

Willerby Carr Lane

Primary School



First Aid Policy

POLICY MANAGEMENT

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| Approved by | Full Governing Body |
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Purpose

The Health and Safety (First Aid) Regulations 1981 set out first-aid provision in the work place, and require employers to provide adequate and appropriate equipment, facilities and qualified first-aid personnel. The school also has a duty of care for the welfare of pupils and other site users should they become injured or ill.

First Aid is:

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

Where the first aider or any other member of staff has any doubts over the condition of the injured or ill person, the emergency services should be summoned without delay on 999 or 211 (mobile telephone).

Designated First Aiders

The school has several staff who are the trained and designated first aiders. These staff are in the office and first aid room at lunch time. The school also has several staff who are paediatric first aid trained. An up to date list of designated first aiders and paediatric first aiders is available in the school office.

Appointed Persons

All other staff who have received emergency 1st aid training are Appointed Persons. An up to date list of such persons is maintained in the School Office (Primary School\Health & Safety\Designated First Aiders). Training will be provided for all staff on a regular basis not exceeding a three year interval.

First Aid Supplies

- First aid boxes will be stored in the main school office, the first aid room and in the Foundation Stage (shower room).
- First aid bags, for taking out on to the playground at playtimes, will be stored in the school office.
- The contents of the first aid boxes/ bags will be in accordance with the LA Guidance. The designated First Aiders are responsible for checking the contents.
- Medical bins are provided in the first aid room and disabled toilets for the disposal of all soiled material.
- Disposable Gloves are to be worn when dealing with all incidents involving blood or other bodily fluids are kept in the first aid room.

Medicines

Whilst we want to encourage good attendance at school, an ill child is best being at home. If after an illness, the child's own doctor advises that the child is fit to be in school whilst still requiring some form of medication the school's policy is as follows: Only those medicines which are required 4 times a day or more will be given at school. Parents must give us permission by note, or personally, to administer the medicine. Parents should bring in the medicine in its original packaging together with the dispensing information and hand it in at the school office. Children will be supervised taking this. Medicines MUST NOT be left in children's bags. No throat lozenges are to be brought in.

Special Medications

Asthma inhalers and epipens, clearly marked with the name of the child, should be stored in the classroom. They should be out of reach of children. Their exact location should be identified on the medication map just inside the classroom door. Children in need of inhalers should ask a member of staff. Staff are responsible for ensuring the child uses their inhaler and not someone else's. The child is responsible for administering their own inhaler with assistance if necessary.

Other special medication should be at the discretion of the headteacher.

For administration of other medicines, see "Administration of Medicines Policy".

Suncream

When UV levels are high, parents should:

- Apply a 'once-a-day' sun protection product (e.g. P20 amongst others) to their child before school. These products claim to provide 10 hours of sun-protection and are supported by many reviews on the internet.
- Ensure their child wears a hat (sun hats which protect the back of the neck are available for purchase from the school office).

If parents wish to send a normal sun-cream with their child it should be clearly labelled in their bag. The children will however have to take responsibility for their sun cream and for applying it themselves; teachers cannot be held responsible for looking after their creams nor ensuring that they have applied it correctly.

Recording and Reporting

Records must be kept of all injuries receiving first aid treatment. The accident book for adults is kept in the office and is to be completed following all injuries, no matter how minor. The books for pupils are kept in the first Aid room, School Office and Foundation Stage (shower room).

The senior midday supervisor is responsible for informing class teachers of injuries sustained during the midday break, so that the condition of the child can be monitored.

The headteacher or deputy headteacher should also be informed of all but the most minor injuries.

Preventing further injury

Staff should carry out an immediate assessment of the cause of any significant accident in order to prevent any further injuries. Immediate actions may be necessary and appropriate: eg. Fencing off part of the premises; restricting access to an area; prohibiting an activity; carrying out a risk assessment.

Parents

The member of staff providing the first aid should ensure that parents are informed if they deem it necessary. In all but the most minor of accidents it is recommended that parents be informed by telephone of the injury, how it was caused, and the first aid treatment carried out.

Treatment of Head injuries

All head injuries must be reported to parents by telephone as well as by including a slip in the child's bag.

- Minor head injuries (e.g. minor head to head collision) – provide first aid; inform parents; inform teaching staff; child to return to class after playtime; teaching staff to monitor for any signs of dizziness/ sickness etc.
- Moderate head injury (e.g. major head to head collision) – provide first aid; call parents and ask that they collect child; advise that they monitor child/ may want to get medical opinion from GP or A&E.
- Significant head injury (e.g. heavy impact with hard surface/ wall/ floor) – provide first aid; call an ambulance; call parents

If in doubt, staff should err on the side of caution. Staff should not delay action while seeking second opinions. Staff must not wait for any authorisation from line management but should request emergency services.

Local Authority

All accidents or incidents requiring pupils to go straight to hospital from school must be reported to the Local Authority.

The school also has a legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations to report any accident or incident that led to more than 7 days absence from work.

The council's Accident Incident Form (AIF) must be used for reporting all accident and incidents suffered as a result of work activities and on council premises, including incidents of violence and aggression.

A separate Near Miss Report should be used for recording all incidents which had the potential to cause loss or damage to life or property.

The following documents are available on the safety services intranet site:

- Accident Incident Form (AIF 2012)
- Accident Incident Investigation Form (AIIF 2012)
- Accident Incident Personal Statement (AIPS 2012)
- Near Miss Report (NMR 2012)
- Accident and Incident Investigation Safety Guidance Document
- Reporting Accidents and Incidents Safety Guidance Note

Accident Incident Forms and Near Miss Reports should be emailed to accident.reporting@eastriding.gov.uk.

Further guidance or assistance is available from Safety Services on 01482 391117 or email safety.services@eastriding.gov.uk.