



First Aid Policy

2016

Adopted: September 2016
Next Review Date: September 2017

Signed

A handwritten signature in black ink, appearing to read 'C G Page', written over a horizontal line.

Mrs C G Page
Headteacher

KEY FACTS:

- ❖ To ensure that we promote the good health of all the children in our care.
- ❖ First aid can save lives and prevent minor injuries become major ones
- ❖ The school will ensure that there are adequate facilities and appropriate equipment for providing first aid in the workplace, including for visitors, as well as for the age of children.
- ❖ Minimum first aid provision is a suitably stocked first aid container, an appointed person to take charge of first aid arrangements, for information for employees on first-aid arrangements, as well as adequately trained and experienced staff.
- ❖ This minimum provision is supplemented with a first aid needs assessment to identify any additional requirements specific to the school, to record the findings and to introduce measures to manage any risks.
- ❖ First aid provision must be available at all times whilst children are on the school premises and including school visits off site.
- ❖ Our school, staff and others have a duty to safeguard and promote the welfare of children.

1 Legislative Requirements

1.1 The following legislation and guidance has been duly considered, to ensure adequate provision has been made for the provision of first aid in the school:-

- **The Health and Safety at Work Act 1974**
requires the employer to conduct their work in such a way that their employees or others that may be affected, are not exposed to health and safety risks. Including the provision of suitable information to other people with reference to their workplace/premises, which might affect their health and safety etc
- **The Management of Health and Safety at Work Regulations 1999**
requires employers and self-employed persons to make an assessment of the risk to the health and safety of themselves, employees and others that might be affected in connection with their undertakings, to make appropriate arrangements for health and safety etc
- **Health and Safety (First Aid) Regulations 1981**
requires employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.
- **The Education (Independent Schools Standards) Regulations 2014**
Part 3 (paragraph 13) Welfare, Health and Safety of Pupils requires that the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.
- **Health and Safety Executive (HSE) – Guidelines on Regulation of the Health and Safety (First Aid) Regulations published 2013**
Recommends a range of factors to be considered including the size of the school. The first aid needs assessment should consider a range of factors related factors such as: the nature of the work and associated risks such as curricula and special educational needs and/or disabilities; history of accidents and illness; lone working; travelling; remoteness from main school site; absence of first aiders; provision for non-employees such as visiting parents and volunteers; the number of first aiders required and the type training considered most suitable.
- First Aid in Schools 2014 and Health and Safety Advice on Legal Duties and Powers outline specific additional guidance to which we adhere.
- All staff receive induction training to help them understand their roles and responsibilities induction training must include health and safety issues.

2 Policy Overview

2.1 The definition of First aid is as follows:

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

Please note: it does not include the administration of medicines, which is dealt with under a separate school policy.

2.2 This policy provides an overview of the statutory requirements and how these are met in school. All safeguarding and child protection policy guidelines must be adhered to both on and off the school site, when first aid is administered.

2.3 The policy applies to all pupils including those pupils covered by the Early Years Foundation Stage (EYFS) 2014 (p3.25). EYFS requires us to ensure that at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, must accompany children on outings. Paediatric first aid training must be relevant for staff caring for young children, and where relevant, babies. First aiders must be able to respond to emergencies quickly. Our first aid training meets the requirements of the EYFS 2014 and is fully compliant.

2.4 The responsibility for drawing up and implementing the First aid policy is delegated to the Head, including informing staff and parents. However, implementation remains the responsibility of all staff in our school in order to keep children healthy, safeguarded and protected whenever they are in our care.

3 Current Procedure

3.1 Our appointed person (First aid co-ordinator) undertakes and records an annual review and first aid needs assessment to ensure that adequate provision is available given the size of our school, the staff numbers, our specific location and the needs of individuals.

3.2 Our risk assessment includes consideration of pupils and staff with specific conditions and major illnesses, such as asthma and epilepsy, takes account of an analysis of the history of accidents in our school, as well as the identification of specific hazards. It also includes careful planning for any trips and visits, including Category C residential and higher risk trips which always include a suitably trained first aider, in keeping with our Learning Outside the Classroom: Educational Visits policy.

