

Bredenbury Primary School

FIRST AID POLICY

January 2021

Signed and Dated.

Chair of Governors *C Edwards* 29.01.2021

Headteacher

Rationale

The Governors and Headteacher of Bredenbury Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school. The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility.

Bredenbury Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Consultation with Governors, Parents and Staff in:	January 2021
Ratified by Governors on:	29.01.2021
To be reviewed by Governors in:	3 years or if legislation changes. January 2024
The Assessment for First Aid Needs completed on:	13.03.2018
The member of staff responsible for First Aid is:	Miss T Edwards(Covering Maternity Leave)

Bredenbury Primary School

FIRST AID POLICY

January 2021

Key points

The Health and Safety (First Aid) Regulations 1981 set out first aid provision in the workplace and require employers to provide adequate and appropriate equipment and facilities. When assessing first aid needs it is recommended that the likely risk to pupils and visitors as well as staff are included, taking into account: the size of the school, the health and disability needs of the pupils, any specific hazards, the school premises and location; and considering the full range of both on-site and off-site activities.

Schools must have a room appropriate and readily available for caring for sick or injured pupils, containing a wash basin and reasonably near to a WC, under the **Education (School Premises) Regulations 1999**.

As in other employment sectors, unless first aid cover is part of a staff member's contractual duties, first-aiders are selected on a voluntary basis and all first-aiders must complete HSE-approved training. Schools should keep records of any first aid treatment given by first-aiders or appointed persons.

Employers of ten or more staff must keep accident records and certain accidents are reportable to the HSE under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**.

Aims and objectives

Our first aid policy requirements are achieved by:

- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our school. (Please refer to the Assessment of First Aid needs checklist and the Assessment of First Aid needs at the end of this document).

Bredenbury Primary School

FIRST AID POLICY

January 2021

- Provide relevant training and ensure monitoring of training needs is regularly carried out.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid needs.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.

First aid need assessment

- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them
- The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.
- To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the
- Health and Safety First Aid legislation 1981.

Personnel

Bredenbury Primary School

FIRST AID POLICY

January 2021

- The LA and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.

Definitions and explanation of terms

First Aid:

The provision of the minimum treatment necessary for the survival (such as applying a bandage), effectively making a victim comfortable and likely to “survive” until a professional medical person can take over.

First Aider:

A person who is appointed by the organisation in compliance with the Health and Safety (First Aid) Regulations 1981 and who has received suitable and adequate training from an HSE approved training centre to administer first aid to employees, visitors and guest whilst First aider – someone who administers first aid, has undergone a training course in administering first aid and holds a current certificate.

Appointed person:

Takes charge when someone is injured or falls ill, including calling an ambulance if required. An appointed person does not have to have a first aid qualification.

Appointed persons

Bredenbury Primary School

FIRST AID POLICY

January 2021

- At Bredenbury Primary School there are 3 appointed persons who are in the following roles:
 - Administrative Officer.
 - Headteacher
 - Senior Midday Supervisor.
- Through law the minimum legal requirement is to appoint a person (the Appointed Person) to be on site at all times during the working day. These 'Appointed persons' are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.
- Appointed Persons are not necessarily First Aiders and should not provide any first aid for which they have not been trained.

School first aid trained staff

At Bredenbury Primary School there are first aid trained staff in the following roles:

- Class Teachers.
- Learning Support Assistants.
- Midday Supervisors.
- This bespoke training for school staff assists Bredenbury Primary School meeting its own duty of care towards its pupils.
- It is part of the HSE-approved first aid training which qualifies staff to provide first aid to other staff.
- This training has been provided because it is considered to enhance the role of the First Aiders in order to provide first aid to children.

Qualified first aiders (Those completing the HSE approved 2 day course)

At Bredenbury Primary School there are qualified first aid staff in the following roles: class teachers, teaching assistants and lunchtime superintendents.

- They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.
- There will be other duties and responsibilities which are identified and delegated to these first aiders (e.g. first aid kit inspections).

Bredenbury Primary School

FIRST AID POLICY

January 2021

Paediatric first aid trained staff

- At Bredenbury Primary School there are paediatric first aid trained staff in the following: class teachers and teaching assistants.
- Paediatric First Aiders are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

Designated room

The School Medical Room (situated off the corridor between the School Office and the Headteachers' room), is designated as the first aid room for keeping first aid equipment and medicines.

Administering medicines in school

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

If a child is taking a prescribed medicine it is the parent's/carer's responsibility to come to school and administer the medicine.

