and facilities.

Please note that expectations on all staff are made clear, linked to safeguarding and child protection, through our 'Professional Code of Conduct Policy'.

Illness

If a child is genuinely ill parents are asked to inform the School Office of that illness on the first day of absence before the start of the school day. Parents are asked to obtain a doctor's advice on the amount of time a child should be absent from school and children should come back to school when they do not present a risk to the health of other pupils. Following general illnesses or sickness we advise that children return once their symptoms have ceased although we always consult the latest medical advice especially in cases of contagious illnesses.

School attendance is a key factor in children making good progress so they should be in school as much as possible. If you are unsure of they are well to attend please bring them along and inform the teacher of your concerns and we will monitor them and contact you if we are concerned.

Medicines in School

Parents are asked to inform the school of any allergies a child may have immediately.

Where appropriate, the school devises care plans for all pupils with additional medical needs or supervision.

Medicines may be brought from home by an adult for their child. Parents should note that:

- No member of staff can be required to administer any medicines which have been brought from home by a child. Members of staff who have volunteered/received training, are listed in the locked cupboard in the medical room, and will administer medicines brought into school.
- Parents will be required to complete **form AM 1** available from the filing cabinet in the school office which is a request for school to administer a prescribed medicine. This is limited to oral medicines prescribed for 4 doses per day.
- Where a medicine is ongoing, or needed as and when required, the parent must complete **form AM 1**. School will make a note of when the medicines are administered.
- Where a parent requests that their child may self-administer medicines the **form AM2** needs to be completed by the parent.
- **Completed AM 1 and AM2 forms** are stored in the large black file stored in the locked cupboard in the Medical Room labelled "**Parental Forms for Prescribed Medicines**"

Please note that:-

- All doses given must be entered on **forms AM 1 and 2** which are kept with the medicine and then stored, once completed, in the in the large black file labelled "**Parental Forms for Prescribed Medicines**" stored in the locked cupboard in the Medical Room. It is the child's responsibility to come for the dose of medicine at the required time.
- Medicines must be stored in the locked fridge in the Medical Room.

- It is a parent's responsibility to ensure that medicines are taken home at night, to keep medicines such as inhalers up to date, and to dispose of out of date medicines.

All BMBC policies and procedures supporting children with medical needs are located on the council intranet.

Inhalers

If a child needs to use an inhaler on a daily basis, the inhaler is stored in an appropriate place in the classroom. Parents must be clear about why and when the child needs the inhaler and must advise staff of their medical concerns.