3.3 Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals/treatment, and outlines the requirements for documenting necessary treatment once applied. The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

- 3.4 We ensure that first aid provision is available at all times, including out of school trips, during PE, and at other times when the school facilities are used.
- 3.5 We keep a written record in our accident book of all accidents or injuries and first aid treatment. We must inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, of any first aid treatment. For further information please see our Accident and Incident Reporting Policy.
- 3.6 At Akeley Wood Junior School and Nursery we make every effort to minimise the risk of accidents but we recognise that accidents may still occur.

All accidents to pupils, staff, parents and visitors, no matter how small will be recorded and reported to the teacher / Headteacher (Parents / Nursery Manager for Nursery children) as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated, all details regarding the accident, will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

Any bumps, bangs or knocks to the head will be communicated personally to parents and a Bumped Head letter sent home (A photocopy is retained in a file clearly labelled in the School Office)..

An accident book is kept in each Nursery Room and in the School Office. Records should be stored for forty years after the date of the accident.

All accidents / near misses will be reported in the annual Health & Safety Review at the policy review date or as requested.

4 First Aid Training

- 4.1 We carefully consider, and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out first aid duties in our school. In particular, we consider the following skills and experiences:-
- Reliability, communication and disposition,
 - Aptitude and ability to absorb new knowledge and learn new skills,
 - Ability to cope with stressful and physically demanding emergency procedures,
 - Normal duties are such that they may be left to go immediately and rapidly to an emergency, and
 - Need to maintain normal operations with minimum disruption to teaching and learning.

- 4.2 First aiders in our school have all undertaken appropriate training. They have a qualification in either First Aid at work (FAW, 3 days or 18 hours) or Emergency First Aid at work (EFAW, 1 day or 4-6 hours). EYFS paediatric first aiders hold a clearly recognised certificate or a renewal (minimum of 12 hours tuition). Before the certificates expire, first aiders need to undertake a requalification course as appropriate, to obtain another three-year certificate. In relation to the FAW/EFAW training courses, providers will follow the current guidelines issued by Resuscitation Council (UK) October 2015. E-learning or other forms of distance learning is not recommended by the HSE as a valid form of delivery because training must be delivered face to face to allow for a hands on practical approach.
- 4.3 Training will be updated every three years and will not be allowed to expire before retraining has been achieved.
- 4.4 The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up-to-date, although we are aware that this is not mandatory. Annual three hour basic skills updates in between formal training are strongly recommended by HSE to keep staff up to date.
- 4.5 Our appointed person (First aid co-ordinator) in school who is responsible for looking after first aid equipment and facilities is Mrs Lesley Skillman.
- 4.6 The following staff have completed a recognised training course in FAW: the Administration team, PE department, key Nursery Staff, Teachers and Teaching Assistants across the Key Stages.
- 4.7 Members of the Nursery department staff following staff have completed a paediatric course in first aid.
- 4.8 All other remaining staff should have completed a recognised training course in EFAW.

Lists of staff with First Aid responsibilities and/or appropriate training are displayed in the First Aid Room adjacent to the School Office. Certificates are filed in an A4 ringbinder file clearly labelled in the First Aid Room.

5 Contents of our First Aid Box

- 5.1 Our minimum provision, **(not mandatory)** as recommended by HSE is to hold a suitably stocked first aid box, to nominate an appointed person (see 3.1 above), as well as the provision for staff of relevant information on first aid arrangements.

In our suitably stocked First Aid box we provide the following, or suitable alternatives:-

- a leaflet giving general guidance on First Aid eg HSE leaflet 'Basic advice on First Aid at work' (INDG347 rev 1).
- 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 unmedicated wound dressings;

- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

We do not keep tablets or medicines in the first aid box.

