




# First Aid Policy

September 2022

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<b>Purpose of Document:</b>	To describe the measures in place regarding first aid for children and adults in the education setting.
<b>Links to other policies</b>	
<b>Impact on;</b> Safeguarding Equality & Diversity SEND	
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## **Spring Meadow Infant and Nursery School First Aid Policy**

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### **Statement of Intent**

The First Aid procedure at Spring Meadow is in operation to ensure that every pupil, member of staff and visitor is well looked after in the event of an accident, no matter how minor or major. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of this policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff, and visitors.
- To ensure that all staff and pupils are aware of the systems in place.
- To provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- To ensure regular training for all staff.

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and procedures in place to meet that responsibility. To ensure that first aid provision is always available while people are on the school premises, and also off the premises whilst on offsite visits.

### **1. Legal Framework**

This policy has due regard to legislations including but not limited to the following:

- Management of Health and Safety at Work 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

This policy works in conjunction with the following school policies:

- Health and Safety Policy

- Supporting Pupils with Medical Conditions

## **2. Definitions**

For the purpose of this policy, the term First Aider refers to members of the school community who are in possession of a valid Paediatric First Aid, First Aid at Work (FAW) certificate or equivalent.

## **3. Roles and Responsibilities**

The Head Teacher is responsible for the Health and Safety of employees and anyone else on the premises. This includes the teachers, non-teaching staff, pupils, and visitors (including contractors). The Head Teacher will ensure that the insurance arrangements provide full cover for claims arising from action of staff acting within the scope of their employment.

The Head Teacher is responsible for putting the policy into practice and for developing detailed procedures. They will ensure that the policy and information on the school's arrangements for first aid are made available to parents. Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

### **The Lead First Aider will:**

- Ensure that staff qualifications are always up to date.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath. Act as a person who can be relied upon to help when the need arises.
- Ensure that portable first aid kits are adequately stocked and always to hand.
- Ensure that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a pupil to take them to hospital.
- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the case of headaches, to ensure that no injury has caused the child to feel unwell.
- Ensure that parents are aware of all head injuries promptly
- Ensure that a pupil who is sent to hospital by an ambulance is either:
  - Accompanied by a member of staff at the request of a paramedic.
  - Followed to hospital by a member of staff to act in loco parentis if a relative cannot be contacted – they will then be met by a relative at the hospital.

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent. (Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.)

- Keep a record of each pupil attended to, the nature of the injury and any treatment given. All classes have access to Accident Books in their rooms or a nearby corridor. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, used gloves, gauze and dressing etc. Making sure that any contaminated/used items are disposed of correctly. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- Maintain individual Health Plans and raise awareness of the medical issues applied to pupils (while being sensitive to confidentiality).

The schools lead First Aider is Hannah Meek.

**The school will:**

- Ensure that there is always a qualified first aid person available on the school site.
- Report all staff accidents at work that require medical intervention to the County Council Health and Safety Team.
- Provide adequate First Aid cover as outlined in the Health and Safety (First Aid) Regulations 1981 and monitor and respond to all matters relating to the Health and Safety of all persons on the school premises.
- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that relevant insurances are in place.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Ensure that in the event that an injury has caused a problem, the pupil must be referred to a First Aider for examination.
- At the start of each academic year, or when a new child is admitted, provide staff with a list of pupils who are known to be asthmatic, diabetic, and epileptic or have any other serious illness.
- The school Healthy and Safety Team will consider the finding of the risk assessment in deciding on the number of first-aid personnel required. They should consider:
  - Off-site visits
  - Out-of-hours provision e.g., Sports, games, and PE

**All staff will:**

- Familiarise themselves with the first aid procedures in operation and how to get help. They will also ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils when publicised by Lead First Aider.
- Ensure that pupils are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.

- Always ensure the Head Teacher or Assistant Head Teachers are informed of serious incidents.
- Reassure but never treat a casualty unless staff are in possession of a valid Paediatric First Aid or First Aid at Work certificate; such staff can start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Ensure a pupil who has minor injuries or who feels generally unwell is seen by a First Aider.
- Have regard to personal safety.
- Report all accident to themselves at work.

#### **4. Risk Assessment**

A full risk assessment is carried out annually, and when circumstances alter. Recommendations on measures needed to prevent or control identified risks are forwarded to all staff. Re-assessment of first aid provision will be undertaken as part of the school's annual monitoring and evaluation cycle.

#### **5. Qualifications and Training**

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE. The Appointed Person will undertake a twelve-hour paediatric first aid course every three years. There is always a first aid trained member of staff on-site. The Head Teacher will ensure that we have an appropriate number of First Aiders in each year group and that existing staff have regular updated training.

#### **6. First Aid Materials, Equipment and Facilities**

The Lead First Aider must ensure that the first aid containers in all classrooms, the office, and the Playground First Aid Station (near the Maple and Rowan toilets) are always available. First aid containers must be ready to take out on off-site trips. The first aid containers should be kept near to hand washing facilities.

