



## **FIRST AID POLICY**

### **Purpose:**

To ensure that the welfare and well being of pupils is secure.

This policy outlines the School's responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is revised annually.

### **Aims**

- To identify the First Aid needs of the School in line the Health and Safety at Work etc Act 1974.
- To ensure that First Aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits in accordance to Health and Safety First Aid legislation 1981.

### **Objectives**

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report the Health and Safety Executive (HSE) under the Diseases and Dangerous Occurrences Regulations (RIDDOR).

### **Who was consulted?**

Staff and *Governors* have been consulted in the development of this policy.

### **Relationship to other policies**

This policy should be read in conjunction with the school's policy on health and safety and the local authority policy relating to educational visits.

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## Roles and Responsibilities

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 employment.

The **headteacher** is responsible for implementing the policy, identifying a responsible staff member for managing First Aid and the administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. He/She should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

The **staff member/s** responsible must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

**All staff** are responsible for keeping themselves up to date with basic First Aid, understanding the importance of risk assessment, and recognising the health needs of pupils for whom they have responsibility.

**Pupils** are responsible for caring for their own welfare and that of other pupils and understanding the importance of risk assessment.

**The Appointed Person** need not be a First Aider, but should have undertaken emergency First Aid training. He/She will:

- Take charge when someone is injured or becomes ill.
- Decide when a child needs to go home or be looked by a parent.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- Maintain a First Aid notice board in the staff room

The appointed person at Orchard Park Primary School is Mrs Colby who is based on the school office. When Mrs Colby is off site, Gillian Palmer will take on this role.

**The First Aider** must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post.

He/she will:

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- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

At Orchard Park, all teaching assistants are trained First Aiders. See appendix A.

### **Arrangements for monitoring and evaluation**

The governing body will receive an annual report from the Headteacher on the number of pupils treated for First Aid by year group and the programme of staff training. If necessary, the nature of any complaints received will also be shared. The data will be collated by the Appointed Person and maintained in a spreadsheet in a confidential file on the school system.

### **Re-assessment of First-Aid provision**

As part of the School's annual monitoring

- The Head teacher reviews the Schools' First Aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- The head monitors the number of trained First Aiders, alerts them to the need for refresher courses and organises their training sessions
- The head also monitors the emergency First Aid training received by other staff and organises appropriate training
- Under direction of the Appointed Person, a First Aider checks the contents of the first aid supplies termly. First Aiders check the contents of classroom bags before they are taken off the school site. Missing contents will be replaced immediately.

### **Providing Information**

The Head teacher will ensure that all staff are informed about the schools' first aid arrangements including:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.

In addition the Headteacher will ensure that on the First Aid notice board in the staffroom will include the following information:

- Names of employees with First Aid qualifications.
- Location of First Aid supplies and kits
- A copy of the school First Aid policy

The Deputy Headteacher/SENCO will:

- Provide first aid information for new staff as part of their induction programme
- Ensure that new staff have the information on the location of equipment, facilities and First Aid personnel. This will appear in the staff handbook.

## Provision

### First Aid Personnel

Arrangements are made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on school premises.

Additional arrangements will be made for:

- Off-site PE
- School trips
- Adequate provision in case of absence, including trips
- Out of hours provision managed and provided by the school, e.g. Clubs

### First Aid materials and equipment

- The Appointed Person, directed by the Headteacher, will ensure that the First Aid cupboard is restocked when necessary.
- The Appointed Person will undertake half termly inventories of the First Aid cupboard, checking dates and restocking when necessary.
- First Aiders are to advise the Appointed Person if items need replenishing.
- First Aiders are responsible for restocking First Aid containers after using any items.
- All First Aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DfE Guidance on First Aid for Schools). (For location of First Aid Boxes see Annex B)
- First Aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering First Aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- The location of First Aid boxes is kept with this policy and signposted within school.

### Accommodation

If First Aid is administered at playtime or lunch time, the year three classroom will be used. This will enable access to clean water, a wash basin and a lavatory. If a child needs to rest as a result of illness or an accident, the EAL or SENCo room can be used. Here, beanbags and blankets will be provided to ensure the child is comfortable. The child will be monitored by the appointed person and a First Aider.

### How to deal with blood and body fluids

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect

cross infection. In order to minimise the risk of transmission of infection, both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

### **Staff Contact**

The initial clean up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the '**Initial Clean Up Procedure**'.

In the event of a member of cleaning staff not being available gloves, powdered cleaner and cleaning equipment can be found in the COSHH cupboard in the Site Manager's office. A message must be left for the site manager so that arrangements can be made to deep clean the area before the end of the day.

### **Initial Clean Up Procedure**

- Wear disposable gloves from the First Aid cupboard.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a yellow bin liner).
- The bin liner with the soiled absorbent towels should be tied securely, double bagged and put in the outside bin, preferably in a yellow bag.
- Any article of clothing that has been contaminated with the spill should be wiped clean and then put in a plastic bag and tied up for the parents to take home.
- The area then needs to be cordoned off until cleaned.
- Staff should contact SLT for advice or the Site Manager, especially if more urgent care of the child and/or care of the wider school community (in terms of H&S) is required.

