

ST JOHN'S CATHOLIC INFANT SCHOOL

FIRST AID POLICY



"Loving, Learning and Laughter Together with God"

Article 24: "Every child has the right to the best possible health"

Rationale:

First Aid can save lives and prevent minor injuries becoming major ones. All adults and children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Aims:

- To ensure that the school has adequate and suitable equipment, facilities and procedures to provide appropriate First Aid.
- To ensure that the First Aid arrangements are based on a risk assessment of the school.

Internal Management

The internal management responsibility for First Aid is delegated to the Head teacher.

The Head must ensure that parents are aware of the school Health & Safety and First Aid policies

The Head will appoint 2 'First Aid Officers' to be in charge of First Aid provision, who will:

- Ensure that the First Aid provision is adequate and appropriate;
- Ensure that the number of First Aiders/appointed persons meets the assessed need;
- Ensure that the equipment and facilities are fit for purpose.

First Aiders

In low risk places including schools with over 100 employees/ children– **Two FAW qualified first aid officers (1 to every 100)**

In this school 2 members of staff are FAW (First Aid at Work) qualified, 2 Main school staff (all preschool staff) are trained in Paediatric First Aid and all remaining staff are EFAW (Emergency First Aid at Work) trained. These certificates are valid for 3 years. Towards the end of the 3 year certification period, First Aiders need to undertake an FAW requalification course or another EFAW course as appropriate.

As strongly recommended by HSE (Health and Safety Executive), this school ensures that all FAW trained First Aiders undertake annual refresher training to maintain their skills.

First Aid Officers:

Mrs Vicky Webster
Mrs Anne-Lise Welch

First Aid at Work (FAW)

Mrs Vicky Webster
Mrs Anne-Lise Welch

Paediatric First Aid

Mrs Emma Greer
Mrs Gerry Tottle
All Pre School Staff

Emergency First Aid at Work (EFAW)

All teaching staff and teaching assistants

Duties of all First Aiders:

They must:

- Completed an approved HSE (FAW/EFAW) training course;
- Give immediate help to casualties; and
- Ensure that when necessary an ambulance or other professional medical help is called
- Take charge when someone is ill or injured;
- Monitor the First Aid equipment; and

Emergency First Aid at Work (EFAW) course lasts 6 hours – staff that have successfully completed this course should be able to:

- Understand the role of the first aider including reference to:
 - the importance of preventing cross infection
 - the need for recording incidents and actions
 - use of available equipment
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer First Aid to a casualty who is unconscious (including seizure)
- Administer cardiopulmonary resuscitation
- Administer First Aid to a casualty who is wounded or bleeding
- Administer First Aid to a casualty who is suffering from shock
- Provide appropriate First Aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)
- Ensure the First Aid equipment is kept up to date

First Aid at Work (FAW) course lasts 18 hours – staff that have successfully completed this course should carry out all the duties above and be able to:

- Provide emergency First Aid at work
- Administer First Aid to a casualty with:
 - injuries to bones, muscles and joints, including suspected spinal injuries
 - chest injuries
 - burns and scalds
 - eye injuries
 - sudden poisoning
 - anaphylactic shock
- Recognise the presence of major illness and provide appropriate First Aid (including heart attack, stroke, epilepsy, diabetes)

Insurance

The school governors must ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Training

- The school will provide adequate and appropriate training for First Aid staff and appropriate information for all staff to enable them to carry out their duty of care.
- The governors will ensure that there is sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.
- The school holds an INSET day for all staff, every three years, to gain an Emergency First Aid at Work certificate which is valid for three years.

Equal Opportunities

The school will take particular care with the First Aid provision for its disabled staff and children. Appropriate risk assessments will be done by the person in charge of First Aid, and suitable provision will be made in liaison with the Head teacher.

Signage

First Aid Notices should be on all Health & Safety notice boards and in communal areas e.g. reception, entrance hall, canteen etc. Notices should be easily recognisable and be green with white writing. They should provide the name of the First Aid staff.

Records

A written record of the school's current First Aid needs should be kept for reference and as evidence of effective Health & Safety management.

Should the casualty require hospital treatment an accident report form will be completed by a member of office staff for parents to take to the hospital.

An M13 (accident form) should be completed by a Manager every time First Aid-trained staff provides assistance to a casualty arising from the condition of the premises or the work they were undertaking. The name of the person giving First Aid together with summary details of the treatment given should be recorded.

