

# FIRST AID POLICY



## Introduction

1. Any pupils, member of staff or visitor can sustain an injury or become ill. It is important that they receive immediate attention and that an ambulance is called in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.
2. The aim of this policy, which includes children in the Early Years Foundation Stage, is to ensure, so far as is reasonably practicable, that suitable first aid arrangements are established and communicated to staff, and to comply with all relevant legislation.

## School's Responsibilities

3. It is the responsibility of the school to ensure that first aid arrangements are provided in a timely and competent manner relative to the risk of injury or ill health, and that such arrangements are clearly communicated to all staff.
4. The school shall:
  - (a) carry out a First Aid Risk Assessment;
  - (b) provide and maintain adequate equipment and facilities;
  - (c) provide appropriate training for first aiders;
  - (d) communicate details of first aid provision to staff and visitors;
  - (e) ensure that any incidents are logged and investigated, as appropriate;
  - (f) ensure that the authorities are notified of an incident when appropriate and in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); and
  - (g) review this policy at least annually or more frequently if significant changes occur.

## Risk Assessment

5. The First Aid Risk Assessment will be carried out annually by the Deputy Head (Pastoral) and Office Manager, overseen by the Headmistress, and will cover all school facilities, paying particular attention to:
  - (a) practical activities;
  - (b) storage of hazardous substances;
  - (c) the use of PE equipment for sports and physical education; and

(d) the use of machinery by the caretaker or kitchen staff.

6. Special consideration will be given to staff or pupils who have special health needs or disabilities.
7. Also taken into consideration when determining the required level of first aid provision, the Office Manager and Deputy Head (Pastoral) will work with the Headmistress to examine:
  - (a) provision during the lunch and playtimes;
  - (b) the adequacy of provision to account for staff absence;
  - (c) the provision of first aid for off-site activities such as outings; and
  - (d) the provision for practical lessons and activities.

### Qualifications and Training

8. All named first aiders at the school hold a certificate of competence issued by St John's Ambulance, which is valid for three years (First Aid at Work 3 day course/Re-qualification 2 day course).

The current named first aiders are:

Miss Tracy Huckerby - Teaching Assistant, Reception  
Mr Ian Morgans - Head of Pastoral Care

9. Other school staff have regularly updated Basic Paediatric First Aid qualification and the following staff have full Paediatric First Aid qualification/Schools First Aid (a two day course).

Mr Sabir Afzal, Extra Tuition Coordinator  
Ms Kulvir Gill - Year 2 Teacher  
Mr Ian Morgans - Head of Pastoral Care  
Mrs Sarah Morris - Headmistress  
Mrs Lisa Reeves - Year 1 Teacher  
Miss Marta Szalasna - After School Club staff member (St. John's Ambulance)  
Mrs Maria Wallace - After School Club staff member (St. John's Ambulance)

10. Staff in our Early Years' classes have received Paediatric First Aid training, provided by St. John's Ambulance, as set out below.

Ms Faraza Anderson - Transition Teaching Assistant (Enhance/SJA in Feb 2018)  
Mrs Rachel Hifle - Head of Lower School  
Miss Tracy Huckerby - Reception Teaching Assistant  
Mrs Rebecca Brookes - Transition Teacher  
Miss Maria Hussain - Transition, Apprentice

### Management

11. The Office Manager manages the team of first aiders and monitors their training and competence. She is overseen in her work by the Head of Pastoral Care and the Headmistress.

12. The Office manager will ensure that there is at least one qualified Paediatric First Aider on site at all times when children in the Early Years Foundation Stage are present, as well as on visits off-site.
13. The Office Manager will ensure that staff receive regular training in such areas as Epilepsy, Diabetes, Asthma and Allergies, in accordance with the recommended guidance from the Birmingham Health Service. Separate policies exist on each topic.
14. The Headmistress will nominate a named first aider to look after the first aid equipment, restock the first aid boxes when required and replace out of date materials. He/she will liaise with the Office Manager with regard to ordering fresh supplies.
15. If an ambulance is required, the Headmistress or the Deputy Head will make the call and liaise between the staff administering first aid and the medical professionals. A Named First Aider, if not required at the scene, may make the call in their absence.
16. The Headmistress/Deputy Head, will ensure that all accidents and injuries are appropriately recorded and that parents are informed as necessary. They will also instigate full, detailed investigations if appropriate.
17. All school staff must be familiar with the school's first aid provision and be provided with suitable induction when commencing work at the school.

#### First Aid Materials and Facilities

18. All first aid containers must be marked with a white cross on a green background:



19. They must be located adjacent to hand washing facilities.
20. They must be stocked in accordance with HSE recommendations.
21. Portable first aid kits are available for use in the playground and while pupils are on school trips.
22. When it is known that staff or pupils who are engaged in an out-of-school activity have specific health needs or disabilities, the contents of the first aid container must include the resources to meet those specific needs, e.g. Epi-pen or an appropriate inhaler.
23. The school has a fully equipped Medical Room located between the main school building and the Reception classroom.

#### Information and Notices

24. First aid posters are in place in the staff room, playground and the first aid room, which give the location of the first aid boxes and also the names of the qualified first aiders. A separate First Aid box is kept in the Year 6 classroom for use by upstairs classrooms, as needed.
25. First aid notices will be clear and must not be covered with any other material being placed in front of them.
26. Further information on first aid procedures are included in the Staff Handbook.

## Hygiene and Infection Control

27. All staff will follow basic hygiene procedures when dealing with any form of injury, particular when bodily fluids are involved. Staff are made aware during training as to how to take precautions to avoid infections such as HIV and AIDS.
28. Single use, disposable gloves must be worn when dealing with any first aid situation where contamination is likely from bodily fluids and hand washing facilities must be available.
29. A separate bin for the safe disposal of medical waste is provided in the Medical Room. Yellow disposal bags are also available.

## Cuts and Nosebleeds

30. When dealing with cuts and nosebleeds, the normal first aid response is to wash any wound sustained and apply a suitable dressing, with pressure pad if necessary. Staff should wear disposable gloves when dealing with all wounds. It is therefore recommended that staff on playground duty carry a pair of disposable gloves with them.
31. Intact skin provides a good barrier to infection and staff should wear waterproof dressings on any fresh cuts (less than 24 hours old) or abrasions on their hands.
32. Staff should always wash their hands using soap and warm water and dry them thoroughly after dealing with other people's blood. Disposable gloves should be discarded immediately after use, even if they look clean.
33. Report and record the accident according to Health and Safety requirements and the school's recording procedures.

## Bite Injuries

34. If a bite does not break the skin, clean with soap and water. No further medical action is needed. The child's parents should be notified.
35. If a bite breaks the skin, the wound should be allowed to bleed gently. It should then be cleaned with water and appropriate antiseptic applied. Medical advice should be sought from the injured child's GP to treat infection and check the person's tetanus immunisation status, and to assess the risk of blood-borne viruses being transferred.

## Recording and Reporting Accidents, Incidents and Near Misses

36. The Accident, Incident and Near Miss Policy sets out recording and reporting protocols.