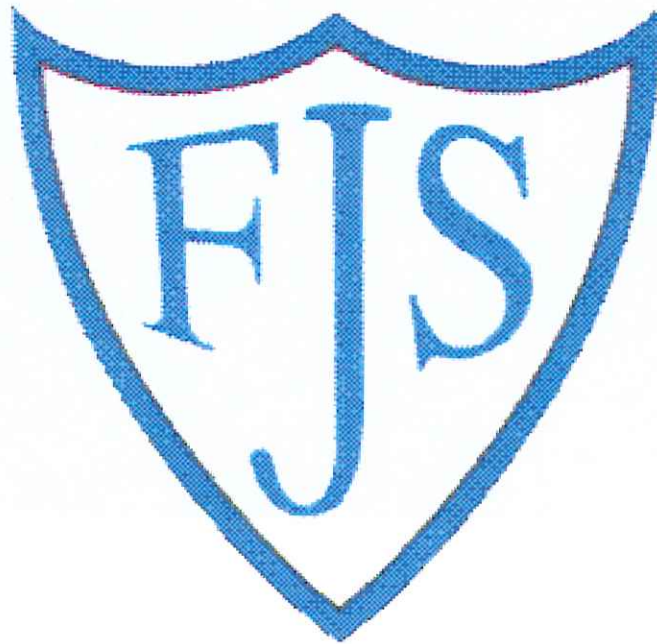


# Forefield Junior School



## First Aid Policy

Meeting where agreed and ratified: Finance Committee

Signed:  Date: 14/10/19

September 2019  
Review 2022

# Mission Statement

*Forefield Junior School is a P.R.O.U.D. school built on Passion and Respect, where Opportunities can be seized by Unique and Determined learners.*

We are passionate about learning in an environment where everyone is empowered to be themselves and to flourish. We respect and value each and every individual and cherish their unique qualities to create a sense of belonging. We are determined to support personal, social and emotional development by encouraging self-belief and providing opportunities for everyone to express themselves and grow in confidence.

By celebrating their diverse contribution to the life of the school and the wider community, each person will be encouraged to build on their foundations, to instil a belief in everyone that they have limitless potential and are always capable of achieving their best - throughout their lives. As a family we share each other's successes and take pride in them.

We will consistently promote the highest of standards in every aspect of school life, provide a vibrant, stimulating curriculum in a safe and happy learning environment, to foster excellent attitudes and behaviour. The inspirational opportunities we provide will fuel a passion for learning and a sense of pride in all we do.

*This is what makes us PROUD:*

*Passion, Respect, Opportunity, Unique, Determined.*

## 1. Objectives

This policy aims to ensure that:

- first aid is provided if a person is injured or becomes ill while on our premises or involved in an off-site activity
- sufficient suitably qualified first aiders and adequate first aid facilities ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate
- the governing body will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment
- appropriate equipment and facilities to provide first aid in the workplace are available

Nominated Member of Staff: Paul Swift

Premises Manager: Mark West

## **2. Responsibilities:**

### **The Governing Body**

The Governing Body has responsibility for health and safety matters within the school, with the Headteacher and other school staff also having responsibilities.

The Governing Body and/or Headteacher will regularly review the school's first aid needs and particularly after any changes, to ensure provision is adequate.

### **The Headteacher**

The Headteacher is responsible for putting the Governing Body's policy into practice and for developing detailed procedures.

### **Teachers and other School staff**

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

Forefield Junior School will arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders. Forefield Junior School will ensure that there are enough trained first aiders to meet the needs of the school.

Staff who are responsible for managing curriculum areas are responsible for ensuring that appropriate risk assessments are in place for their subject area.

An appointed person will take charge of first aid arrangements:

The appointed person at Forefield Junior School is: Paul Swift

## **3. Statement of First aid Provision**

The school's arrangements for providing first aid will:-

- Place a duty on the Headteacher and Governors to approve, implement and review the First Aid Policy;
- Place individual duties on all employees;
- Report and record accidents according to current HSE regulations;

- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide first aid treatment;
- Make arrangements to provide first aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require first aid treatment;
- Provide information to employees on the arrangements for first aid;
- Undertake a risk assessment of the first aid requirements of the school and review on a regular basis;
- Determine the number and level of trained staff and also any additional requirements (egspecialised training for children with particular medical needs);
- Develop procedures for contacting the child's parent/guardian/named contact as soon as possible. Depending on the nature of the incident and the first aid given, it is our practice to report significant incidents to parents/carers by
  - sending a note home with the child OR
  - meeting with parents/carers at the end of the day OR
  - telephoning parents/carers

## **First -Aid Supplies and Equipment**

- First aid supplies are kept in the following points in the school:
  - First aid station adjacent to the studio
  - Main school office
  - Resource Area cupboard
  - MUGA cupboard
- Travelling first aid kits are stored in the Resource Area cupboard in sufficient quantity to equip classes and groups making an off-site visit.
- A defibrillator is held in the staffroom. First aid training includes use of the defibrillator.

