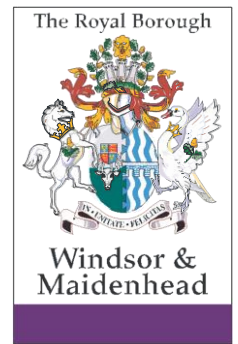




Trinity St Stephen CE Aided First School



# First Aid Policy

This policy has been written, having taken advice from RBWM Health and Safety Team

A handwritten signature in black ink, appearing to read "A. Megaw", is written over a light blue horizontal line.

Signed:

Headteacher

Dated: Feb 2019

Date of Next Review: Feb 2022

*The purpose of this policy is to support the continual school improvement and the raising of standards in attainment and achievement for all our pupils. In line with the school mission statement we strive to ensure that all are able to 'Thrive and achieve in a caring Christian community'.*

### **First Aid Policy/Procedures**

It is the school's policy to provide first aid support to someone if they are injured or become unwell in school, and to ensure that the school complies with the Health and Safety (First Aid) Regulations 1981.

**NB: First Aiders are not legally permitted to give any medication to students.**

### **Numbers of qualified First Aiders**

Legally there is no set limit for the number of First Aiders that are required but based on the nature and size of the school, the level of risk present in the school and the distance we are from medical facilities we aim to have at least one First Aider present at all times in the school building allowing us to fulfil our First Aid Policy.

In total we have 2 trained First Aiders in the school and we aim for all teachers and support staff to maintain an up to date paediatric qualification.

### **List of First aiders and Locations**

Person / Location

Qualified First Aiders are able to recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called. All First Aiders have attended an approved course in First Aid.

### **Review**

This policy is reviewed on an annual basis or as when necessary, for example if a First Aider leaves the school.

### **Equipment**

#### **First Aid Boxes**

There is a first aid box in all classrooms and in the school office. School staff are responsible for replenishing the first aid boxes and ensuring that it contains all necessary equipment and that the equipment is in date. The boxes are checked at least once a term by one of the First Aiders in the school building.

All new staff are provided with information at induction on how to obtain first aid assistance and who the qualified First Aiders are.

A First Aider notice in the school office names the current first aiders in school.**Updating**

Notices will need to be altered if a listed First Aider leaves, moves location or does not renew their certificate. In these instances, a new First Aider will be appointed.

## **Training**

All First Aiders have to attend an assessed training course in Emergency First Aid at Work to be recognised as a First Aider.

A representative member of staff from the office staff, lunch time staff, teaching support staff and teachers attend the School Nurse Service update, 'Basic Awareness Sessions in Severe Allergic Reaction, Asthma and Epilepsy' on an annual basis.

## **Giving First Aid**

If someone is injured, becomes unwell and needs help, the nearest First Aider should be contacted, and asked to attend. The First Aider will assess the situation, provide help, request assistance from other First Aiders if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.

**When giving first aid to under 18s which involves physical contact, the First Aider should first explain what they need to do and then ask the child's permission to go ahead before starting.**

In the rare case that no First Aiders are available, the casualty will be assisted in getting to the nearest hospital A&E department .

## **Medical support**

When a First Aider thinks that a casualty needs urgent medical treatment, the First Aider will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if the First Aider thinks it necessary, an ambulance will be called. If the situation isn't an emergency but the casualty does need to go to the hospital then we will call the parent in the first instance. Either the First Aider will remain with the casualty and accompany them to the hospital or the Head teacher will arrange an appropriate adult or other member of staff to stay with them. This will usually be someone from the child's contact list. Parents will always be called to inform them of the situation.

Emergency contacts for students are recorded on the school's database and for staff are kept in the School Office.

## **Severe Allergic Reaction, Asthma and Epilepsy**

A range of staff attend the update sessions run on an annual basis by the School Nursing Team. There is always at least one member of staff on site who has attended the session. Epipens and asthma inhalers are kept in the medical bag belonging to that class in the staff room medical cupboard. Parents/carers of children who have a medical condition such as these will be asked to complete an information form detailing their specific symptoms and requirements. These forms are kept in the SEN files held in the office. . Photographs are displayed in the registers to alert all staff to children who have specific medical conditions. Any episode which requires medication of this sort to be administered by school staff will be recorded. Parents will be informed. Depending on the medication delivered, and the medical condition an ambulance will be called. An ambulance will always be called on the delivery of an Epipen.

### **Spillages of body fluids**

These must be dealt with by a qualified First Aider. Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the First Aider should use the spillage kit found in the first aid box to clean up.

The First Aider should wear protective gloves and the waste be cleared into the bag provided in the spillage kit.

### **Records**

An accident form (See Appendix A) should be completed every time a First Aider provides assistance to a casualty, including when the problem was illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded. The accident records are kept locked away in the pupil filing cabinet in the School Office and records of adult accident are kept locked in the filing cabinet in the school office and sent to the Health and Safety Advisor at RBWM. When necessary, the accident will be reported to RIDDOR.