

St Margaret's CE Primary School

First Aid Policy



Discovering 'life in all its fullness'

Policy date - September 2022
Review date – September 2024

Introduction

First Aid can save lives and prevent minor injuries becoming major ones. Under Health & Safety legislations employers must ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

BDMAT and The Local Academy Board of St. Margaret's Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all pupils, employees and visitors to the school. The policy should be read in conjunction with the Health and Safety Policy [health-and-safety-policy-dec-2021.pdf \(primarysite-prod-sorted.s3.amazonaws.com\)](https://primarysite-prod-sorted.s3.amazonaws.com/health-and-safety-policy-dec-2021.pdf)

Responsibility for first aid provision is held by the Headteacher who is the responsible manager. This is delegated to the Appointed Persons and other nominated staff. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid needs assessment to determine the first aid provision requirements for our premises
- Ensuring that there are a sufficient number of trained first aiders available for the number and categories of people and risk on the premises in accordance with the BDMAT Health and Safety Policy.
- Ensuring that there are suitable facilities and equipment available to administer First Aid in accordance with the needs assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Information

The school is committed to providing sufficient provision for first aid to deal with injuries that arise at work or because of school activities. To achieve this objective the school will:

- appoint and train a suitable number of first aid personnel
- display first aid notices with details of first aid provision
- provide and maintain suitable and sufficient first aid facilities including first aid boxes
- provide any additional first aid training that may be required to deal with specific first aid hazards

First Aiders

A First Aider is a person who has a valid certificate in either first aid at work, paediatric first aid or emergency first aid training.

First Aid at Work Trained	Anita Delaney Maria Govier
Paediatric First Aid Trained	Alison Rimmer Karen Neal Michelle Ashton Maria Govier Laura Stallard Anne Haycock RoseMarie Lightbourne Susie Dziama Emma Kitchen Fiona Edwards Amal Fiteih Victoria Tomson
Emergency First Aid Trained	

First Aid Boxes can be found at:

School office
 EYFS
 Key Stage 1
 Key Stage 2
 Technology room
 Hall
 Site Manager's Office

It is the responsibility of the administration assistant to ensure the contents of all first aid kits every half term and restock as necessary.
 The school office and medical room are designated as the first aid rooms for treatment, sickness and the administering of first aid.

A defibrillator is located in the corridor by the main office.

Emergency Procedures

When an **emergency** occurs the adult present should send immediately for an appointed person and a first aider.

Upon being summoned in the event of an accident, the appointed person is to take charge of the situation and ensure that first aid administration/emergency treatment is commensurate by an appropriately trained person. Following their assessment of the injured person, the first aider is to administer appropriate first aid

and together with an appointed person make a considered judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person will always call an ambulance in the following circumstances:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected and the casualty should not be moved
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services operator and give the following information:

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school, postcode and telephone number

The appointed person will arrange for someone to wait for the ambulance and guide them into school to the casualty and also ensure that the First Aider is advised that the ambulance has been called.

An emergency situation/critical incident will be managed by **one** member of the senior team (an appointed person or the most senior member of staff in school at the time) and **one** first aider (unless there is medical necessity for more such as more than one injured person). This person will take overall responsibility for gathering information about how the accident happened, the extent of the injury, arranging for an ambulance if necessary, and for communicating, recording and reporting the incident to parents, next of kin, paramedics and BDMAT as necessary. This person will be responsible for directing other persons to do what is necessary to ensure the well-being of the injured person and of others e.g. taking children in from the playground or out of a classroom.

Following an emergency situation there will be a debriefing meeting between the person who managed the situation and another senior member of staff as soon as is practicable.

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

- When an injury is considered to be serious
- When attendance at hospital is required

- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Whenever a child is very distressed by their injury/condition.

In addition, a 'bumped head' letter is sent to parents on the day of the incident for all injuries to the head however minor.

All accidents are recorded using the Evolve Accident system. This will automatically generate an email to parents. In addition, we will contact by telephone the parent / carer of any pupil who has suffered a head injury however minor. In the event that we are unable to contact the parent immediately, we will 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 parent can be contacted.

