



# Rye Community Primary School Policy

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Policy Title:	First Aid
LT Responsibility:	Head of School
Review Body:	Executive Headteacher
Date:	Spring 2019
Review:	Spring 2020

## Context

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. Responsibility for health and safety in schools, including the administration of first aid lies with the employer. Aquinas Church of England Education Trust is the employer at Rye Community Primary School.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be the first aider and the Executive Head is responsible for ensuring there are sufficient trained persons to meet the statutory requirements and identified needs at all times. Any first aider must receive HSE approved training.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under public liability insurance policy.

This first aid policy does not include reference to supporting pupils at school with medical conditions or dealing with administration of medication. Please refer to the school's separate policies for such arrangements.

**This policy should be read in conjunction with the school's Administration of Medicines Policy.**

## Aims

The school aims to ensure:

- All legal requirements for first aid are fulfilled;
- The school has sufficient colleagues trained and available to support the legal requirements for first aid coverage;
- First aid facilities including first aid boxes and first aid areas are fit for purpose.

## Action plan

In discharging its duty of care the trust delegates to the Executive Headteacher the operational responsibility for ensuring first aid procedures are carried out to comply with legal requirements.

This will include:

- Risk assessments including:
  - Consideration of the size of the school and its layout and location;



- Specific hazards or risks on the site;
- Specific needs;
- Accident statistics;
- Selection of first aiders, and number required;
- Contacting first aid personnel.
- Ensuring first aid provision is available at all times while people are on the school premises, and also off premises while on school visits;
- Reassessment of first aid provision;
- Providing information as required;
- Considering insurance cover.

When others use the premises, e.g. for extended activities at the school or by those who hire any of the school premises the premises must be safe for the purpose for which they are to be used and organisers must make it clear the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The school's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:

- Their health and safety responsibilities and duties;
- Any specific health and safety issues (e.g., hazards on the premises);
- First aid arrangements in the school.

On a day-to-day basis, the first aid officers have the responsibility to:

- Complete a training course approved by the Health and Safety Executive (HSE);
- Be aware of the details of all first aiders and the location of all first aid boxes (see Appendix 1 at the end of this policy);
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure an ambulance or other professional medical help is called;
- Ensure an adult witness is present if tending an intimate part of the body;
- Report to the headteacher any time first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)';
- Record first-aid issues, accidents and illnesses in the approved manner.
- The school records all first aid incidents on a first aid reporting form;
- A period of illness that results in non-attendance should be reported by families to Rye Primary. This information will be recorded on the child's absence record;
- Families are encouraged to inform the school by reporting this to the school office or via the communication book of any minor injuries / illnesses which might have an impact on their child's school day;
- Complex medical needs are recorded on an Individual Healthcare Plan.



## COVID19 guidance

Systems for recording notifiable diseases are followed as per the guidance from DFE and Public Health England.

All colleagues are expected to take precautions to avoid infection and follow basic hygiene procedures.

First aiders are expected to follow the safety guidance as set out by the school relating to COVID19 and wear PPE (Personal Protective Equipment) when administering first aid.

Colleagues will have access to different levels of PPE through a tiered system:

Colleagues who provide additional medical or intimate care have access to first tier personal protective equipment in 'dedicated locations':

- Surgical masks;
- Eye protection;
- Disposable gloves;
- Disposable plastic aprons;
- Hand washing facilities.

Colleagues must take care when dealing with blood or other body fluids and disposing of dressings or equipment.

There are designated 'lidded' bins for the disposal of first aid supplies in key locations around the school.

At least once a month, an appointed first aider, will check the following and arrange for stocks to be replenished where necessary:

- The number of first aid containers the school has and their contents;
- That there are sufficient first aid containers;
- Travelling first-aid containers;
- First aid accommodation.

All first aiders have a responsibility to signpost when stocks need to be replenished.

**The school's nominated First Aid Officer is Katie Monks.**

## Contents of first aid containers

Following HSE recommendations, where no special risk is present the following items will be in the first aid containers:

- A leaflet giving general advice in first aid;
- 20 individually wrapped sterile adhesive dressings;
- 2 sterile eye pads;
- 2 individually wrapped triangular bandages;
- 6 safety pins;
- 6 medium size (18cm x 18cm) individually wrapped sterile un-medicated wound dressings;



- 3 pairs of disposable gloves.

