



## ST HELENS PRIMARY SCHOOL

### FIRST AID POLICY

November 2019

#### **1. Introduction**

St Helens Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of First Aid for all employees and to ensure best practice 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 St Helens is held by the Headteacher who is the Responsible Manager. All First Aid provision is arranged and managed in accordance with the Children's Services 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.

#### **2. Aims**

Our First Aid Policy requirements will be achieved by:

2.1 carrying out a First Aid Needs Assessment to determine the First Aid provision requirements for our premises 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-002) will be used to produce the First Aid Needs Assessment for our site;

2.2 ensuring that there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment;

2.3 ensuring that there are suitable and sufficient facilities and equipment available to administer First Aid in accordance with the First Aid Needs Assessment;

2.4 ensuring the above provisions are clear and shared with all who may require them.

#### **3. First Aid and Training**

##### **Qualified First Aid Staff**

It is our intention at St Helens to ensure that all full time members of staff and that all lunch time staff are trained in basic first aid. Training will be arranged for dealing with pupils and

staff with various medical conditions as appropriate including Epipens etc. At St Helens Primary School there are qualified Paediatric First Aiders and many other members of Staff have emergency First Aid training. The school is committed to ensure sufficient staff are trained at all times. They will be 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. Out of these a Senior First Aider will be appointed who will be responsible for undertaking First Aid Kit inspections, monitoring contents and ordering materials.

### **Paediatric First Aid Trained Staff**

At St Helens Primary there are Paediatric First Aid trained members of Staff .This is currently Mrs Debbie Sharp . Mrs Sarah Lacey Mrs Louise Allman

This member of staff is in place to meet the Early Years Foundation Stage (EYFS) statutory obligations. It is the school's intention to ensure all staff working in the EYFS stage receive pediatric training.

The Paediatric First Aider must accompany all Reception Unit Classes on all school outings.

### **Appointed Persons**

Should at any time in the future, the First Aid Needs assessment identify that qualified First Aid Staff are not necessary, the school will appoint, as a minimum, a person (the Appointed Person) to take charge of First Aid arrangements, including looking after equipment/facilities and calling the emergency services.

## **4. First Aid and Provision**

### **4.1 First Aid Kits**

Our First Aid Needs Assessment has identified the following First Aid Kit requirements:

(a) Three First Aid Kits are required on the premises. These kits will be located in:

- The main School Office
- The Reception Unit
- KS 2 Shared Area

(b) Travel First Aid Kits for use on school trips. These will be located in the Main Office.

In addition to these kits, Hygiene Sets for body spills are located in the School Office and the Reception/KS1 toilets. Sawdust (for cleaning up vomit) is kept in the caretaker's room.

It is the responsibility of the Senior First Aider to check the contents of all First Aid Kits termly and record findings in the relevant book.

Any member of staff accessing a First Aid Box must report low stock levels to the Senior First Aider. Completed check lists are to be stored in the First Aid File which is kept in the Medical Room.

## **4.2 First Aid Treatment Room**

The Main Office is designated as the room for treatment, sickness and the administration of First Aid. The Main Office will have the following facilities:

- First Aid Kit and spare materials
- chair
- bin for ordinary non bio –waste

## **4.3 Accident Procedures**

### **· Lesson and Breaktime Accidents**

- (a) For all accidents during lessons, games or PE, please deal with minor incidents and send the more serious ones to the office, especially head injuries. All accidents at playtime should be reported to the teacher on playground duty and recorded in the file 'Playtime Injuries and Incidents'. Pupils receiving a bump to the head should be sent into school to be seen and take home a bump note and sticker if appropriate.
- (b) If serious, accidents should be reported immediately to the Headteacher and a First Aider requested.
- (c) Upon being summoned in the event of an accident, the First Aider is to take charge of the First Aid administration/emergency treatment commensurate with their training.
- (d) Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether the child, is able to be moved and can be taken to the Main Office by the First Aider, or there is a requirement to call an ambulance. If undertaking treatment in school, the First Aider must wash their hands and use disposable gloves at all times. Staff must never put themselves at risk of infection

· **An ambulance is to be called on the following occasions:**

- (a) in the event of a serious injury;
- (b) in the event of any significant head injury;
- (c) in the event of a period of unconsciousness;
- (d) whenever there is the possibility of a fracture or where this is suspected;
- (e) whenever the First Aider is unsure of the severity of the injuries;
- (f) whenever the First Aider is unsure of the correct treatment;
- (g) in the event of a severe anaphylaxis shock or a severe asthma attack;
- (h) where it appears that a child has had a fit.

· **In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:**

- (a) is considered to be a serious (or more than minor) injury;
- (b) involves a bump to the head;
- (c) requires major first aid treatment;
- (d) requires attendance at hospital.

· **Procedure for contacting parents**

- (a) 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.
- (b) In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every 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).
- (c) In the event that the child requires hospital treatment and the parents can not 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.

Current recommended treatments for some common accidents or medical conditions can be found in Appendix 2. A copy of this appendix is located in every first aid box.

## **5. Recording and Reporting Accidents**

### **.5.1 Minor Accidents**

All minor accidents requiring First Aid Treatment must be entered in the Minor Accident Book in the Office and the following information given:

- date;
- name of injured person;
- nature of accident;
- treatment provided and action taken;
- name and Signature of First Aider.

The Minor Accident Book can be found the Main Office.

### **5.2 Major Accidents and Serious Head Injuries**

Parents must be notified immediately. A Parent notification form (kept in Accident File in Office) must be completed following major accidents and serious injuries and signed by the Headteacher.

### **5.3. Adult Accidents**

All accidents must be reported to the main office and recorded in the Accident File. The Head Teacher will deal with accidents involving adults in accordance to the instructions detailed in the LA accident form.

## **6. Medicines**

### **1.1 Inhalers**

## 1.2

For children who suffer from asthma and are likely to require an inhaler these are kept by the First Aid boxes in School Office. Older pupils in years 5/6 keep their inhalers with them in their classroom and on the field during P.E.

## 6.2.Epipens

Epipens, or equivalent, for anyone likely to have an anaphylactic shock reaction, are to be kept in the relevant classroom and one in the School Office.

- The relevant class teacher is responsible for one Epipen, or equivalent;
- Both 'pens' should be taken by the class teacher responsible for the child if they go off site for school trips or visits etc.

All Epipens should be labelled with the child's name.

## 6.3 Prescribed Medicines

Prescribed medicines only can be administered. These must be handed to the School Office. A Consent Form must be signed before medicine can be administered. It is only usually necessary to administer medicine in school if the medicine has to be given four times a day.

Insulin, liquid antibiotics and other medicines, which have to be stored at a lower temperature, will be found in an airtight container in the fridge in the staff room.

Whenever possible a parent should come into school to administer the medicine. Children should not be sent to school with non-prescribed medication (including cough sweets).

Any necessary medicines must be taken along with a First Aid Box on all school and residential trips. (For further information on the administration of medicines please see the Policy for the Administration of Medicines).

## **MONITORING AND EVALUATION OF THE POLICY**

This policy will be reviewed in June 2022.

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_

## **APPENDIX 1**

### **Qualified First Aiders:**

#### **Staff Holding Current First Aid Certificates Paediatric First Aider**

Debbie Sharp \*

#### **Workplace First Aider**

Lou Yardley \*

#### **Support Staff Holding Emergency First Aid Certificates**

Annette Rue \*

Sarah Jenvey \*

Lou Yardley \*

Teresa Anderson \*

\*Defibrillator Training Feb 16, Oxygen Training Oct 15

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#### **Teaching Staff With Basic First Aid Training**

Sarah Lacey \*