



St Helens Primary School

First Aid Policy

Reviewed by: FGB

On: February 2023

Next review due: February 2024

Chair of Governors: Gary Booth

Signature: *Gary Booth*



ST HELENS PRIMARY SCHOOL

FIRST AID POLICY

For Covid-Related cases please see policy

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 Head teacher 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; see Appendix 1

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. This is renewed every three years. 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 First Aider administrator 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 all adults working in EYFS are Paediatric First Aid trained members of Staff.

In order 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 the Reception Class 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) Seven First Aid Kits are required on the premises. These kits will be located in:
 - The Foyer
 - All classrooms
 - The Dalby Suite
 - Playground
- (b) Travel First Aid Kits for use on school trips. These will be located in the Main Office.

Spillage cleaning powder for (bodily fluids), is kept in the cleaners cupboard.

It is the responsibility of the senior administrator and classroom staff to check the contents of all First Aid Kits half termly.

Any member of staff accessing a First Aid Box must report low stock levels to the senior administrator.

4.2 First Aid Treatment Room

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

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

4.3 Accident Procedures

Lesson and Break time Accidents

(a) For all accidents during lessons, games or PE are dealt with by PE staff. In serious cases the office will inform parents, especially head injuries and emergency assistance may be requested.

(b) All accidents at playtime should be reported to the teacher on playground duty and recorded in the Accident Book which is kept in the foyer. EYFS keep their own records in Explorers classroom. Pupils receiving a bump to the head should be seen by a first aider, be issued with a bumped head wristband, take home a bump note and a text sent to parent/carer.

(c) If serious, accidents should be reported immediately to the Head teacher or Senior Leader and a First Aider requested.

(d) 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.

(e) 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 Dalby Suite 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 cannot be contacted and a message has been left, our policy will be to continue to phone the next person on the pupil contact sheet. 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 cannot 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 3. 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 Accident Book, located in the Staffroom 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 in the Staffroom. EYFS have their own records, kept in Explorers classroom.

5.2 Major Accidents and Serious Head Injuries

Parents must be notified immediately. A Parent notification form (kept in Accident File in Staffroom) must be completed following major accidents and serious injuries and signed by the Head teacher. (See appendix 3 and 4)

5.3. Adult Accidents

All accidents must be reported to the main office and recorded in the Staff Accident Forms suspension file. The Head Teacher/senior teacher will deal with accidents involving adults in accordance to the instructions outlined by RIDDOR

6. Medicines

6.1 Inhalers

For children who suffer from asthma and are likely to require an inhaler these are kept by the First Aid boxes classrooms and on the field during P.E.

6.2.Epipens

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

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 and date checked to ensure they have not expired. It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

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 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).

APPENDIX 1

Primary School

A primary school of 100 pupils also includes an independent preschool that takes children from the age of two. Across the site there are 13 staff on duty at any one time. While the majority of hazards in this setting are considered low there is, for example, a medium hazard area in the on-site kitchen. The school is aware that pupils have asthma.

The first-aid needs assessment indicates that the minimum requirements are:

Information to all employees about what they need to do in case of an emergency.

First-aid personnel	Required Yes/No	Number needed/other considerations
First-aider with an emergency first aid at work (EFAW) certificate	Yes	At least 1 on duty at all times while people are at work
First-aider with additional training (specify)	Yes	First-aiders should have training in major illness, paediatric first aid and anaphylaxis. Training can either be provided to existing EFAW-qualified staff or additional staff can be trained in paediatric first aid
Appointed person	No	N/A
First-aid equipment and facilities	Required Yes/No	Number needed/other considerations
First-aid kit	Yes, at least 2	1 in each class, staff room and Dalby Suite
Additional equipment (specify), eg automated external defibrillator (AED)	Defibrillator	At least 1 at all times while people are at work
Travelling first-aid kit	Yes	Class based
First-aid room	Yes	Dalby Suite

APPENDIX 2

Qualified First Aiders:

Staff Holding Current First Aid Certificates Paediatric First Aider

Debbie Sharp

Louise Allman

Support Staff Holding Emergency First Aid Certificates

Teresa Anderson

Sarah Jenvey

Lou Yardley

Denise Ashdown

Viki Taylor

Sarah Maloney

Kirsty McDougall

Carly Rees

Mary Ryan

APPENDIX 3

BUMP NOTE

Dear Parent/Carer

This is to inform you that today your childhad an incident in the
.....
.....

First aid was applied as necessary.

Signed

Date

All head injuries are potentially serious, if your child feels unwell or you are worried about them please take them to your doctor or casualty for a further assessment.

APPENDIX 4

Medical Information Note Home

Date.....

This is to inform you that your child had the following injury today:

Adult noting this