

# First Aid Policy

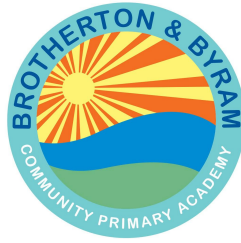
Date: October 2021

Review Date: October 2024

Review Period: Every 3 years by  
Local Governing Body

Signed: .....

Date: .....



## **What Is First Aid?**

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

## **Management of First Aid**

First aid must be provided to any person that we owe a duty of care to if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

Contractors who work on site must provide their own first aid.

To ensure that the arrangements are appropriate for a specific establishment, a first aid risk assessment must be undertaken and reviewed if there is any significant change at the school, and at a nominal yearly interval.

Our first aiders are allocated the duty of day-to-day management of first aid within school. The First Aid Appointed person will:

- review the first aid risk assessment whenever necessary;
- coordinate first aid training to ensure continuation of competency;
- ensure that first aid supplies are replenished, kept in date and correctly stored;
- manage paperwork, drawing up individual Health Care Plans with information provided by staff and parents where necessary.

All first aiders must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation.

## **First Aiders**

- First Aid at Work (FAW) - A 3-day course in first aid delivered by First Aid Industry Body (FAIB) 53/05 (01). Certificates are valid for 3 years and the qualification can be maintained by attending a 2-day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate.
- Emergency First Aid at Work (EFAW) - A 1-day course in first aid delivered by an First Aid Industry Body (FAIB) 53/05 (01) or a training organisation that have gained accreditation from one of the awarding bodies offering accreditation that are listed on the HSE website. Certificates are valid for 3 years.

- Early Years Team:
  - Paediatric or Early Years First Aid (EYFA) - A 2-day course specialising in first aid for children aged up to 5 years. This qualification is required in addition to the standard first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years. Certificates are valid for 3 years.

## **First Aid and Medication**

At least one member of staff with current first aid training is on the premises at any one time. The first aid qualification includes first aid training for infants and young children.

Posters of qualified first aiders in school are displayed in communal areas across school and a record of qualified first aiders is kept by the First Aid Appointed person. The First Aid Appointed person will arrange for training renewal and training for new staff.

## **Our First Aid Kits:**

- Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011;
- Are regularly checked and replenished with an additional check every half term by the First Aid Appointed person;
- Are re-stocked as necessary;
- Are easily accessible to first aiders;
- Are kept out of the reach of children.

## **Accident Recording:**

- All accidents/incidents involving pupils must be recorded on the Parago software, regardless of their severity, on the same day as the incident.
- Any accidents involving staff or visitors must also be recorded on Parago.
- Parago will then send an alert to the Trust Health and Safety Manager.
- A brief slip will be sent home with pupils to inform parents/carers of accidents/incidents.
- All staff and volunteers know where the accident slips are kept.
- First Aiders must complete Parago reporting and a slip as soon as they have treated the child.
- Records are reviewed at least half termly to identify any potential or actual hazards.

Parago keeps a record of any first-aid treatment given by first aiders and other members of staff. Details must include:

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and first-aid given.
- What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).

This information can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks.
- Be used for reference in future first-aid need assessments.
- Be helpful for insurance and investigative purposes.

## **Notifying Parents**

Parents must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school.

Staff must be aware of the General Data Protection Regulation (GDPR) 2018 and not allow parents to view personal information other than that relating to their child and must not allow parents to take notes, photographs or obtain a copy of the accident record.

## **Administration of Medication**

- Only prescribed medication may be administered. It must be in date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the school.
- Children's prescribed drugs are stored in their original containers, in the school office or in the staff fridge. Prescribed medications must be clearly labelled and securely stored in a locked cupboard/staff room where they are inaccessible to children.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date, the name of the medication, the dose and time, or how and when the medication is to be administered.
- Parents should administer medication before school so that staff only give one dosage during the school day where possible.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a healthcare professional.

## **Sickness**

- If a child is ill at home, parents need to contact school and inform school of the illness each day the child is ill.
- If a child becomes ill at school, parents will be informed. If parents cannot be contacted, school will ring the next emergency contact given by parents and inform them.
- School does not provide care for children who are unwell, e.g. have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded, but must be treated to remedy the condition (see Head lice Policy).
- Parents are notified if there is a case of head lice in the school.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the Emergency First Aiders.

## **Treatment Of Head Injuries To Children**

- Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress for the child's own comfort.
- Parents/Carers will be informed immediately when a child has had a bump to the head. Parents will be informed by the first aider of possible symptoms of concussion to look out for.
- All head bumps will be recorded into Parago and an accident slip sent home.
- It is the responsibility of the first aider dealing with the head bump to inform the class teacher.

Emergency First Aiders should be sought if the child:

- becomes unconscious;
- is vomiting or shows signs of drowsiness;
- has a persistent headache;
- complains of blurred or double vision;
- is bleeding from the nose or ear; and/or
- has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a bang to the head, urgent medical attention is needed. Parents should be contacted and the emergency services called.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called immediately to assess the situation.