Equivalent or additional items are acceptable.

First aid kits must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.

### **Procedure for sick pupils**

Pupils who feel unwell should be assessed by the First aider within their class base in the first instance and encouraged to explain the nature of their illness to the first aider. If a first aider is not located within the class base then the on call first aider will be asked to assess the pupil through a phone call to the class teacher / pupil and then if needed a face to face consultation with the pupil within the medical room.

The decision to send a sick pupil home will be made by the duty member of the leadership team on the recommendation of the first aider who has assessed the child. Unwell pupils must be signed out when leaving school for fire regulations.

There are clear systems and procedures in place which first aiders must follow when assessing a pupil in relation to COVID19 as set out below:

### **Procedure for managing symptoms**

Colleagues will be kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. It is important children displaying possible symptoms do not come in to contact with other children and as few colleagues as possible whilst still ensuring their safety.

Any child displaying symptoms will be immediately referred to the nominated first-aider and moved to the medical room. If symptoms are present, the child's family will be asked to collect.

Colleagues supervising the medical room must wear appropriate personal protective equipment (first tier) and observe a minimum two metre distance. Windows should be open but the door closed.

The first-aider will place a red warning triangle on the outer door to indicate there is a potentially infectious person in the room. The window in the room is left open.

If needed, children in the medical room will use the ground floor disabled toilet. This toilet is reserved for medical room use only.

Areas accessed by a potentially infected child will be thoroughly cleaned once vacated. Used equipment including all PPE should be disposed using the yellow bin system in the medical room.

If children are sent home with symptoms, the family should self-isolate. The child cannot return to school for 14 days unless they subsequently tests negative for coronavirus.

The child's class bubble including adults will be sent home to self-isolate. Members of the bubble cannot return to school for 14 days unless the child who displayed symptoms subsequently tests negative for coronavirus.



Only healthy colleagues and children, without symptoms and not self-isolating, may attend school.

The decision to send a child to school lies with the family.

The decision to send a child home lies with the nominated head.

Specific coronavirus health advice for child is available online.

[www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children](http://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children)

If a child is over 5 years, families should use the NHS 111 online coronavirus service.

[www.111.nhs.uk/covid-19](http://www.111.nhs.uk/covid-19)

If a child is under 5 years, families should call NHS 111.

These procedures will be followed for all adults too however if use of the medical room is not appropriate then the adjoining 'group room' will operate as an adult medical respite.

### **Pupils with complex Medical Needs**

The management of pupils with complex medical needs is reviewed throughout the academic year by the Assistant Headteacher to ensure school colleagues are kept up to date and know how best to support the child. Care Plans for pupils with EpiPens and who is insulin dependent are kept in the medical room, inclusion office and the class base of the relevant children. EpiPens will be kept in classes. Spare epi pens are kept on site. PE colleagues and colleagues supervising visits off-site should be particularly mindful of pupils with EpiPens.

Monitoring equipment and medication for pupils with Type 1 diabetes will be located as per their care plan.

**This policy should be read in conjunction with the school's Risk Management Plan – Anaphylaxis.**

### **Accident procedures**

Outside of class time, pupils should report to the adult who is supervising them if they have sustained an injury. If the injury requires first aid treatment, the supervising adult will then inform a first aider who will provide the relevant treatment. PPE equipment should be worn and the same procedures safety measures followed with regard to the disposal of materials within 'lidded' bins. It will be up to the first aider applying the treatment to decide whether they will require eye protection depending of the severity of the injury.

During lesson times, if colleagues are unable to deal with the injury, then a phone call from the classroom should be made to the office who will inform a first aider and an assessment of the situation will be made in consultation with the SLT on duty.

All accidents/injuries must be reported by the person who initially dealt with the incident. All head bumps or head injuries must be reported in the first aid record.



Where it is appropriate for the school to communicate directly with the pupil's family through a telephone call:

- A brief description of the incident will be recorded on the First Aid / Accident Record for all injuries.
- A copy of the First Aid / Accident Record is sent home with the pupil and a copy kept in school.
- A bumped head sticker will be issued (the child will be asked to put the sticker on themselves) when a head / facial injury is sustained.

Families will be informed of a significant head or facial injury through telephone communication from the school as soon as possible after the injury. The first aider who has administered the treatment will inform the families of the head injury and record which parent has been spoken to regarding this.