- 5.2 Our first aid boxes are kept in the following places: the Medical room adjacent to the School Office, the Kitchen, the Science Room, the Food Technology Room, the Nursery Area, the DT Room, on the Y3/4 Top Floor Area, Y6 Classroom block, on the Y1-3 First Floor Area, On school journeys, during P.E. lessons on the Games field, in the Caretakers Office, Forest School Staff, Reception Classrooms.
- 5.3 We take great care to prevent the spread of infection in school, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate. For further information please see our Communicable and Infectious Diseases Procedures.
- 5.4 First aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable gloves, using suitable eye protection and aprons where splashing may occur, use devices such as face shields when giving mouth to mouth resuscitation, wash hands after every procedure.
- 5.5 We ensure that any third party lettings or providers, including transport, have adequate first aid provision which complies with our standards. For example, visiting sports clubs or schools.

6 Early Years

- 6.1 The Statutory Framework for the Early Years Foundation Stage (2014) is mandatory. In accordance with this, we ensure that at least one person with a current paediatric First Aid certificate is on our premises at all times, when children are present. From September 2016, all new nursery and pre-school staff within our Early Years will undertake paediatric first aid training. This means that newly qualified staff with a childcare level two and three qualification will have a paediatric first aid certificate.
- 6.2 No outing from school is undertaken without the presence of at least one person with a paediatric first aid qualification, present on and off site.
- 6.3 Our first aid training is and relevant for the age of our children.
- 6.4 We keep a written record of all accidents or injuries and first aid treatment, and we inform parent(s) and/or carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, as well as any first aid treatment. We use an accident book to record such matter.
- 6.5 We know that we must notify Ofsted of any serious accident, illness or injury to, or death of, any child in our care, and of the action that we have taken. We aim to do so as quickly as possible and always within 14 days of the incident occurring. We are mindful that not to do so, without a reasonable excuse, would be committing an offence.

- 6.6 We must notify our local child protection agency Northamptonshire Safeguarding Childrens Board of any serious accident or injury to, or the death of, any child in our care. We always act on their advice, if given to us.

7 Defibrillators (AED)

- 7.1 The school has one defibrillator located in the First Aid Room.
- 7.2 The defibrillator is always accessible and staff are aware of the location, and those who staff have been trained to use it. They are designed to be used by someone without specific training and by following the accompanying step by step instructions on it at the time of use. The manufacturer's instructions are circulated to all staff and use promoted should the need arise.

8 Monitoring and Evaluation

- 8.1 Our school's senior leadership team monitors the quality of our first aid provision, including training for staff, on an annual basis. Our policy will be reviewed annually, accordingly. Compliance will be reported formally to the school's Compliance Committee. Minutes of these are submitted to the Health and Safety Manager at Cognita Regional Office. The Health and Safety Manager will report to the Cognita (UK) Regional Compliance Committee meeting acting in the role as the Proprietor.
- 8.2 Biannual overview reports are provided to our Safeguarding committee which includes an overview of first aid treatment to children including the identification of any recurring patterns or risks, lessons learned with the management actions to be taken accordingly including the provision of adequate training for staff.
- 8.3 As Proprietor, Cognita Schools has published a compliance training guide for schools which details preferred providers of first aid training, including approximate costs and procurement arrangements. This document is currently available on the Hub.

APPENDIX

Every member of staff of the School is expected to:

1. Ensure that all pupils receive first aid when injured at the earliest opportunity.
2. Seek first aid treatment for themselves when required and ensure that anyone else, if unable to seek help for themselves, receives suitable attention as soon as possible.
3. Make correct and authorised use of first aid facilities.
4. Report any use of first aid facilities to the School Secretary and complete an entry in the First Aid book.
5. Record accurately any case of injury or accident including 'near misses', in the Accident Book held in the office. An accident report form (HSA Form 1) must also be completed and the Health and Safety Officer informed.
6. Ensure that a First Aid kit is taken on an off-site activity.