In the event that the child requires urgent hospital treatment and the parents cannot be contacted, the qualified first aider/appointed person will accompany the child to hospital and remain with them until the parents arrive.

Advice will be taken from BDMAT as to whether a RIDDOR notification would need to be made.

Records

All minor accidents requiring first aid treatment are to be recorded using Evolve Accident (See BDMAT Health and Safety Policy - [health-and-safety-policy-dec-2021.pdf](https://primarysite-prod-sorted.s3.amazonaws.com/health-and-safety-policy-dec-2021.pdf))

Treatment

In line with our Health and Safety policy, first aid can only be given by a trained first aider or a medically qualified person. Only a first aider or the injured person can apply a plaster or bandage. Any person may apply a plaster or bandage to him / herself.

Non first aid trained persons can help the injured person if requested, provided they act ONLY under the instructions of the injured person or a medically trained person. All remaining staff are authorised to call 999 in a medical emergency to ask for medical help.

Monitoring and Reporting Accidents

The headteacher/deputy headteacher is responsible for reporting accidents resulting in attendance at hospital. Advice will be taken from BDMAT as to whether a RIDDOR notification would need to be made.

The headteacher will monitor the number of accidents, their frequency, type and cause each term. This information will be shared with staff and governors each term and will be used to inform improvements/changes to systems and procedures where necessary.

First aid on visits

First aid kits must be taken on all visits and first aid provision considered in risk assessments. Teachers organising visits should be aware of the first aid provisions at the venue they are visiting. Where possible, a member of staff with paediatric training should be included in the staffing of all trips but this is compulsory for children 5 and under. In the case of hazardous activities such as sailing, rock climbing team leaders must ensure that instructors have appropriate first aid training.

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/Carers are also informed by the school office.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought.
- Gloves are ALWAYS worn when treating ANY injury.
- Any accident or incident is reported back at school and recorded on Evolve Accident. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor and with a signed and dated 'Administration of medication in school' form. NO other medication MUST be given by anyone except a paramedic
- Epi-pens and inhalers will be taken on visits and administered as they would be in school.
- For any head injuries the school and the parents are informed immediately by telephone and a 'Head bump' letter sent home with the child.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- One pre-determined member of staff will accompany the child in the ambulance, whilst the school contacts the Parents/Carers and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned from school.

First aid for users of the school building

Other users of the school building e.g. badminton, karate must have their own first aid policy, procedures and provisions.

Hygiene infection control

When providing first aid protective gloves must be worn if there are any bodily fluids evident, and hands washed thoroughly before and after giving treatment and gloves and any soiled dressings disposed of in yellow bags in the bin in the disabled toilet.

Equipment Organisation

Our First Aid Needs Assessment has identified the following first aid kit requirements:

6 first aid kits on the premises

These first aid kits are situated in:

- Infant entrance
- Junior entrance
- Main office
- Site managers office
- Foundation stage

The contents of these first aid kits are:

No.	Premises First Aid Box	Minimum Required
1	Guidance card	1
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20
3	Sterile eye pads	2
4	Individually wrapped triangular bandages (preferably sterile)	4
5	Safety pins	6
6	Medium individually wrapped sterile unmedicated wound dressings	6
7	Large individually wrapped sterile unmedicated wound dressings	2
8	Pair of disposable gloves	1

6 travel first aid kits for taking on visits.

These are stored in the stockroom in the main office.

No.	Travel First Aid Kit	Minimum Required
1	Guidance card	1
2	Individually wrapped sterile adhesive dressings	6
3	Individually wrapped triangular bandages	2
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1
5	Safety pins	2
6	Individually wrapped moist cleansing wipes (alcohol free)	2
7	Pair of disposable gloves	1

It is the responsibility of the First Aiders at work to check the contents of all first aid kits every half term and to ensure that they are replenished.

This policy will be reviewed every two years or when legislation or guidance is changed.