## **Disposing Of Blood**

Blooded items should be placed in the yellow clinical waste bags and disposed of in the sanitary bin in the disabled toilet.

## **Splinters**

If a child complains they have a splinter, the splinter should not be removed but parents informed.

## **Cold Packs**

Cold packs are used for the treatment of serious bumps and bruises only and must be kept out of children's reach. These are stored in the fridge freezer in the staff room and in the Early Years fridge.

## **Guidance on the use of cold packs**

Ideally a cold pack should be applied within 5 -10 minutes of the injury occurring. If frozen, the pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 - 30 minutes and repeated every 2 to 3 hours for the next 24 – 48 hours. Emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

With injuries older than 48 hours, a heat source can be applied to bring more blood to the injured area to stimulate the healing process. They can also be used for comfort for example for earache or stomach ache. Heat packs do not always heat evenly in the microwave so every care must be taken when using these. They should be wrapped in a cloth to prevent a burn to the skin.

## **Precautions when using cold and heat**

DO NOT USE COLD OR HEAT:

- If the casualty is diabetic;
- Over areas of skin that are in poor condition (if the skin is broken or irritated);
- Over areas of skin with poor sensation to heat or cold;
- Areas with known poor circulation;
- In the presence of visible or known infection(s).

## **Health Alerts**

Health alerts will be completed for every child with a medical condition that is likely to need special emergency treatment. These alerts will be reviewed annually or more frequently if necessary. All staff will need to be aware and sign that they have read every health alert. Pupil health alerts must be available to first aiders, and health alert information given to emergency services in the event they are called.

## **Asthma**

We have several children at Brotherton & Byram C.P. Academy with asthma. All inhalers are labelled and kept in the school office. In the event of an attack, the inhaler must be taken to the child. All inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc. Children who have asthma will be identified on the school health alert.

All staff are aware of the signs of an asthma attack and what to do in the event of an asthma attack.

In the event of a serious asthma attack, parents will be contacted immediately and if necessary, emergency services called.

In the event of a minor asthma attack, parents will be informed.

## **Epi-Pens**

All Epi-Pens are labelled and kept in a locked cupboard in the school office. Anyone with Epi-Pen training can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves.

Parents and emergency services should be informed immediately.

## **First Aid Checklist and Risk Assessment Form**

Assessment Factor	Apply		Impact on First Aid Provision
	Yes	No	
Does your school have higher risk areas such as science areas or workshops?			You will need to ensure that first aid is available close to these areas.
Are there any specific risks such as hazardous substances, dangerous tools or machinery or animals?			You will need to consider: <ul style="list-style-type: none"> <li>• Provision of additional first aid cover or extra first-aid equipment</li> <li>• Precise positioning of equipment</li> </ul>
Is there adequate first aid provision close at hand for sports activities (consider curriculum and out of hours activities), and also for all offsite activities and visits?			You will need to ensure: <ul style="list-style-type: none"> <li>• Adequate numbers of EFAW or EYFAs for these lessons, events or visits.</li> <li>• Travelling first aid kits have been maintained</li> <li>• For outdoor events, there is equipment to keep casualties warm e.g. survival bag or blanket.</li> <li>• Where first aid cover is spread out with a travelling group that there is a reliable and efficient method of communication with first aiders.</li> <li>• Where an off-site visit is to a rural or remote area, where emergency services may take longer to arrive, you may need additional first aiders and with better qualifications, e.g. FAW</li> <li>• Qualified sports or adventurous activity leaders may already hold a First Aid qualification recognised by their sport or activity national governing body. Before deciding to depend upon this provision, you should check that it meets the minimum standard of EFAW and if they will supervise primary age children and that it includes the resuscitation of that age group.</li> </ul>
Does your curriculum contain swimming lessons?			Unless you use facilities with qualified lifeguards, you will need to train supervising staff to perform rescues and resuscitation.
Do you have pupils and visitors who have special health needs?			<ul style="list-style-type: none"> <li>• Individual health care plans should be undertaken with the school nurse and should include any specific emergency procedures.</li> <li>• There must be sufficient staff trained to provide emergency care to pupils with medical needs at all times.</li> </ul>
What is your history of accidents and cases of ill health? What type are they and where did they happen?			You will need to check your records You may need to: <ul style="list-style-type: none"> <li>• Locate first aid in certain areas</li> <li>• Review the provision</li> </ul>
Are the premises spread out, e.g. are there several buildings on the site or multi-storey buildings?			You will need to consider provision in each building and on several floors.
Is there shift work or out-of hours working or after school activities?			First-aid provision is required at all times while people are at work or in your duty of care.



Assessment Factor	Apply		Impact on First Aid Provision
	Yes	No	
Do you have staff that travel a lot or work alone?			You will need to consider: <ul style="list-style-type: none"> <li>• Issuing personal first-aid kits and training staff how to use them;</li> <li>• Issuing personal communications</li> </ul>
Do any of your staff work at sites occupied by other employers?			You must make sure that adequate arrangements for first aid exist at all sites used by your employees.
Do you have any temporary workers, volunteers or other children on site?			Your first-aid provision must cover them.