- In exceptional circumstances, e.g. if anti-biotic medicine has to be taken four times a day, the school will administer prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. The relevant forms are kept in the school office.
- The prescribed medicine will be administered by a First Aider
- All medication held by the school or use by a child or member of staff must be in its original packaging with the pharmacy's prescription label attached.
- Records will be kept of all prescribed medicines administered.
- No child should ever have any medicine in their care.
- Throat lozenges will be permitted, if needed, only if brought in by the parent and handed into the office.
- No lip salves will be permitted in school.

Administering first aid off site

Bredenbury Primary School

FIRST AID POLICY

January 2021

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.
- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed: see Administering Medicines in School section above.
- A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

The above procedure will also apply on Residential Visits, although a separate 'Medicine Box' will also be taken as well as the First Aid Box.

- All parents/carers of pupils attending a Residential Visit will complete a Medical Form, this gives information about the child and also is a consent form agreeing to First Aid and Emergency Medical treatment being given.

Record keeping and reporting accidents

- All minor injuries and First Aid treatments given are recorded in the treatment book kept in the First Aid room.
- The time the child is referred to the First Aider and any subsequent phone calls should be recorded in the treatment book
- Parents are notified by letter, text and/or telephone of any child that has received a bump to the head, a wasp or bee sting or a significant incident.

Bredenbury Primary School

FIRST AID POLICY

January 2021

- For more serious injuries, a Herefordshire County Council Accident Form is completed.
- In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.
- Statutory requirements; under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR) require some accidents to be recorded to the HSE, (fatal and major injuries). For definitions see AR1 Accident Book (In School Office)
- After completing the Accident Form (AR1), the form is signed by the Headteacher:
- **The copy is filed in School Office (kept for three years)**
- Accident records are monitored and reviewed by the Health and Safety Committee.

Equipment organisation

Our First Aid Needs Assessment has identified the following first aid kit requirements:

1. There are first aid kits in all teaching areas:

These first aid kits are situated in:

- Tawny Owls classroom
- Barn Owls classroom
- Snowy Owls classroom
- Breakfast Club room
- Downstairs school kitchen
- Staff Room
- Thrive Room

2. There are 2 travel first aid kits for taking out on trips and visits

These travel first aid kits are stored in:

- The School Medical Room.
- School Office

3. The contents of the First Aid boxes

- Boxes are checked termly by Mrs Campbell to ensure they are complete.

Bredenbury Primary School

FIRST AID POLICY

January 2021

- A checklist for both types of first aid kits is displayed in the Medical Room.
- Additional supplies can be found in the Medical Room.
- It is the responsibility of the Administrative Assistant to order replacement items before they run out. Mrs Campbell to inform if stock low.

First aid – sequence of events

Upon being summoned in the event of an accident, the first aider/appointed person takes charge of the first aid administration/emergency treatment commensurate with their training. Gloves must be worn for any injury.

The time of referral to the First Aider should be entered in the treatment book.

If a period of observation is necessary, this should be for a maximum of 10 minutes.

If the referral relates to headache, toothache, earache etc. you will need to monitor the child for a reasonable period of time. This should never be longer than 30 minutes. If the child is clearly in pain or distress then the telephone call should be made as soon as possible. Use professional judgement.

Following assessment of the injured person, appropriate first aid should be administered and a balanced judgement made as to whether there is a need to inform the parents or there is a requirement to call an ambulance.

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- In the event of significant or sustained blood loss
- If the injured person is having trouble breathing
- Whenever there is a severe allergic reaction e.g. anaphylactic shock
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- If an ambulance is called, the caller must speak to the emergency services operator and give the following information:
 1. State what has happened
 2. The child's name

Bredenbury Primary School
FIRST AID POLICY
January 2021

3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

1. is considered to be a serious (or more than minor) injury
2. requires first aid treatment
3. Injury to the head
4. requires attendance at hospital

Notification of parents/carers

- Our procedure for notifying parents will be to use all telephone numbers available to contact them. Where there is an answerphone, a message should always be left. The message should always include the following information: -
 1. The caller's name
 2. The time of the call
 3. A brief explanation of the reason for the call
- Should it not be possible to speak to the parents, please work your way through the list of contacts, following the same procedure
- The times of all phone calls made should be entered on the accident form.
- In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour.
- In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).
- In the event that no-one on the contact list can be contacted, the First Aider will need to make a decision as to whether or not external medical support is necessary

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another

Bredenbury Primary School

FIRST AID POLICY

January 2021

member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

After School Clubs

The school cannot guarantee that there will always be a qualified First Aider on the premises during After School Club times.

