

# Willerby Carr Lane

Primary School



## First Aid Policy

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### **POLICY MANAGEMENT**

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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.

## **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. regularly restocking the first-aid container and first-aid bags and checking expiry dates of equipment; ensuring a record of checks is maintained.
- 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. The General First Aid room is to be used for more significant First Aid only.
- First Aid Bags for playground (and external use) are available from the following areas and are to be taken out each time by the designated first aider:

For Year 1/2 classes – available from 2C

For Year 3/4 classes – available from 3B

For Year 5/6 Classes – available from 5M

- 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. The first aid bags must contain an up to date School Emergency Inhaler bag – if the inhaler is used, a record must be kept on the red sheet and antiseptic wipes in each bag used to clean the spacer after each use. The first aid bag must be returned to the designated classroom after each time.
- Medical bins are provided in the General First Aid Room and Disabled Toilets for the disposal of clinical hazardous waste.
- Appropriate PPE to be worn when dealing with all incidents involving blood or other bodily fluids. PPE stocks, first aid supplies and lidded pedal bins are provided in each classroom and key locations around school to support general first aid treatment by trained first aiders. Used products are to be disposed of appropriately.

## 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 various fridges around school and should be used appropriately.

### 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.
- Use an Ice Cube for mouth injuries – which are kept in the Staff Room freezer.

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 to administer the medicine.
- Parents should bring in the medicine in its original packaging together with the dispensing information and either hand it in to the school office or to teaching staff when dropping off their child at the classroom. Medical consent forms are to be emailed by parents to [admin@carrlanepriamry.net](mailto:admin@carrlanepriamry.net). Teaching staff are responsible for medication to be stored appropriately within the classroom unless the medication needs refrigeration in which case it will need to be stored in the staffroom in the pupil medical box. Parents are responsible for emailing the Parental Agreement to the school as without this, medication will not be administered.
- 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's black medicine box. 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).

The Human Medicines (Amendment) Regulations 2017 allows 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. This is kept in the office and regularly checked.

### **Inhaler Requirements Across the School Day**

All classroom inhalers are stored in the classroom's black box for their class. Staff at morning and afternoon break are to ensure they take out the green first aid bag (with school emergency inhaler bag) for their classes at each playtime.

For Year 1/2 classes/playground – available from 2C

For Year 3/4 classes/playground – available from 3B

For Year 5/6 classes/playground – available from 5M

Lunchtime staff are to take a first aid bag (with school emergency inhaler bag) for the playground they are covering and return to the correct class at the end of lunchtime.

Teaching staff using the MUGA and field for lessons are to take a first aid bag (with school emergency inhaler bag) for their class.

Lunchtime clubs on the field are to take a green first aid bag from the office, with the school office emergency inhaler and return to the office at the end of lunchtime.

In the event of the fire alarm sounding, the first aid bag (plus school emergency inhaler bag) for the specific classes must be taken from the relevant classroom with the staff member.

During a fire alarm, the office will also take out a medical box containing emergency inhalers and epipens.

### **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.

## **First Aid Treatment**

Staff requiring to administer first aid treatment should carefully assess the child's requirements to enable appropriate and effective treatment to be provided. Children should also be reminded by staff that they must alert a member of staff immediately for first aid treatment required and not leave it until returning to the classroom from the playground.

## **Accident Recording and Reporting**

Records must be kept of all first aid treatment administered. 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, Foundation Stage and in all first aid bags. 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 Senior Lunchtime Supervisor 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. A trained Adrenaline Auto-Injector (AAI) First Aider must accompany children on the trip who may need an AAI.

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.