Our first aid kits:

- Comply with the Health and Safety (First Aid) Regulations 1981
- Are regularly checked by a designated member of staff and restocked
- Are kept out of the way of children

We follow the Health and Safety Executive guidance and ensure that as a minimum we hold the following equipment:

- A leaflet giving general advice on first aid
- Guidance on identification of concussion
- 20 individually wrapped 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
- un-medicated wound dressings

- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves

The Lead First Aider examines the contents of the first aid containers frequently and ensures that they are re-stocked as soon as possible after use. We keep a supply of spare stock in school.

Our travelling first-aid containers contain the following items as a minimum:

- A leaflet giving general advice on first aid
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated wound dressing - approximately 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- Two pairs of disposable gloves

The contents of the travelling containers are reviewed depending on the 'trip' or visit they will be used on.

## **7. Accommodation**

Suitable areas for medical treatment and care of pupils are available throughout the school during school hours. There is a First Aid Room which is close to a lavatory and contains a wash basin in line with the 2012 Education (School Premises) Regulations.

## **8. Hygiene/Infection Control**

Basic hygiene procedures must be followed by staff. Single use disposable gloves must be worn when treatment involves blood or other bodily fluids. Care should be taken when disposing of dressings or equipment.

## **9. Reporting Accidents**

Statutory requirements:

Under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The Head Teacher must keep a record of any reportable injury, disease, or dangerous occurrence.

This must include:

The date and method of reporting; the date, time, and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

Any serious accident or injury to, or death of any pupil within the care of the school must be reported to the HSE and Ofsted as soon as is reasonably practicable and within a maximum of 14 days of the incident occurring and of the actions taken.

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the local office of the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a GP or hospital
- Any dangerous occurrences (i.e., an event which does not cause an accident but might have done.)

## **10. Record Keeping**

The Lead First Aider must ensure that a record is kept of any first aid treatment given by first aiders.

There are accident books located around the school that are easily accessible for all members of staff.

When reporting an accident in a book, it must include:

- The date, time, and place of incident
- The name (and class) of the injured or ill pupil/adult
- Details of the injury/illness and what first aid was given
- Name and signature of the First Aider dealing with the incident

The Head Teacher must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years.

## **11. Parental Updates**

Parents must be informed of any injury that their child may have had whilst at school (including Nursery) on the same day or as soon as is reasonably practical. In circumstances when parents have not been able to be contacted and the child requires further hospital treatment, two members of staff will need to escort the child to hospital, one drive and one look after the child.

## **12. Sickness and Medicine**

If a pupil becomes ill whilst they are attending school, they will be monitored and if it is felt that it is not beneficial for them to continue with us that day, the Lead First Aider will phone the parent/carer and inform them of the situation. Depending on the severity of the illness, pupils will be taken to the school office where a First Aider will monitor their condition.

We ask parents to notify us immediately if a pupil has a contagious illness even if it has not yet been confirmed by a doctor. <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/exclusion-table>

Pupils suffering from sickness, diarrhoea, or the possibility of being infectious must refrain from attending school until they are clear for at least 48 hours.

If a pupil has been sent home from school due to ill health, they should not be re-admitted until suitably recovered.

If a pupil develops a seriously high temperature attempts to reduce the temperature by tepid sponging and giving fluids would be made. Parent would be contacted immediately and if needed emergency services.

Spring Meadow staff will only administer prescribed medicine that is clearly labelled with the pupil's name, medicine type, amount to be administered. The medicine must be in date. No un-prescribed or over the counter medicine given by a parent/carer will be administered except in specific situations where there is guidance from a medical professional. In this instance, the paperwork will need to be completed and signed by parents and additional guidance sought.

Parent/carers of a pupil who requires prescribed medicine during the school day must complete a Parental Agreement to Administer Prescribed Medicine. If this form is not completed and signed by the parent/carer the medicine will not be administered.

Pupils prescribed medicines must be stored in their original containers, be clearly labelled and are never accessible to the children. If needed, they are stored in the fridge.

If the administered prescription requires medical knowledge, training will be provided for the relevant member of staff by a health professional.



## Appendix 1



**Spring Meadow Infant and Nursery School**

High Barns

Ely

Cambridgeshire

CB7 4RB

Tel: 01353 664742

[office@springmeadow.cambs.sch.uk](mailto:office@springmeadow.cambs.sch.uk)

### **Recording Form for Accidents involving Adults (Staff/Volunteers/Contractors)**

#### **First Aid (FA) Action Form**

Please note completed form (except cut-off slip) must be scanned and record kept for 5 years.

Date:	Location:
Injured Person (IP) name:	
FA responder's name & signature:	
Actions taken (tick all that apply): <input type="checkbox"/> Gave first aid <input type="checkbox"/> Called ambulance/advised IP to seek medical advice (delete as appropriate) <input type="checkbox"/> Advised IP to report incident (issued cut-off slip)	
Injury/injuries and body parts affected:	
First aid given/action taken (e.g.. Called ambulance):	
FA equipment/items used:	
Date these items were replaced:	

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You have been given first aide at work on date.....

By first aid responder (name) .....

For (body part and injury type) .....

In most cases, you will now need to report the incident using the Health, Safety and Wellbeing Team's online reporting system.

You can access this at: [www.reprtincident.co.uk/Cambridgeshire](http://www.reprtincident.co.uk/Cambridgeshire) or  
[www.reportingincident.co.uk/Northamptonshire](http://www.reportingincident.co.uk/Northamptonshire) as appropriate.