In the event of an accident that requires first aid (when a First Aider is not on the premises) the child's parents will be called. It is therefore imperative that the school has a contact telephone number and that parents can respond immediately to the call.

Monitoring the injured party

While waiting for the parent/carer to arrive, monitor the pupil closely. Be ready to re-evaluate your original decision if there is any deterioration or you have any concerns. You may be asked to report back on any suggestions you may have in relation to the procedure followed.

First Aid out of school- on trips or residential visits

In the event of children needing first aid on school trips:

- Staff have first aid packs with them.
- The trip leader has the school mobile. Other staff may have their own.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/Carers are also informed by the school office.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought.
- Gloves are ALWAYS worn when treating ANY injury.
- Any accident or incident is reported back at school and an 'Incident in school' form filled in accurately and as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor and with a signed and dated 'Administration of medication in school' form. **NO** other medication **MUST** be given by anyone.

Bredenbury Primary School

FIRST AID POLICY

January 2021

- For any head injuries the school and the parents are informed immediately by telephone and a 'Head bump' letter sent home with the child.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is **ALWAYS** called.
- A pre-determined member of staff accompanies the child in the ambulance, whilst the school contacts the Parents/Carers and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.
- For all incidents the school's 'Emergency Procedures for trips/visits away from school' as outlined in every risk assessment, will be followed.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.
- All First Aid incidents should be logged in the Medical Incidents Book.
- Medicines of any description (including Pain Killers) are **NOT** be administered to **ANY** child by **ANY** adult unless they are the designated person responsible and that they have a written signed consent form stating dose and frequency.
- Class teachers remain as the designated persons

Pupils with special medical needs

Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

Epileptic

Asthmatic

Diabetic

Have severe allergies, which may result in anaphylactic shock

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra

Bredenbury Primary School

FIRST AID POLICY

January 2021

care in supervising some activities to make sure that these pupils, and others, are not put at risk.

- **All these children have specific 'Medical Information Cards' which are kept in the School Medical Room.**
- **Copies of these can be found in the classrooms of the individual children.**

An individual health care plan is drawn up by the School Nurse in consultation with the school, the child and their parents/carers and the child's GP. This helps our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical conditions prior to starting school. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. Additional specialist training for the support of pupils with Special Medical Needs will be sought as appropriate.

The school follows Herefordshire County Council's policy on administering adrenaline through the use of adrenalin autoinjector

Children who have registered care plans due to severe allergic reactions and the need to use an autoinjector, will have their own autoinjector in school, stored in the Medical Room, except when they are out on a school visit, when it must be in the care of the visit leader. It will be the responsibility of the parent or carer to renew the autoinjector annually. A chart should be prominently displayed in the Medical Room, indicating the expiry dates of autoinjectors stored on site. Training from a health professional, in the use of this emergency pack, is followed when dealing with these individual children and their specific needs. There are various brands of autoinjectors including Epipen, Emerade or Jext.

Storage/disposal of medicines

Bredenbury Primary School

FIRST AID POLICY

January 2021

Medicines are stored in the School Medical Room fridge as per storage instructions.

The exception to this rule is inhalers, which must be clearly labelled with their name and kept in the child's classroom; where they can be easily reached where necessary.

Inhalers must be taken outside at playtime and on school trips. There are always 2 spare inhalers in school.

It is the responsibility of the parents:

- to collect unused and out of date medicines from the school and dispose of them accordingly
- to collect all medicines at the end of the summer term to allow for new prescriptions or to dispose of old out old date medication as appropriate

Cleaning up body fluids from floor surfaces

Avoid direct contact with body fluids, as they all have the potential to spread germs. Germs in vomit and faeces may become airborne, so it is very important to clean up body fluids quickly.

- 1 .Put on gloves and a disposable apron. Disposable latex or vinyl gloves are the best choice. However, reusable rubber gloves are acceptable as long as they are cleaned and sanitized after each use.
- 2 .Sprinkle 'sanitaire' absorbing powder liberally on all visible material. Allow approximately 90 seconds for the powder to absorb all visible material. Be careful not to agitate the material, so that germ particles do not become airborne.
- 3 .Remove all visible material from the most soiled areas, using paper towel or single use disposable cloths.
- 4 .Put all used paper towel and cloths into a yellow bag for incineration.
- 5 .The remaining visible material should then be vacuumed using a designated vacuum cleaner.
- 6 .The vacuum cleaner bag **MUST** be changed after use.

