

St Peter's Church of England Junior School

First Aid Policy 2022-23

Name of Policy	First Aid Policy
Governors Review (EF/KC)	January 2023
Governors Next Review	January 2026
HT	Gemma Brown
LGB to Ratify	M-J Tinsley

Rationale

Children and adults in our care need good quality first aid provision.

Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Purpose

This policy;

- Gives clear structures and guidelines to all staff regarding all areas of first aid
- Clearly defines the responsibilities of the staff
- Enables staff to see where their responsibilities end
- Ensures good first aid cover is available in the school and on visits

Guidelines

New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

First Aid Training

First-aid training is carried out in line with current Ofsted, HSE and LA recommendations and by accredited training organisations to a recognised standard. School staff will undertake appropriate adult and child first aid training in order to qualify as a 'First-Aider'/'Appointed Person'. Full training will take place every three years. Refresher training is recommended annually. A list of qualified personnel are placed around school. An e-version of the list is held on the Headteacher's computer system with details of qualifying and renewal dates.

All those involved in higher risk activities such as PE, after school activities, food tech and science should ensure that they are sufficiently trained in line with the increased risk associated with these activities.

Additional training will be undertaken by staff with designated responsibilities relating to individual pupils (e.g. managing diabetic pupils, using an epi-pen, seizures etc). These pupils will also be made known to all first aiders.

FIRST AID EQUIPMENT and KITS

Playtime Staff are issued with a First Aid Trolley for the playground and there is a named first aider on duty. The bus shelter is clearly marked as the first aid area and pupils are made aware regularly during assemblies and PSHE lessons on safety. The disabled toilet may also be of use in some circumstances.

An emergency first aid kit is available for use during out of school visits. Suitable first aid cover will be available for all school visits and after school activities.

In the case of a child waiting for an ambulance or one in need of more serious medical attention, a suitable area will be designated to provide a safe, quiet and comfortable place to keep the casualty. This may include the scene of the incident where the casualty cannot be moved.

First Aid packs containing gloves, plasters and wipes are kept in each classroom, and smaller, portable first aid packs are kept centrally in the staffroom for use by the lunchtime supervisors and on school trips. There is a separate First-Aid kit for school trips.

FIRST AID MATERIALS First Aid boxes comply with the HSE minimum list. Areas identified with a specific risk will have the appropriate equipment close by. The content and currency of first aid equipment is regularly monitored, and if necessary replenished, by the members of staff appointed as coordinating First Aid equipment.

- Ice packs are kept in the staffroom fridge and can be used to reduce the swelling for bumps and suspected strains and sprains; a cold compress will be used for head injuries.
- Ice pack holders will always be used to prevent direct contact between ice packs and skin.

FIRST AID PROCEDURES

Minor injuries sustained are dealt with by staff and lunchtime supervisors in the medical room. Staff will summon help in cases of more serious injury. Minor injuries can be dealt with in school.

The Senior Leadership Team (SLT) must be made aware if parents or emergency services are needed. Obviously, serious injury will need to be dealt with as soon as possible and it is the Headteacher's/an SLT member's decision to call for an ambulance. If the Headteacher or an SLT member is not immediately available, any member of staff can phone for an ambulance. It is always better to err on the side of caution. The school's policy is: if there is any doubt, call an ambulance.

FIRST AID TREATMENT

The aim of first-aid treatment is to treat minor injuries in such a way that a pupil can return to normal school activities OR to stabilise a serious injury until expert medical help becomes available. Treatment will be administered in line with the training received.

INFECTION PREVENTION

Procedure to adopt when dealing with bodily fluids

- Isolate the area.
- Always use disposable gloves. NEVER touch body fluids with your bare hands.
- In the case of blood-loss, give the pupil a pad to press on the injury whilst you put on disposable gloves.
- Clean the spillage area with the appropriate materials available from the Premises Officer's Room.
- Use the bodily fluids kit to deal with the spillage. E.g. powder on the liquid.
- Bag all materials in the yellow clinical waste bags and dispose of in outside dustbin.

- Always wash hands with antibacterial pump soap after taking disposable gloves off.

Cleaning cuts/grazes

- Wear disposable gloves.
- Clean cuts using running water or water from a spray bottle
- Cover with a waterproof dressing (plasters are available for pupils with no plaster allergy. Padded dressings are also available).

Other

- Rinse eyes with cold water or sterile saline solution

REPORTING PROCEDURES AND KEEPING A RECORD OF FIRST-AID TREATMENT

Any injury for which first-aid is administered MUST be recorded, however minor. All appropriate record-keeping logs and documentation are kept with the medical room first-aid kits. Statutory documentation relating to serious injury is kept in the School Office. All entries in first-aid logs and associated documents must be in pen and must accurately describe the injury and treatment, and be signed and dated. The log will be monitored by the Headteacher. The First Aid Administrator will log treatment and First Aider who dealt with it on CPOMs.

It is vital that first aiders pass on to class teacher information about head injuries happening during break-time and lunchtime so that the pupil can be kept under observation for delayed and untoward symptoms. This is also vital when handling pupils to clubs after school. A child who has sustained a head injury and is being monitored will have a red band on their wrist.

Any pupil injured at break or lunch will be given a First Aid slip and card to inform both their teacher, and the parents/carers that they have received first aid treatment; alternatively, the teacher may be informed personally by the first aider in the case of more serious accidents.

Where an injury needs further treatment or checking, like in more serious cases, the pupil should not be moved until checked by a First Aider. Parents will be contacted and advised of the need to take the child to a doctor/hospital. In emergencies, an ambulance will be called and the parent informed immediately. In such cases the school's duty of care is entrusted to the NHS ambulance personnel. School staff cannot give permission for casualty treatment.

Accidents needing hospital treatment will require the completion of a serious injury form which should be forwarded to the Health and Safety department of the Local Authority. This is the responsibility of the Headteacher or the Office Manager. This may need to be done retrospectively if the pupil is taken to hospital by parents after the end of the school day. Any injury which is likely to result in a pupil being absent from school for seven or more days should be immediately reported to Health and Safety under RIDDOR Regulations as per the Health and Safety Act.

Accident and Injury Book: The accident book is located in the First Aid Trolley in the staffroom and should be completed for **every** incident where first aid is administered.

Old accident books are stored in the school office.

For major accidents, an HS1 and RIDDOR form must be completed as soon as possible after the accident. These are available online.

Injuries include the following;

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Calling the emergency services

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: **01945 583 570**
2. Give your location as follows: **St Peter's C of E Junior School, Trafford Road, Wisbech**
3. State that the postcode is: **PE13 2ES**
4. Be prepared to use the What Three Words app
5. Give exact location in the setting: **St Peter's C of E Junior School on the same site as Clarkson Infant and Nursery School**
6. Give your name:
7. Give name of child and a brief description of child's symptoms:
8. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.
9. It is important to: Speak clearly and slowly and be ready to repeat information if asked

Conclusion

The administration and organisation of first aid provision is taken very seriously at St Peter's C of E Junior School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks by Cambridgeshire County Council and DEMAT.

Copy of Bumped head letter:

Date: _____

Dear Parent/Carer,

Your child has bumped his/her head at school today. He/she was attended to by a trained first aider and we have monitored him/her since the incident.

We thought you should know in order to keep an eye on things after school.

If you notice any of the following symptoms:

- Seizure
- Vomiting
- Loss of consciousness
- Worsening Headache
- Dizziness
- Blurred vision
- Unusual Drowsiness

Please seek medical attention.

Yours sincerely,

School Office