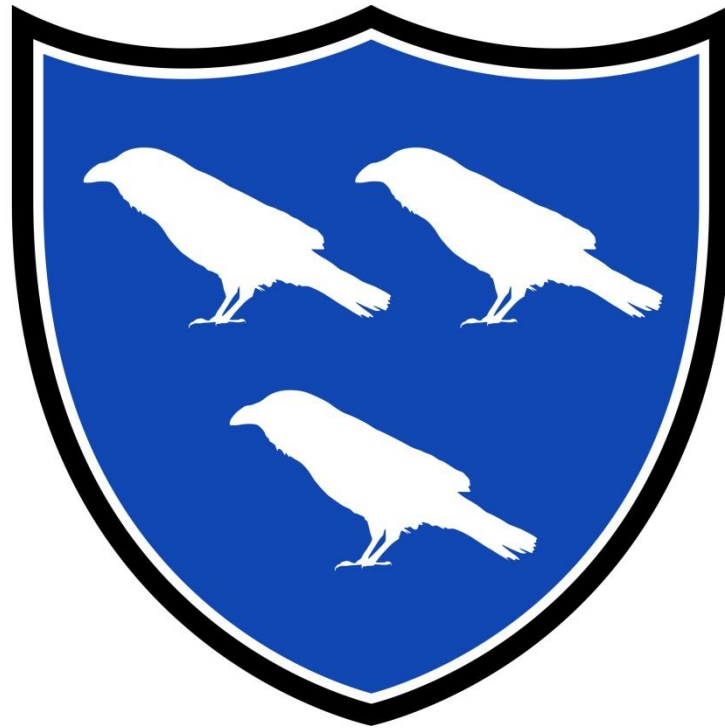


# Valley Primary School



Updated: Spring 2017

Review Date: Spring 2019

## **1. Aims**

First Aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

Contractors who work on site must provide their own first aid i.e. kitchen staff, cleaning staff and external club providers etc.

To ensure that the arrangements are appropriate for a specific establishment, the Head Teacher must undertake a first aid risk assessment. This risk assessment should be reviewed if there is any significant change at the school or at a nominal yearly interval. A Checklist and Risk Assessment Form has been provided in the attachments.

The School Business Manager co-ordinates first aid training to ensure continuation of competency.

Mrs. Ravenscroft ensures that first aid supplies are replenished, kept in date and correctly stored.

The school Senco is responsible for paperwork including Individual Health Care Plans, liaising with parents as needed.

Supporting Documents

Appendix A – Checklist and risk assessment pro-forma

## **2. Qualifications and Training**

All first aiders must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation.

### **First Aid at Work (FAW)**

A 3-day course in first aid delivered by a Health and Safety Executive (HSE) approved training provider. Certificates are valid for 3 years and the qualification can be maintained by attending a 2 day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate

### **Early Years Team – either of the following:**

Paediatric or Early Years First Aid (EYFA) – A 2-day course specialising in first aid for children aged up to 5 years. This qualification is required in addition to the standard first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years. Certificates are valid for 3 years.

## **3. Number of First Aiders**

The number of qualified first aiders necessary for an educational establishment will depend upon the size and layout of the premises, the number of people it accommodates and the nature of the activities carried out.

There must be a sufficient number of first aiders strategically located to ensure that first aid treatment will be provided quickly in an emergency. The number must also be sufficient to ensure provision will be maintained during both planned and unplanned absences such as leave and sickness, and to

accommodate off-site activities such as educational visits and sporting fixtures. First aid duties can be shared between qualified staff provided the appropriate level of provision is maintained.

#### **4. Educational establishments with children under 5 (including Reception class children)**

Educational establishments with children under 5 must also meet the first aid requirements of the Early Years Foundation Stage Statutory Framework. At all times when children under 5 are at the establishment, or on an off-site visit organised by the establishment, there must be at least one person present when on trips who has a current early year first aid certificate.

#### **5. Contacting First Aiders**

Head Teachers must ensure that everybody on the premises knows how to summon a first aider in an emergency. Notices should be displayed in public places and the procedure should be included in staff and volunteer induction training and pupil safety briefings (notices to be placed in Staffroom, First Aid Room and school office).

#### **6. Appropriate Practice**

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help.

If the first aider is in any doubt whether a casualty requires professional medical assistance, he or she should refer to the First Aid Manual, call 999 or phone NHS 111. Urgent treatment should not be delayed in order to consult with parents or carers.