A telephone call from the school will be given when there is a serious injury.

If the medical officer believes the injured person requires medical treatment, they will consult with the duty member of the leadership team (or other nominated person) and:

- Arrange for the emergency services (999) to be called if necessary;
- Arrange for parents or family to be informed;
- Arrange for the injured person to be transported to A&E by ambulance or by family.

All colleagues will be informed of first aid arrangements and made aware of this policy.

## Monitoring and evaluation

In order to monitor and evaluate this policy, injury/accident books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken. Individual key stages / departments are also required to discuss and record their response to first aid matters on a termly basis.

## Reviewing

The school will review regularly the first aid policy and ensure the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

### DATA PROTECTION

*Rye Community Primary School [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.*

*All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.*



## Appendix 1: First aiders

Our school has the following trained **first aiders**:

Name	Class Year	Qualification	Awarding Body	Date awarded:	Date Expired:
Vicky Isted	Reception	Paediatric First Aid	Ofqual	10.10.17	9.10.20
Abbie Lee	Sardines	Paediatric First Aid		14.5.19	
Teri Shackel	Stingrays	L3 First Aid at Work	Ofqual	18.9.17	18.9.20
Maria Mewburn	Reception	Paediatric First Aid	St John's	5.2.19	4.2.22
Sheliegh Kimmitt	Reception	Paediatric First Aid	St John's	17.1.20	17.1.23
Tyler Webb	Year 1	L3 First Aid at Work Care & Control of Medicines	Ofqual	12.1.18	11.1.21
Michelle Baker	Year 6	L3 First Aid at Work	Ofqual	1.4.19	1.4.22
Lucy Budd	Year 2	L3 First Aid at Work	Ofqual	11.5.18	10.5.21
Hannah Lage	Barracudas	L3 First Aid at Work	Ofqual	11.5.18	10.5.21
Elaine Leach	Year 4	L3 First Aid at Work	Ofqual	11.5.18	10.5.21
Stella Paine	KS 2	First Aid at Work	Ofqual	13.7.16	12.7.19
Karen Beeching	Year 5	L3 First Aid at Work	Ofqual	12.1.18	11.1.21
Drew Jenkinson	Year 3	L3 First Aid at Work	Ofqual	11.5.18	10.5.21
Laura McDonald	Year 6	L3 First Aid at Work	Ofqual	12.1.18	11.1.21
Kelly Stansfield	Year 5	L3 First Aid at Work	Ofqual	1.4.19	1.4.22
Sue Minords	Sharks	First Aid at Work	St John's	13.7.16	12.7.19
Colleen Crouch	Dolphins	L3 First Aid at Work	Ofqual	11.5.18	10.5.21
Katie Monks	Nursery Manager	Paediatric First Aid	St John's	1.5.19	1.5.20
Fran Rattray	Nursery	Paediatric First Aid	Ofqual	31.7.19	31.7.22

	Deputy Manager				
Michaela Wood	Nursery	Paediatric First Aid	St John's	9.9.16	8.9.19
Carly Pearson	Nursery	Paediatric First Aid		1.5.19	1.5.22
Sophie Blattman	Nursery	Paediatric First Aid Emergency First Aid at work	Ofqual	1.9.19 22.1.19	1.9.22 21.1.22
Katarina Zelenayova	Nursery	Paediatric First Aid	Ofqual	5.4.19	5.4.22
Lena Robinson	Nusery	Paediatric First Aid	Ofqual	5.4.19	5.4.22
Katherine Bull	Nusery	Paediatric First Aid	Ofqual	15.3.19	15.3.22
Ann Shepherd	MDSA	L3 First Aid at Work First aid annual refresher	Ofqual First Aid Team	7.9.17 4.2.19	7.9.20
Judith Ruffhead	Assistant SENCO	First Aid at Work	Ofqual	<del>12.1.18</del>	<del>11.1.21</del>
Sharon Manktelow	FLO	L3 First Aid at Work	Ofqual	<del>12.1.18</del>	<del>11.1.21</del>
Suzanne James	Office	Paediatric First Aid		10.5.19	9.5.22
Heidi Appleton	KS1	Paediatric First Aid		3.5.19	2.5.22

### Location of first aid kits:

- General Office;
- Medical room;
- Nursery;
- All classrooms have emergency first-aid pouches.