## Contents of a First -Aid Container

There is no mandatory list of items for a first aid container, however the HSE recommend that, where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages
- Six safety pins
- Six medium size, individually wrapped sterile medicated wound dressings
- Two large, sterile individually wrapped undedicated wound dressings
- One pair of disposable gloves

Equivalent or additional items are acceptable. First aid supplies should be checked frequently and restocked as soon as possible after use. There should be extra stock in the school. Items should be discarded safely after the expiry date has passed.

## 4. The Main Duties of a First Aider

First aiders will

- complete a training course approved by the Health and Safety Executive (HSE)
- give immediate help to casualties with common injuries or illness and those arising from specific hazards at the school
- ensure that an ambulance or other professional medical help is called when necessary

Calling 999 should not be delayed - let the emergency services decide the appropriate course of action based on the information that you give them.

Examples where an ambulance would be called would include:

- chest pain
- difficulty in breathing

- unconsciousness
- severe loss of blood
- severe burns or scalds
- choking
- fitting or concussion
- drowning
- severe allergic reactions
- suspected broken bones

In the event of an ambulance being called, parents/carers will be contacted immediately. If they are unable to arrive in time to accompany their child in the ambulance a member of staff will accompany the child to hospital.

## 5. Accident Reporting

The Governing body is aware of its statutory duty under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) in respect of reporting to the Health and Safety executive as it applies to employees:

- an accident that involves an employee being incapacitated from work for more than three consecutive days;
- an accident that requires admittance to hospital for in excess of 24 hours;
- the death of an employee;
- major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- it is an accident in school which requires immediate emergency treatment at hospital.

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

## **6. Off-site Activities**

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, EpiPens etc. A person who has been trained in first aid will accompany all off site visits. A list of parent/carer contact details will be taken by the member of staff in charge.

## **7. Providing Information**

Forefield Junior School will inform all staff of the first -aid arrangements. This includes the location of equipment, facilities and first -aid personnel, and the procedures for monitoring and reviewing the school's first -aid needs.

## **8. Hygiene/Infection Control**

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in plastic bin bags, tied up and placed directly into waste bins with other inert waste.

## **9. The School's First aid Log**

The school will keep a record of any first aid treatment given by first aiders. This should include:

- the date and place of the incident;
- the name (and class if applicable) of the injured or ill person;
- details of the injury/illness and what first aid was given ;
- what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital);
- name and signature of first aider.

## **10. Children with Medical Conditions**

- Staff should follow guidelines set out in the following policies:
  - Safeguarding and Child Protection policy
  - Administration of Medication policy
  - Supporting Pupils with Medical Conditions policy

## **11. Adrenaline Auto-injectors (EpiPen) in Schools -Management & Administration**

### **Storage of EpiPens**

- EpiPens should be stored correctly and accessed quickly.
- EpiPens are stored in the main school office in an unlocked cupboard labelled with the child's name and photograph.
- EpiPens are clearly labelled with the pupil's name.
- Each pupil's EpiPen should be distinguishable from other students EpiPens and medications.
- All staff should know where the EpiPen is located.

### **Key information about EpiPens**

- EpiPens should not be cloudy or out of date.
- They should last at least 12 months from time of purchase from a pharmacy and have an expiry date printed on them.
- It is the parent/carer's responsibility to supply the pupil's EpiPen to the school and to replace it before it expires.
- It is recommended that a designated staff member, such as the senior first aider, should regularly check the EpiPen at the beginning or end of each term.
- Administration of EpiPen is quite safe: if a person is suspected of having a severe allergic reaction, it may be more harmful not to give it than to use it when it may not have been needed.
- EpiPen should be administered if there is difficulty in breathing and an ambulance should be called.



If the ambulance has not arrived and the patient has not recovered a second dose should be administered within 10 minutes. "If in doubt, give the EpiPen": from the ASCIA Action Plan for Anaphylaxis.

For additional information about the use of EpiPens refer to the Guidance on the use of adrenaline auto-injectors in schools (Department for Health 2017)

## **12. Linked Policies**

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Administration of Medication Policy
- Supporting Pupils with Medical Conditions policy
- Staff Code of Conduct