First Aid requisitions are available:

- In the Medical room adjacent to the School Office.
- In the Kitchen.
- In the Science Room
- In the Food Technology Room

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- In the Nursery Area.
- In the DT Room.
- On the Y3/4 Top Floor Area.
- Y6 Classroom block
- On the Y1-3 First Floor Area.
- On school journeys.
- During P.E. lessons on the Games field.
- In the Caretakers Office.
- Forest School Staff.
- Reception Classrooms.

The appointed First Aiders are Lucy Houle/Lesley Skillman and Nikki Gowton, but a list of other members of staff with valid First Aid qualifications is posted outside the School Office.

Procedures

1.1.1 [First Aid](#)

In the first instance children requiring minor first aid should be sent to one of the appointed first aiders at the School Office.

Medical Emergency

When an accident happens, the child should be taken to the medical room adjacent to the School Office unless the injury is such that further movement would make the condition worse. The School Secretary will inform one of the trained first aiders or contact an ambulance, GP or hospital as appropriate. She will also contact a parent of the casualty as a matter of urgency. Parents are also to be informed of any head injury by phone and a letter stapled in the homework diary. Any first aid administered (however minor) must be noted in the First Aid Book and any serious accident or 'near miss' reported to the Health and Safety Officer and recorded in the Accident Book. An accident report form must also be completed.

When to call an Ambulance

In a life threatening emergency ALWAYS call 999 if someone is seriously ill or injured, and their life is at risk. Certain symptoms are so alarming that the need for emergency area, or even an ambulance is obvious.

Examples of medical emergencies include :

- Difficulty breathing
- Chest or upper abdominal pain
- Unconsciousness
- Sudden dizziness, weaknesses or change in vision
- Change in mental status (unusual behaviour, confusion, difficulty arousing)
- Severe burns or scalds
- Sudden severe pain anywhere in the body
- Bleeding that won't stop
- Severe loss of blood
- Choaking
- Severe allergic reactions
- Drowning

When should you call an ambulance :

- Is the patient's condition life threatening ?
- Could the condition worsen and become life threatening ?
- Could moving the patient cause further injury ?
- Does the patient need the skills and equipment of paramedics or emergency technicians ?

Medical Information

The ***Pupil Medical File*** in the School Office details the medical complaints of which the School has been informed. A summary of this information is circulated to all teachers at the beginning of each academic year and is available on SIMS, the school database..

Photographs of pupils with serious and life-threatening complaints and allergies are displayed in the Staff Room and in the First Aid Room, together with details of what to do in an emergency.

Teachers are expected to make themselves aware of any problems that pupils they teach may have. A full list is given to all staff at the beginning of the Autumn term.

How to deal with blood and body fluid spillages

- Spillages should be dealt with as soon as possible.
- Ventilate area if possible.
- Keep anyone not involved with dealing the spillage away from the area.
- Wear appropriate protective apparel when dealing with a spillage (gloves, apron)
- Use (NaDCC) granules to cover spillage.
- Soak up as much spillage using paper towels.
- Remove towels and debris and treat as clinical waste.
- Wash area with hot water and detergent.
- Dry area.
- Dispose of paper towels and protective clothing.
- Wash hands.



AKELEY WOOD
SCHOOL

AKELEY WOOD JUNIOR SCHOOL: Head Injury/Bump Procedures

Head Injuries can be potentially life threatening and do not always show clear visual signs of injury.

In the course of any day there will be instances of children colliding or falling, we have a duty of care to ensure we deal with these appropriately. As bumps on the head can potentially be very serious but also have no further consequences we need to ensure that we fully understand the circumstance surrounding the incident and witnesses sought to corroborate what a child tells us.

All head injuries will be seen and assessed by a qualified First aider, to ensure they are competent to suitably assess the situation and take the relevant course of action they deem appropriate. If the member of staff has a child present themselves to them with a head injury or sees the accident and has no accredited first aid training then they must escort the child to the School Office for assessment and treatment by a qualified first aider.