Information

In the induction, all new staff should be provided with information on how to obtain first aid assistance. This should include:

- General organisation of First Aid in the school
- Where to find information on the nearest First Aid trained staff
- Emergency telephone numbers
- Location of First Aid boxes

Links to other policies & arrangements

These arrangements should be read in conjunction with;

- The school's Health and Safety Policy, which identifies the roles and responsibilities of all employees and managers
- Policy for Accident and Incident Reporting and Investigation
- Arrangements for referral to Occupational Health Unit
- Policy for Risk Assessment
- Policy for Lone Working.

First Aid Boxes

- First Aid boxes will be located as agreed by the Head.
- All staff should know where the First Aid boxes are kept.
- The box must contain a 'sufficient quantity' of First Aid material and nothing else.
- See Appendix 1 for the minimum requirements for a First Aid box.

The First Aid Area is located in the main corridor opposite the disabled toilet.

First Aid boxes are located in the First Aid Area and in each classroom.

FIRST AID PROCEDURES

STAFF

MOBILE CASUALTY

- Accident/ injury/ illness to be dealt with by a First Aider in First Aid area
- If casualty recovers, return to area of work
- In the event of an accident or injury, whoever carries out treatment must record all details (date, name of casualty, nature of accident/injury, treatment given) in the accident record book (kept in the school office).

IMMOBILE CASUALTY

- Do not leave the casualty; get someone else to get a First Aider who will carry out the appropriate action.
- If the nature of the accident/illness is such that the casualty requires to be sent home, or to the hospital;
 - 1) inform Head or Assistant Head
 - 2) if staff member is unable to drive, arrange transport and/ or inform relative (telephone numbers in school office)

CHILDREN

The First Aid duties will be organized to suit the school's needs. One staff member will be nominated to cover each break time including lunchtime for treatment of minor injuries.

All injuries or illnesses that occur during class time will be dealt with by the classroom staff and referred to administrative staff should the child require sending home. All injuries or illnesses at break times/lunchtime will be dealt with by the Teaching Assistant or Midday Assistant on First Aid.

MOBILE CASUALTY

- Accident/ injury/ illness to be dealt with by a First Aider in First Aid area
- If casualty recovers, send back to class or playground
- In the event of an accident or injury, whoever carries out treatment must record all details (date, name of casualty, nature of accident/injury, treatment given) in the individual year group accident record books (kept in First Aid area).

IMMOBILE CASUALTY

- Do not leave the casualty; get someone else to get a First Aider who will carry out the appropriate action as above.
- If the nature of the accident/illness is such that the casualty requires to be sent home, or to the hospital;
 - 1) In the event of a decision being taken by the First Aid Officer, in consultation with the Head/ Assistant Head, parents/guardians will be informed immediately (telephone numbers in School Office)

REMEMBER TO RECORD ALL DETAILS IN ACCIDENT BOOKS

- Minor injuries only will be treated by staff members on duty. For more serious injuries, a First Aider Officer should always be called to carry out the appropriate actions
- All injuries to a child's head, face, neck or back must be reported to parents/ guardians.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication will be administered to children without the express written permission of parents or guardians (see Administration of Medicines Policy)
- Parents of children, who receive First Aid, when considered necessary, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the member of staff providing the First Aid. All children with head injuries will receive a completed form to take home.
- Any child who is collected from school by parents/ guardians as a result of an injury considered to be greater than "minor" will be reported on the appropriate accident report forms held in the school office.
- Parents of ill children will be contacted to take the children home.

- Parents, who collect their children from school for any reason, must sign the child out of the school in the register maintained by the school office.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- All children with asthma or a documented health care plan e.g. epipen requirement, will have access to their medication at all times.
- Ensure that any child with known severe allergic reactions (anaphylaxis) is recognised by staff and where they have an EpiPen, staff know how to use it in an emergency. (see appendix 3)
- At the start of each year, request for updated medical information will be sent home including request for any health care plans e.g. asthma, epipens. Parents are reminded throughout the year via newsletters and meetings, of the policies and practices used by the school to manage First Aid, illnesses and medications.
- General organisational matters relating to First Aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering medications e.g. epipen, asthma medication will also be given at that time.
- Within each classroom First Aid Box, there are emergency notification cards. These can be used to alert another member of staff when an accident has occurred within the classroom if a teacher is working alone.

