



First Aid Policy

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1.1	This policy is written with reference to Staffordshire Local Authority and HSE Policy and Procedure. There is a separate Medication Policy detailing the storage and administration of medicines. It was written following discussions with staff and was adopted by the Health and Safety Committee of the Governing Body on 21 st February, 2012. It was reviewed and updated in September 2019.
1.2	All Staff will ensure that they have read the school's First Aid policy. All new staff will be given a copy of this policy on appointment as part of induction. All visiting Sports Coaches must also read the policy. A copy of the policy is kept in the first aid cabinet in the staff room.
2	Introduction
2.1	First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.
2.2	<p>The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of first aid are threefold:</p> <ul style="list-style-type: none"> • Saving life by prompt and initial action; • Preventing the injury or condition from deteriorating; • Helping recovery through reassurance and protection from further danger. <p>First Aiders are expected to ensure their own safety is not at risk when they treat others.</p>
3	Aims
3.1	<p>To implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at school and during off-site activities.</p> <p>To ensure safe, effective and appropriate first aid is given in school.</p>

4	First Aid Provision
4.1	The Headteacher is responsible for ensuring there is an adequate number of qualified First Aiders, and that training is updated in a timely way. This is monitored through the Health and Safety training overview.
5	First Aiders
5.1	Following Local Authority guidelines, we are required to have at least one qualified Emergency First Aider on site at all times. The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. In addition there must be at least one person on educational visits who has a current paediatric first aid certificate when Early Years Foundation Stage make the visit.
5.2	<p>It is the school's policy that we have a minimum of:-</p> <ul style="list-style-type: none"> • 2 Staff trained in Paediatric First Aid • 2 Staff trained in First Aid at Work • All staff who care for children to be trained in Emergency First Aid. <p>New staff are expected to undertake Emergency First Aid training within 6 months of appointment.</p> <p>The Headteacher is responsible for ensuring that first aid qualifications are renewed in a timely manner. Training is reported to the Governing Body in the 'Headteacher's Report.</p>
6	Roles and Responsibilities
6.1	<p>First Aiders -. The staff who hold the qualification 'First Aid at Work' should be the first port of call for first aid.</p> <p>Their role involves:</p> <ul style="list-style-type: none"> • Undertaking first aid treatment in accordance with their training, • If necessary, summoning an ambulance or other external medical Services. • Advising parents if a precautionary visit to A. & E. is needed. • Keeping suitable records of all treatment administered. • Determining if a child is unwell enough to be sent home from school.
6.2	Those first aiders and hold the qualification of 'Paediatric First Aid' should only be called away from their teaching duties if no other first aider is available.
6.3	All teaching staff, teaching assistants and the lunchtime supervisory assistants

	<p>are trained in the treatment of asthma, and the use of an epi-pen. This training is regularly updated within the suggested time frames.</p> <p>An Appointed Person is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:</p> <ul style="list-style-type: none"> • Taking charge when someone is injured or falls ill, • Calling an ambulance (where required).
6.4	In the highly unlikely event that a first aider is not present on an occasion, the named appointed person is the Headteacher and in her absence, the senior teacher.
7	First Aid Boxes
7.1	<p>The main First Aid box is located and easily accessible in the staff room. Smaller first aid kits are kept in school and are used for external visits. First aid boxes are identified by a white cross on a green background. First aid boxes are only used to store first aid materials. They must not contain tablets, medications, creams etc. Care is taken to discard items safely after the expiry date has passed.</p> <p>A supply of gloves is available for staff when contact with bodily fluids is possible. There is also a 'medical waste' bin in the staff room for the disposal of such items. Staffordshire Local Authority guidelines are followed regarding the contents of the first aid boxes. (Appendix B)</p> <p>The T.A. with overall responsibility for first aid is responsible for ensuring that first aid boxes are properly supplied and regularly replenished.</p> <p>The School's closest defibrillator is located at The Bell public house on the main road.</p>
8	Trips and Visits
8.1	<p>A basic first aid kit will be taken on all excursions out of school. Where possible children with asthma will carry their own inhaler. Epi-pens, where appropriate, will be kept with an adult. The lead member of staff accompanying children on a trip will carry a mobile phone per group and pupils' emergency contact details.</p> <p>Lockable portable first aid boxes will be used to carry medication out of school. A member of staff authorised to administer medication will be responsible for this box.</p>

