

Woodside Primary School



First Aid Policy Statement

Policy Owner: Headteacher

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Next Review Date: December 2021

Sign off signatory:

First aid policy statement

First Aid Policy Statement

The Governors and Headteacher of Woodside 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.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with BDMAT guidance on First Aid in school.

Signed:.....(Headteacher)

Date:.....

Signed:.....(Chairperson of the Governing Body)

Statement of First Aid organisation.

The school's arrangements for carrying out the policy include nine key principals:-

- Places a duty on the Governing Body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.

- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the First Aid requirements of the school.

Arrangement for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for Schools'.

The Appointed Person: Currently the Appointed person is Heidi King. She will regularly check that materials and equipment are available. She will ensure that new materials are ordered when supplies are running low.

Each class will have their own First Aid Box. These need to be stored where they are visible and easy to access. The school also has first aid boxes in the office and on both playgrounds. It is the appointed person's responsibility to ensure that these are regularly checked and that the stations are fully stocked.

There is a school trip first aid kit. It is the responsibility of the adults on each trip to notify the appointed person if stocks in the kit are running low.

Responsibility to regularly check First Aid Boxes located in the classrooms lie with staff working in the classes. If First Aid Boxes need replenishing the appointed person should be immediately notified and extra supplies should be requested.

Playground

There is a first aid kit for each playground which will be taken out at lunchtime to be stored in the KS2 corridor. It is the senior midday supervisors responsibility to notify the appointed person if supplies are running low.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe.

Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident file. Severe cuts should be recorded in the accident file and a major accident form should be given to the parents/carers. A copy of this form should be given to the office to be kept on file.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. The child will be given an 'I've had a bump to the head' sticker. Parents/Guardians must be informed by text. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident file. Children with a bumped head should be given a head injury letter to take home.

First Aid and Medicine Files

These files are kept in each classroom, in the playground and in the office. The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required by law.

For major accidents/incidents a further form must be completed within 24 hours of the accident/incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/incident official report forms). These forms are obtainable from the office and once completed a copy of it must be kept on file. They also need to be signed by the Headteacher.

Administering medicine in school

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions are kept in the Teachers' files/inclusion folder/first aid-medicine record files and on file in the office.

Children with medical conditions have to have a care plan provided by parents/guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored in the office in a white cabinet, clearly marked with the green cross, next to the key safe. Each child's medication is in a clearly labelled container with their care plan.

All medicines in school are administered following the agreement of a care plan.

Asthma

Children with Asthma ideally should have a care plan. It is the parents responsibility to ensure their child has an indate inhaler in school which is clearly labelled with their name. The children's inhalers are kept in the classroom and are accessible by the child. Asthma sufferers should not share inhalers.

Only blue (reliever) Asthma Pumps should be kept in schools.

Generic emergency salbutamol asthma inhalers

In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers' to use in an emergency.

These inhalers can be used for pupils who are on the school's Asthma register. The inhalers can be used if pupils' prescribed inhaler is not available (for example, if it is broken or empty). The emergency inhaler is stored in the First Aid cabinet in the office. The inhalers are clearly labelled.

First Aid cabinet (office): The emergency inhaler asthma bag contains:

- Two salbutamol inhalers (clearly labelled), inside their original packaging, with instruction on how to use and clean the inhaler.
- List of names of children with Asthma

In case of an emergency an adult needs to be sent to get the asthma pump while a First Aider remains with the child. Once the pump has been

administered, (older children can administer if for themselves under supervision) the first aider needs to record the time and dose of salbutamol (how many puffs have been administered). This needs to be recorded on administering medicine form (kept in the First Aid folders in each classroom and a text sent to parents).

For further information on administering medicine see next section, also see Pupils with Medical conditions in school policy.

Adults may also use the inhalers in an emergency and should follow the above instructions on recording the use of the inhalers.

When the emergency inhalers have been used, please notify the persons responsible for First Aid and Medicine, currently Mrs Heidi King.

Other Medicines

Short term prescriptions; medications such as the short term use of antibiotics or painkillers can be administered only if the parent/guardian fill out the 'parental consent form for administering medicine' form. Parents can obtain the form from the office on the first day of requesting the medicine to be administered at school. The office is to pass the forms and medication to the person responsible for Medicine at school, currently Mrs King. The copy of the Administering Medicine at Schools form must be kept in the medicine file, also one copy needs to be kept with the medication. Medication may be administered in school if it is required to be taken four (4) times a day. Classroom staff should encourage parents to administer all other medicine at home. All medication administered in school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address.

Medications that need to be kept in the fridge can be stored in the office.

All medicines will be administered from the office.

Calling the Emergency Services

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on a school journey.

If the casualty is a child, their parents/guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Headlice

Staff do not touch children and examine for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard text should be sent home to all the children in that class where the suspected headlice incidence is.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox etc, we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look.

Training

All school staff are able to undertake first aid training if they would like to.

All First Aiders must have completed a training course and hold a valid certificate of competence to show this. The school will keep a register of all trained First Aiders, what training they received and when this is valid until.

A log of First Aid training will be kept in the Headteachers safeguarding file.

Foundation stage (EYFS)

At all times, at least one staff member will have a current paediatric first aid certificate which meets the requirement set out in the EYFS policy

Reporting to HSE

The person responsible for medicines will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation.

The Headteacher will report these to the HSE as soon as is practicable and in any event within 10 days of the incident.

Off-Site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details (only if outside school hours).

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises.

EYFS

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

This policy will be reviewed by the person responsible for medicines every 3 years. At each review it will be approved by the Headteacher.