ACCIDENT/ INJURY/ ILLNESS ON TRIPS ORGANISED BY SCHOOL

- A comprehensive first aid kit will accompany all school trips, along with a mobile phone.
- A record must be kept of the incident/injury/illness as set out above and any medication issued in the duration of the trip.
- Staff must make sure all prescribed medicines for specific children, especially those for asthma or a documented health care plan e.g. epipen requirement, are taken with them on any school trips or journeys offsite.

INFECTIOUS ILLNESSES/ DISEASES

- Depending on the illness, remember that in case of infectious illnesses/diseases the school and /or Environment Health Authority may have to be informed.

This policy should be read in conjunction with the school's policies on Health & Safety

This policy will be reviewed at least every two years or sooner if necessary.

The governing body have wider responsibilities under the Equalities Act 2010 and will ensure that all our school policies take account of the nine protected characteristics. We strive to do the best for all of the children and staff irrespective of age, disability, educational needs, race, nationality, ethnic or national origin, pregnancy, maternity, sex, gender reassignment, religion/belief, marriage/civil partnership or sexual orientation or whether they are looked after children.

We have carefully considered and analysed the impact of our policies on equality and the possible implications for pupils with these protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Agreed by Governors on: 24 th May 2017	Reviewed on: 20 th May 2021 28 th Feb 2019
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First Aid Box Checklist - Minimum Recommendations by Health & Safety Executive

Depending on the risk assessment, additional items can be included within the first aid box, but this should not include any medicines or drugs.

- First Aid Leaflet (Giving basic first aid advice)
- 20 Individually wrapped sterile adhesive dressings
- 2 Sterile eye pads
- 4 Triangular bandages
- 6 Safety pins
- 6 Medium sized sterile wound dressings (12cm x 12cm)
- 2 Large sized sterile wound dressings (18cm x 18cm)
- 1 Pair of disposable gloves

Also included

- Ice packs
- Cards identifying an emergency in class and help required

Note: First aid supplies do have an expiry date. Ensure stocks are replenished.

First aid risk assessments

Assessments for first aid provision should consider the following factors;

- Number of occupants within the premises.
- Are there any specific risks, e.g. working with hazardous substances, dangerous tools, machinery, dangerous animals?
- Are there inexperienced workers on site, or children/employees with disabilities or specific health problems
- Are the premises spread out, e.g. are there several buildings on the site or multi-story building
- The history of accidents within the premises
- Hours of work – cover for shifts etc
- Availability of back up support available on site
- Foreseeable absence of first aid trained staff
- Mobile workers/Lone working/agile workers
- Are there parts of your establishment where different levels of risk can be identified
- Remoteness from emergency medical services
- Do members of the public visit your premises
- Periodic review of assessments.

Anaphylaxis

Anaphylaxis is a serious life-threatening type of allergic reaction. It usually develops suddenly and gets worse very quickly.

The symptoms include:

- feeling **lightheaded or faint**
- **breathing difficulties** – such as fast, shallow breathing
- wheezing
- a fast heartbeat
- clammy skin
- **confusion** and anxiety
- collapsing or losing consciousness

There may also be other **allergy symptoms**, including an itchy, raised rash (**hives**), feeling or being sick, swelling (**angioedema**), or **stomach pain**.

What to do if someone has anaphylaxis

Anaphylaxis is a medical emergency. It can be very serious if not treated quickly.

If someone has symptoms of anaphylaxis, you should:

1. **call 999 for an ambulance immediately** – mention that you think the person has anaphylaxis
2. **remove any trigger if possible** – for example, carefully remove any wasp or bee sting stuck in the skin
3. **lie the person down flat** – unless they're unconscious, pregnant or having breathing difficulties
4. **use an adrenaline auto-injector if the person has one** – but make sure you know how to use it correctly first
5. **give another injection after 5-15 minutes** if the symptoms don't improve and a second auto-injector is available
6. **Keep the child lying down or seated and have someone stay with them until they have been assessed by a paramedic.**
7. **Unconscious patients should be placed in the recovery position**

Guide to Using An EpiPen®

1. There is no need to remove clothing to use an **EpiPen®**, but make sure the orange end will not hit buckles, zips, buttons or thick seams on clothes.
2. To remove **EpiPen®** from the carry case. Flip open the lid on the carry case. Tip the carry case and slide the **EpiPen®** out of the carry case.
3. Lie the child down with their legs slightly elevated to keep their blood flowing or sit them up if breathing is difficult.



Each **EpiPen®** can only be used once. If symptoms don't improve, you can administer a second **EpiPen®** after 5-15 minutes.

“You Must call 999, ask for an ambulance and state ‘anaphylaxis’.”