

# Willerby Carr Lane

Primary School



## First Aid Policy

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### **POLICY MANAGEMENT**

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| Approved by      | Full Governing Body   |
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## **Purpose**

The Health and Safety (First Aid) Regulations 1981 sets 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 trained first aiders and also some staff who are paediatric first aid trained. An up to date list of trained first aiders and paediatric first aiders is on display in the School Office, Staff Room, KS1 and 2 Halls, Kitchen and First Aid Room.

Training will be provided for all staff on a regular basis not exceeding a three year interval.

## **Appointed Persons**

We have two appointed persons in the office, who will:

- take charge when someone is injured or becomes ill;
- look after the first-aid equipment e.g. restocking the first-aid container and checking expiry dates of equipment;
- ensure that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons should not give first aid treatment for which they have not been trained, however, to follow good practice both our appointed persons have been first aid trained.

## First Aid Supplies

- First aid boxes are stored in the main school office, the General First Aid Room and in the Foundation Stage First Aid Room.
- 10 x Mini First Aid Bags for playground and external use are stored in the General First Aid Room.
- The contents of the first aid boxes/bags will be in accordance with the LA Guidance and the Appointed Persons are responsible for checking the contents.
- Medical bins are provided in the General 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 and are kept in the General First Aid Room.

## Ice Packs

Reusable ice packs are used for the treatment of injuries including sprains, strains and bruises and are kept out of children's reach. These are stored in the main office fridge.

### Use of ice packs

Ideally an ice pack should be applied within 5 -10 minutes of the injury occurring. The pack must be wrapped in a cloth/paper towel to prevent cold burns and applied to the injured area for 20 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. The area should feel very cold and may feel numb / uncomfortable. The area should be very pink when checked, and should never have a bluish tinge.

Ice packs will not be used:

- Over areas of skin that are in poor condition/broken.
- Over areas of skin with poor sensation to cold.
- Over areas of the body with known poor circulation.
- In the presence of infection.

Also, we will not use ice packs on the upper part of the body if the patient has a heart condition.

## Splinters

Splinters can be removed if they are small and you can see the angle it went in but not if they are embedded or in a joint. They must be extracted in the same direction they went in. Sterile single-use tweezers are stored in the first aid box located in the school office.

## 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".

All inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc. Children on the asthma register who have parental consent for the use of the emergency inhaler are clearly indicated. An emergency inhaler, if available, can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty).

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date).

The school's spare AAI, if available, should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided.

The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

## Suncream

When UV levels are high, parents should:

- Apply a 'once-a-day' sun protection product (e.g. P20) 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.

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.

## Accident 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.

Blank forms to record pupil accidents are kept in the General First Aid Room, School Office and Foundation Stage. Data recorded includes:

- The date, time and place of the incident.
- The name of the injured or ill person and their year group.
- Details of the injury or illness and first aid given
- Who is reporting the accident
- What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital)
- Any contact with parents and whether further medical advice was recommended

## Lunchtime

The Senior Lunchtime Supervisor is responsible for ensuring forms are completed by lunchtime staff and class teachers are informed by the Lunchtime Supervisor reporting the incident/injuries sustained during the midday break, so that the condition of the child can be monitored.

When a pupil accident form has been fully completed, it must be given to the school office by the end of the lunch break, so that parents can be contacted if required.

## Classroom/Break Times

During classroom or break times, any first aid administered by Teaching Assistants must be recorded fully on the pupil accident form and the completed form returned to the office as soon as possible, advising the office if there are any visible marks or head injuries so that they can be reported to parents during the day.

## External Trips

On external trips, an appropriate first aider is responsible for ensuring forms are completed, the office notified if parental contact is required and the completed form is returned to the office on return.

All completed forms will be monitored by the School Business Manager for nature and regularity of accidents and data securely stored to comply with GDPR.

Assessments of the cause of any significant accident in order to prevent any further injuries will be performed and immediate actions may be necessary and appropriate: e.g. fencing off part of the premises; restricting access to an area; prohibiting an activity.

## **Notifying Parents**

The member of staff providing the first aid should ensure that parents are informed if they deem it necessary. It is recommended that parents be informed by telephone of the injury if marks are visible and head injuries sustained providing information on how it was caused, the first aid treatment carried out and whether subsequent medical advice is recommended.

## **Head Injuries**

Staff must follow these procedures for head injuries:

### Minor head injuries – minor head to head collision:

- Provide first aid by appropriate first aid trained staff
- Complete the pupil accident report form and return to the office
- Ensure parents are informed
- Ensure teaching staff are informed to monitor for any signs of dizziness/sickness
- Child returns to class after playtime

### Moderate head injuries - major head to head collision

- Provide first aid by appropriate first aid trained staff
- Call parents and ask that they collect their child
- Advise that they monitor child/may want to get medical opinion from GP or A&E
- Complete the pupil accident report form and return to the office

### Significant Head Injuries - heavy impact with hard surface/wall/floor:

- Provide first aid by appropriate first aid trained staff
- Call an ambulance
- Call parents

- Complete the pupil accident report form and return to the office

Staff should not delay action while seeking second opinions. Staff must not wait for any authorisation from line management but should request emergency services.

The Senior Leadership Team must be informed immediately of any major injuries and accidents.

### **Local Authority/RIDDOR Reporting**

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 (RIDDOR) to report any accident or incident that happens to pupils or visitors, if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

In determining whether the incident is in connection with a work activity, the school will consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. machinery); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors).

In addition, the following accidents must be reported if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents which result in death or a specified injury must be reported without delay.
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The council's online Accident Incident Form 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.