Bredenbury Primary School

FIRST AID POLICY

January 2021

- 7 .Non- carpeted areas: Sanitize the area using 1:10 bleach solution (instructions follow). Because of the level of contamination the bleach solution is much stronger than the 1:1000 solution used for regular sanitizing. The bleach must contact the affected area for a minimum of 10 minutes. A red mop and bucket are designated for this use.
- 8 .Carpeted areas: The area should be cleaned with detergent 1:10 solution, rather than bleach solution and should contact the affected area for at least ten minutes. The area should then be shampooed or steam cleaned within 24 hours.
- 9 .Wash the non-disposable cleaning equipment (mops, buckets) thoroughly with soap and water, and then rinse with a bleach solution.
- 10 .Discard gloves, disposable apron into yellow bag for incineration.
11. Finally wash your hands thoroughly using soap and water.
Dilution instructions for bleach/detergent sanitizer
1:10 solution
2tbsp (30ml) bleach in 1 cup (250ml) water
OR
2cups (500ml) bleach in 1 gallon (4L) water

This policy will be achieved by:

- Ensuring there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises.
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid.
- **Ensuring the above provisions are transparent and clear to all who may require them**

Safeguarding

Bredenbury Primary School has a duty of care and responsibility towards pupils, parents/carers, staff and visitors. The care and safety of the individual is the key issue behind this document.

Bredenbury Primary School
FIRST AID POLICY
January 2021

ASSESSMENT OF FIRST-AID NEEDS CHECKLIST

Aspects to Consider	Impact of First Aid Provision	Adequate Provision?
What size is the school and is it on split sites and/or levels?	The governing body/head teacher need to consider additional first aid provision if there is more than one building. They should consider how many first-aid personnel are needed to provide adequate cover on each floor on a split level site and outlying buildings, and on each site of a split-site school.	Yes
Location of the School	Is it remote from emergency services? It is good practice to inform the local emergency services, in writing, of the school's location (giving Ordinance Survey grid references, if necessary) and any particular circumstances that may affect access to the school. If the school has more than one entrance, emergency services should be given clear instructions on where or to whom they should report.	Yes
Are there any specific hazards or risks on the site?	Practical Departments such as CDT, Science, PE etc. will have specific hazards associated with them, for example, hazardous substances, dangerous tools and machinery. Temporary hazards, such as building or maintenance work, should also be considered and suitable short-term measures put in place.	Yes
Remote facilities	Additional first aid kits will be required if the school has distant or remote sports fields.	Yes
Specific needs	Are there staff or pupils with special health needs or disabilities? What age range does the school cater for? Different first-aid procedures may apply	Yes

Bredenbury Primary School
FIRST AID POLICY
January 2021

	to pupils in primary and secondary schools. For example, the age of pupils may affect the type of first-aid procedures required, such as resuscitation techniques. First-aid training organisations can provide advice on training for first-aid personnel in schools.	
Accident statistics	Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to.	Yes
Lunchtimes and breaks	Many accidents at school occur at lunchtimes and breaktimes.	Yes
Leave and absence	You will need to consider provision of cover for first aiders on leave or absent from work.	Yes
Off-site activities	You will need to consider the provision of first aid cover for off-site activities. If a first aider accompanies pupils on an off-site activity, will there be adequate provision left for the school?	Yes
Out of hours activities	Provision of first aid for sports activities, clubs etc.	Yes
Contractors on site	Any agreements with contractors such as school meals providers etc.	Yes

Your answers to the above questions should enable you to answer question 5 on the Assessment for First Aid Needs.

Bredenbury Primary School

FIRST AID POLICY

January 2021

BREDENBURY PRIMARY SCHOOL ASSESSMENT OF FIRST-AID NEEDS

Name of Person carrying out this assessment _____

Please Answer All Questions:

1. Do employees have easy access to suitably and marked first-aid boxes	Yes
2. Has a person been appointed to take charge of first-aid arrangements?	Yes
3. Are First Aid Signs displayed around the school	Yes
4. The minimum requirement for first aid provision is:	
One appointed person per site to be available at all times.	Yes
One fully stocked first aid kit	Yes
How many Certificated First Aiders does the school currently have?	4
How many Appointed Persons does the school have?	1
How many first aid kits does the school have?	9
5. Using the attached checklist to assess whether you need to make any additional provision:	
How many more Certificated First Aiders are required?	1
How many more Appointed Persons?	1
How Many More first aid kits are required?	0

Required Action None

Target Dates

Priorities

Signed *T Edwards* Designation **Appointed First Aider** Date **29.01.2021**

Bredenbury Primary School
FIRST AID POLICY
January 2021