Every child should know that he or she must report immediately any accident to the nearest member of staff whether at supervised play or an unsupervised situation e.g. corridor or toilets.

Dizziness, sickness, drowsiness, impaired vision, general feeling of illness and confusion will all be checked for and monitored by a qualified first aider in the First Aid room, for a minimum of 20 minutes, ice packs will be given where appropriate. Where a bad bump has occurred, the child should re-visit the School Office/First Aid 1 hour later to ensure the injury hasn't worsened or they are presenting signs of complications.

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If the bump is particularly swollen or odd looking then the parent should be told in a phone call and it should be suggested that a visit to the doctor may be advisable. If the child is unwell from their bump at school, then professional medical advice should be sought, parents informed and if necessary a senior member of staff will accompany the child to hospital until the arrival of a parent. First aiders should always ask for a second opinion from another qualified first aider if they are unsure.

For all bumps the child should be given a bumped head sticker (raise awareness to all adults and children).

Morning and lunch break times

At playtimes an Infant pupil (R, Y1, Y2) with an assessed head injury that requires further treatment should be accompanied by a teacher or teaching assistant to the School Office/First Aid room so that we obtain a full and concise account of what has happened. This is particularly important for the younger year groups who are sometimes unable to express themselves clearly or are too shy.

Junior pupils (Y3-6) with an assessed head injury that requires further treatment will be sent in to the School Office/First Aid either accompanied where possible with a teacher or teaching assistant or with 2 other children who can confirm the incident.

Pupils presenting with a head injury will not be left unattended by staff until they are confident that serious injury has not been sustained.

For a serious accident, the supervising member of staff will leave the child where they are and send for additional help from the School Office to attend the child where they sustained the accident to make sure they are not moved.

Recording of Head Injuries

All incidents should be recorded as normal in the accident book. The School will always inform parents via a telephone message and bumped head slip.

Reporting procedure to Parents

The School will always inform parents of a bumped head via a telephone message. Parents should be spoken to directly. They will be invited to inspect injury and whether the child should be collected. If this is not possible, a message should be left on all mobile and home phones and contact tried again later. A log will be kept in the School Office to ensure repeat phone calls are made when no parent has been spoken to in person.

The School will always inform parents of a bumped head via a bumped head slip. A completed bumped head slip will be stapled in to the child's homework diary. The child will need to go and get this and bring it back to the first aid room once they have been dismissed from First Aid.

The First Aider should complete the slip providing details of the accident and the treatment received. The slip should then be stapled into the current week's page of the planner.

Communication to Form Teachers

Form teachers will be made aware if any of their pupils has suffered a head injury during the school day and alert the school office if any signs or complications present themselves later in the day and that the homework diary has a record.

April 2016



AKELEY WOOD
SCHOOL

..... received a bump to the head today details of which are below. The injury was dealt with by the named staff member and your child was monitored during the remainder of the day.

Should your child become unwell at home and show any signs of:

- drowsiness or loss of consciousness
- vomiting
- sleepiness or dizziness
- fits or abnormal limb movements
- impaired vision or excessive pain
- Strange behaviour or confused speech

please seek medical assistance from either your doctor or local hospital A&E.

Details:

Treatment:

First Aid Policy

Ownership and consultation	
Document sponsor (role)	Andy Moorhouse
Document author (name)	Ros Vahey and Melissa Jones, amended 2016
Specialist Legal Advice	n/a
Consultation	n/a

Compliance	
Compliance with	Included above (1.1)

Audience	
Audience	Heads, Appointed Person (First aid coordinator)

Document application	
England	Yes
Wales	Yes
Spain	Yes

Version control	
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Related documentation	
Related documentation	Health and Safety Policy Learning Outside the Classroom Educational Visits Safeguarding Policy:Child Protection Procedures Accident and Incident Reporting Policy Accident Book Safeguarding : Allegations of Abuse Against Teachers and Other Staff Compliments and Complaints Administration of Medicines Policy Communicable and Infectious Diseases Procedures Serious Incident Reporting Form (SIRF)