The current First Aid Manual is the 10<sup>th</sup> edition published by Dorling Kindersley Limited in 2014 (ISBN 978 1 4053 3537 9). First aiders should adhere to the procedures in the First Aid Manual. The school's manual is located in the First Aid Room.

#### **7. Parental Notification of First Aid and Head Bumps**

Valley uses Medi-tracker which is an electronic system for recording all first aid that is administered to pupils and staff. Once a log has been entered against a child's name, parents are notified via e-mail of the injury and the treatment that has been given.

In the case of head bumps, school staff are also informed to ensure the relevant monitoring of the pupil can take place.

#### **8. Calling the Emergency Services**

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance.

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

#### **9. Pupils with medical conditions**

First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. Pupil health care plans must be available to first aiders, and a copy should be provided to any medical practitioner providing emergency medical. All care plans are held in the First Aid Room.

## **10. Hygiene and 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 black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

The Bodily Fluids Clean Up box is kept by the school Site Team and should be called to deal with the cleaning of all bodily fluids.

Human hygiene waste that is produced in places like schools and offices is generally assumed not to be clinical waste because the risk of infection is not greater than for domestic waste. However, this should be verified in the risk assessment on a case-by-case basis.

## **11. Record Keeping**

All first aiders should ensure that a record is made of all first aid treatment they give. This must include:

- the date, time and place of the injury or illness occurring;
- the name of the injured or ill person and their status, such as employee, pupil, client, visitor;
- details of the injury or illness and what first aid was given;
- what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and
- the printed name of the first aider or person dealing with the casualty.

Records should be kept according to the following schedule:

- pupils – 6 years from the date of 18<sup>th</sup> birthday
- employees and other – 6 years from date of the accident

This means you should record first aid provided to pupils separately from that provided to employees and others. You must also ensure that records are protected from unauthorised access.

## **12. Indemnity**

Connect School Academy Trust employees who hold a valid first aid qualification are indemnified by the School's insurance against any claims for negligence or injury, provided they relate to the first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

First Aid Kits.

## **13. First Aid Kits**

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits. Kits should be immediately available in the medical room.

First aid kits must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background.

The contents of the first aid box should be checked regularly to ensure there is adequate stock and to replenish out of date items. Emergency inhalers are kept in medical boxes in the classrooms.

There is a new British Standard for the First Aid box contents. All new kits should conform but existing kits conforming to the previous standard do not need to be replaced until new kits are required.

This is what we recommend based on the British Standard:

- 1 leaflet giving general guidance on first aid
- 1 leaflet giving a list of first aid kit components included in kit
- 6 pairs of Nitrile disposable gloves (conforming to BS EN 455-1 and BS EN 455-2, Large size (8-9))
- 40 individually wrapped sterile adhesive dressings (hypo-allergenic)
- 2 sterile eye pad dressing with bandage
- 2 individual wrapped sterile triangular bandages
- 1 conforming bandage
- 6 safety pins
- Individually wrapped sterile unmedicated wound dressings various sizes
- 1 foil blanket 130 cm x 210 cm
- 2 bandages with dressings various sizes
- 1 mouth to mouth resuscitation device which includes a one-way valve
- 20 alcohol free, moist cleansing wipes individually wrapped (sterile)
- 1 micro-porous adhesive tape
- 1 burn relief dressing
- Scissors
- 1 eye wash (small) – laboratories can have different arrangements for eye irrigation; see the WSCC Health and Safety information for Science CD-ROM
- 1 finger bandage

#### **14. Medical Accommodation**

Schools must have accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available in the medical room.

It must be well lit and also contain a wash basin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles.

You should equip the room with adequate first aid facilities and equipment. It would be reasonable to expect:

- A sink with soap and paper towels
- Disposable gloves
- Drinking water and disposable cups located near by
- A range of first aid equipment (at least the contents of a standard first aid kit)
- Apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag
- A sharps container if it is foreseeable that sharps will be used
- A chair
- A telephone
- A laptop or computer to access Medi-Tracker
- A current edition of the First Aid Manual

- A copy of the Health Protection Agency poster ‘Guidance on Infection Control in Schools and other Child Care settings’

Date: Spring 2017

Review: Spring 2019

Reviewers: Leadership Team and First Aiders