8.2	Sick Bags for vomit and appropriate cleaning materials should be taken on all bus journeys. The teaching assistant with responsibility for first aid takes care of this.
9	Minor Incidents
9.1	Minor incidents will be dealt with and is classified as pastoral care. Examples are minor cuts or grazes, pupils who feel sick, minor bumps and slight bruises. All treatment of minor injuries should be recorded in the first aid book <u>where first aid treatment has been given</u> . If there is blood or vomit or other residual of the incident to be cleared up a teaching assistant may be asked to assist.
9.2	Children needing to be sent home must be sent to the School Office and office staff will contact the parent/carer. The decision to send a child home must be taken by a qualified first aider.
10	Accidents or Injuries
10.1	At lunchtime, injuries will be assessed by the staff on duty, who are all Emergency First Aid trained. First aid, if needed, is given in the staff room. Staff ensure that only one member of staff leaves the playground to give first aid so that supervision ratios are maintained.
10.2	At playtime, a first aider may be sent for to assess the injuries and treatment administered as appropriate.
10.3	In lesson times any child who complains of illness or been injured outside may be sent with another child to be inspected by a First Aider. If the injury occurs during class time e.g. during P.E., a qualified First Aider must be sent for in order to assess the situation.
10.4	If there are any doubts about the health and welfare of a pupil, the parent/carer will be contacted.
10.5	Head Injuries - it is vital that children are carefully monitored if they injure their head. To alert staff and parents to a head injury children wear a 'head bump' sticker showing the time and date of injury. A head bump letter is also sent home with an information sheet. See Appendix A. If the mechanism of injury has been significant the injury must be assessed by a first aider at work. A first aider at work must also assess any child who has shown signs of disorientation or unconsciousness following a head injury. The first aider will contact the child's parents by telephone to inform them of the injury. Together the first aider and the parents will determine whether the

	child needs immediate medical treatment. The first aider will also complete a "serious incident form. The form accompanies the child home or to any medical examination so that medical professionals can be fully aware of all symptoms at the time of injury and any treatment given by first aiders.
10.6	<p>All injuries which are likely to require medical attention later, should be reported to a trained First Aider and the Headteacher and an ambulance and the child's parent/carer contacted immediately. (numbers located in the office). If a situation is life threatening, then an ambulance should be called at the earliest opportunity without waiting to report to the Headteacher. If it is not possible to contact the parents of the child then a member of staff will accompany the child to the hospital.</p> <p>The first aider at work also completes a "serious incident" form. The form accompanies the child home or to any medical examination so that medical professionals can be fully aware of all symptoms at the time of the injury and treatment given by first aiders.</p> <p>A copy of the "serious incident" form will be held in the first aid records.</p>
10.7	If a pupil sustains a serious injury, they should not be moved, unless they are in immediate danger.
11	Recording Administration of First Aid
11.1	Minor first aid e.g. cleaning of cuts or grazes, cold compress applied to a bump, application of plaster, head bump (minor) a record should be made in the minor accident book which is kept in the first aid cabinet.
11.2	Serious incidents should be recorded and reported to the Entrust H&S team. This will be completed by the Headteacher and Office Administrator.
12	Infection Control
12.1	To minimise the risk of infection whilst administering first aid, first-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood must be wiped away using a clean cloth or handkerchief.
12.2	Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags. Contaminated work areas must be suitably disinfected and soiled clothing should be bagged and sent home with

	the child.
12.3	Further advice on infection control is available in the HR 53 Infection Control Policy and Strategic Health and Safety Service. A copy is kept in the first aid cabinet in Class 2.
13	Monitoring and Evaluation
13.1	The policy is due for review in September 2020, unless legislation or school circumstances dictate an earlier review.
13.2	The Headteacher is responsible for monitoring the day-to-day implementation of this policy. Reports are given to the Governing Body in the Headteacher's termly report to governors. The Governing Body is responsible for approving and monitoring the policy.



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Headteacher: Miss V L Hulme

Dear Parents,

Date

..... has had a bump on the head whilst at school today. He/she seems fine at present, but if there are any signs of sickness or dizziness later, please consult your doctor immediately.

Yours sincerely,

First Aider

Staffordshire County Council

First Aid Policy - Contents of First Aid Boxes

Where no special risk arises in the workplace, a minimum stock of first aid items is indicated in the table below.

Where activities are undertaken away from a recognised base, it will usually be appropriate to take a suitable first aid kit. As with first aid boxes, the contents of traveling kits should be kept stocked from the back-up stock at the home site.

Where the first aid assessment identifies additional equipment is required due to the circumstances of an activity, this may also be carried.

Item	First Aid Box	Travelling First Aid Box
Leaflet or card giving general guidance on first aid at work.	1	1
Individually wrapped sterile adhesive dressings (plasters) of assorted sizes appropriate to the type of work (dressings may be of a detectable type for food handlers)	20	6
Sterile eye pads.	2	-
Individually wrapped triangular bandages (preferably sterile).	4	2
Safety pins	6	2
Medium sized (12cm x12cm) individually wrapped sterile unmedicated wound dressings.	6	-
Large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings.	2	1
Individually wrapped moist cleaning wipes	10	6
Disposable gloves (non-latex powder free)	2 Pairs	1 pair
White Paper Towel	10	10

Where additional equipment such as scissors, adhesive tape, disposable aprons, individually wrapped moist wipes, blankets, or protective equipment such as resuscitators, these may be kept in the first aid box or stored separately as long as they are available for immediate use if required.

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use.