

# Carrington Primary School



## First Aid Policy

Committee: CVS

Approved: 25.2.22

Review: February 2024

## **Introduction**

First aid can save lives and prevent minor injuries becoming major ones. The school has a moral and legal duty to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The Department for Education guidance to schools in respect of administering first aid is that: 'Teachers are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their own children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.'

Schools must meet their statutory duties and ensure that good practice is followed at all times. This policy is designed to ensure that Carrington Primary School meets this duty and will ensure that first aid provision is available at all times whilst people are on the school premises and also off the premises whilst on school visits. Through this policy, the school has arrangements in place to ensure that they provide emergency first aid treatment for any child or adult on the premises, or off site on a school visit, in any circumstance where this is necessary.

## **Aims**

- To provide effective first aid support for all pupils, staff and visitors;
- To ensure that all pupils, staff and visitors are aware of their roles and responsibilities in relation to first aid and the procedures in place;
- To promote the awareness of health & safety in school and on trips in order to reduce the risk of illness or injury.

## **Responsibility**

### **The Governing Body will:**

- under the Health & Safety at Work Act 1974 ensure that a Health & Safety Policy is in place and regularly monitored;
- ensure that adequate first aid provision is available;
- monitor and respond to all matters relating to the health & safety of all persons on the school premises;
- ensure adequate insurance arrangements are in place;
- ensure that new staff are made aware of the first aid policy and arrangements;
- ensure that the first aid policy and any associated risk assessments are regularly reviewed.

### **The Headteacher (Appointed Person) will:**

- ensure that the First Aid Policy is part of the induction process for new staff, regular volunteers and students;
- ensure that the First Aid Policy is communicated to parents, via the school website;

- ensure that the school has trained first aiders who can fulfil their role;
- ensure first aiders know how to restock their first aid kits;
- ensure there is a system in place to monitor non-allocated first aid kits and keep them refilled.
- Ensure someone takes responsibility for first aid when it is not possible for first aiders to cover visits.
- Enter accidents which need further referral on the local authority reporting system and when necessary report accidents to RIDDOR

**First Aiders will:**

- provide first aid assistance in any situation where this is deemed necessary;
- maintain their level of first aid training certification;
- report accidents/injuries, where required, to the Head Teacher
- monitor their first aid boxes and ensure they are suitably restocked.

**All Staff will:**

- Report accidents immediately and ensure accident forms are completed
- Ensure accidents are investigated immediately
- ensure they understand the contents of this policy and put it into practice.

**Parents will:**

- be responsible for their child's overall health and ensure the school is informed of any medical conditions.
- Take their children for further medical advice when advised to by school.

**Training**

First Aiders must complete a training course approved by the Health & Safety Executive (HSE).

At Carrington Primary School all designated first aiders are appropriately trained and attend a refresher course every three years. We will aim to maintain at least two Paediatric first aiders.

**First Aiders**

The list of current first aiders is located in the school offices. The Lead First Aider is Mrs G Burgin. The Lead First Aider will ensure that all first aid supplies are adequate and well stocked. The qualified first aiders at this school are:

Mrs G Burgin

Mrs S Krishnakumar

Mr S Martin

Miss S Cheney

Mrs C Hallam

**Main Duties**

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;

- When necessary, ensure that an ambulance or other professional medical help is called or sought;
- Ensure that an Appointed Person is contacted in an emergency, where required.

### **Appointed Person**

At Carrington Primary School this is the Headteacher, Mr J Digges

If **Mr Digges** is not present, then one of the following members of staff should be contacted:

Mr A Bevan

Mrs S Swankie

### **Main Duties**

- Take charge when someone is injured or unwell;
- Ensures that an ambulance or professional medical help has been summoned when required.

### **Location of First Aid Equipment**

- All classrooms have a small kit containing plasters and wipes to deal with minor injuries in teaching areas. Teachers are responsible for ensuring that this is kept replenished from the main first aid room via the Lead First Aider.
- The first Aid room is opposite the main school office

### **First Aid Resources**

#### **SCHOOL**

There is no mandatory list of items for a first aid container. At Carrington Primary School we hold the following items:

- Infrared thermometers
- Individually wrapped sterile adhesive dressings – assorted sizes
- Individually wrapped triangular bandages
- Safety pins
- Medium sized individually wrapped sterile wound dressings
- Disposable gloves
- Cool Packs in the freezer

The Lead First Aider is responsible for examining the contents of first aid containers and ensuring they are kept stocked and items disposed of after their expiry date has passed.

## **OFF-SITE**

Before undertaking any off-site activities, the Headteacher will assess what level of first aid provision is needed. If no specific risk is identified, then the trip leader will ensure that sufficient travel first aid kits are taken. If a qualified first aider is not available for a school visit, a member of staff should be identified as someone who will take responsibility for First Aid. It is the responsibility of the trip leader/class teacher to ensure that any individual child specific medication, such as inhalers and Epi-pens, are taken on the trip.

## **Violence**

Any injury resulting from violence should be investigated and logged on violence reporting forms. The Head Teacher should log violent incidents with the local authority on their reporting websites.

## **Hygiene/Infection Control**

All staff must take precautions to avoid infection and must follow basic hygiene procedures. All staff have access to single-use disposable gloves and hand washing facilities and must take care when dealing with blood or other body fluids and disposing of dressings.

- All incidents involving bodily fluids are to be dealt with using gloves available from the first aid room.
- Specific incidents of sickness or toilet accidents will need the appliance of the appropriate 'ascorbit' powder (available from the Site manager or first aid room).
- All dressings or wipes that have been in contact with blood or bodily fluids must be disposed of in the yellow bin provided in the First Aid Room.
- Tissues are available in classrooms, office and the staffroom. Children are taught 'catch it, bin it' to slow transmission of colds, flu and COVID.
- Children are sent home when they show signs of infectious illness e.g. diarrhoea, sickness, high temperature, significant periods of coughing. Parents informed about isolation periods as appropriate.
- Staff to be aware of notifiable diseases and office staff to contact public health when they are aware that children have a notifiable disease.

## **Reporting Accidents and Record Keeping**

- All incidents dealt with must be recorded on accident sheets and held in a file in the office. These must contain the date and time of the incident, full name and class, description of injury/issue and first aid actions taken and what happened immediately afterwards i.e. went back to class/resumed duties, went home, went to hospital etc. EYFS have their own Accident Book. A copy should be sent home on Class Dojo.
- More serious concerns/injuries must be referred to the Lead First Aider or to another first aider for a second opinion and the Headteacher or a member of SLT contacted (if not a first aider).
- Accidents of a more serious nature, including those where a child is sent home or to the hospital/GP and when action is required to prevent reoccurrence must also be recorded on the local authority accident report portal. The online reporting is managed and monitored by the Headteacher.
- The headteacher will report incident to RIDDOR when appropriate

- All accidents/incidents that are reported to H&S are investigated by the Headteacher/Senior Leadership Team as appropriate and, where necessary, risk assessments will be reviewed.

### **Legally Reportable Accidents**

Serious incidents involving staff which lead to absence for more than seven days must be reported to the HSE. Any accidents resulting death, admittance to hospital for more than 24 hrs, loss of consciousness, fractures or dislocations should be reported to the HSE within 15 days.

Any accident involving a child which results in the death of the child or results in a visit to hospital when action is required to prevent the accident, should be reported to the HSE within 10 days.

Advice can be sought from the local authority health and safety team if a senior manager is unsure.

### **Notification to Parents – school procedures**

- Children reporting to First Aid will receive first aid treatment as deemed appropriate by the member of school staff. A First Aid Form (kept in the office) will be completed. The form must state the date, time and place of incident, the name and class of the injured or ill person, details of the injury/illness and what treatment was given.

The form will be sent home, via the class teacher, to the parent/carer that day. A copy will be filed in the office.

- Concerns after an injury may result in a member of the office staff phoning the parent/carer and the parent/carer being given the opportunity to visit school to see the child. In certain circumstances, the parent will decide to take them home or be requested to do so by the school. It may be that the school will advise the parent/carer to seek medical advice.
- Serious injuries/severe medical conditions will necessitate a 999 call for an ambulance and this telephone call will take first priority. In any such event, the priority will be in providing this to the child, with the parent being contacted as soon as a second adult is present to do so. In this case, office staff will print out the child's details including home address and doctor's details. The parent/carer will be phoned after the ambulance has been requested and, depending on their availability, will accompany the child in the ambulance if they can get to the school site/school visit location before the ambulance is ready to leave. Where the parent/carer is not able to get to the school site/school visit location before the ambulance needs to leave for the hospital, an Appointed Person will accompany the child in 'loco parentis' and stay with the child until such time as the parent/carer arrives at the hospital to be with them. The Headteacher must be notified when this has taken place.
- In the event of a school evacuation it will be necessary for a first aider to take out a basic First Aid Kit.

- In the event of an evacuation, the Registered First Aiders will set up a triage point to assess any medical needs is needed.

**Monitoring**

This policy will be reviewed annually or sooner if circumstances change. This policy should be read in conjunction with all other relevant policies and guidelines

**Date:** February 2022

**Next review:** February 2024