### **Procedure for Blood and Other Body Fluid Spillage**

- Gloves to be worn at all times
- The use of hypo-allergenic wipes should be permitted to clean around wounds when children are off the school premises and a fresh water supply is not available
- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the clinical waste bin (Yellow bag). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.
- Disposable spillage kits are available in all classrooms. Instructions for use should be followed.
- If not, then contaminated paper towels need to be placed in a bin, with a bin liner, tied up and ideally put in a yellow clinical waste bag. This must be disposed in a bin outside.
- The area must be cleaned with disinfectant following the manufacturer's instructions.

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- A 'Wet Floor Hazard' sign then needs to be put by the affected area. These can be located in the site office.
- The area should then be ventilated well and left to dry.
- Inform the site manager that reusable equipment has been used as all reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturers instructions.
- Wash hands.
- All yellow bags to be disposed of in the bin outside.
- Wash hands again and use anti-bacterial hand gel (based in the staff toilets and the school office).

### **Management of Accidental Exposure to Blood**

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

### **Action To Take**

- If broken skin encourage bleeding of the wound by applying pressure - do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth - do not swallow.
- Rinse out mouth several times.
- Report the incident to SLT (senior leadership team)
- If necessary take further advice from NHS Direct.
- An accident form will need to be completed and it may need to be reported to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

### **Record Keeping and Reporting Accidents**

- All minor injuries and First Aid treatments given are recorded in the accident record books kept in First Aid cupboard.
- The Headteacher must ensure that the record includes:
  - The date, time and place of incident
  - The name (and class) of the injured or ill person
  - Details of their injury/illness and what First Aid was given
  - What happened to the person immediately afterwards
  - Name and signature of First Aider or person dealing with the incident.
  - Any errors must be signed
- If a visit to the Doctors/Accident and Emergency is advised by the appointed person or the First Aider, this should be logged on the First Aid/accident log and then signed by the parent on receipt.
- Parents are notified by sending home the top copy of the accident report, leaving the carbon copy for school records.

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- Parents are contacted by telephone (alongside a First Aid slip) if a child has received a bump to the head and they need to go home, a wasp or bee sting or had a significant incident.
- For more serious injuries, a Cambridgeshire County Council Local Authority 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 for Accident Reporting**

- The Governing body will implement the LA's procedures for reporting:
  - all accidents to employees
  - all incidents of violence and aggression.
- The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.
  - An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven days).
  - An accident which requires admittance to hospital for in excess of 24 hours.
  - Death of an employee.
  - Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.
- For non-employees and pupils an accident will only be reported under RIDDOR where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
  - It is an accident in school which requires immediate emergency treatment at hospital
  - For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring these accidents are reported to the health and safety team within 5 calendar days.

The Appointed Person or First Aider must complete form IRF (96) on-line Reporting Accidents/Incidents form available at [www.cambridgeshire.gov.uk/irf96](http://www.cambridgeshire.gov.uk/irf96)

### **Transport to hospital or home**

In the event of a serious injury, the First Aider will make the decision to call an ambulance and will send notification to the Headteacher or next member of staff in

seniority. Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child. If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital. Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

### **Administering First Aid Off Site**

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. It is the First Aider's responsibility to check that it is complete before leaving the building.
- 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.
- 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. Administration of medicine needs to be witnessed. The records need to be counter signed by the witness.

Approved:: January 2017

Review: January 2018

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Appendix A

<b>Name of First Aider</b>	<b>Job title</b>	<b>Qualification</b>	<b>Expiry Date</b>	<b>Additional training</b>
Gillian Palmer	TA	Paediatric First Aid	10.07.17	Epipen Asthma Epilepsy
Clare Williams	TA	Emergency First Aid at Work	04.01.20	Epipen Asthma Epilepsy
Kristina Edwards	TA	Emergency First Aid at Work	04.01.20	Epipen Asthma Epilepsy
Jo Colby	Admin Support	Paediatric First Aid	04.07.18	
Jo Beecroft	TA	Emergency First Aid at Work	04.01.18	Epipen Asthma Epilepsy
Claire Gower	TA	Emergency First Aid at Work	04.01.18	
Gill Donoghue	TA	Emergency First Aid at Work	04.01.18	Epipen Asthma Epilepsy
Rebecca Taylor	Nursery Nurse	Emergency First Aid at Work	13.01.19	Epipen Asthma Epilepsy
Fiona Roberts	TA	Emergency First Aid at Work	06.07.19	Epipen Asthma Epilepsy
Abigail Hunt	TA	Paediatric First Aid	08.02.20	
Laura Barrett	TA	Paediatric First Aid	04.03.18	
Holly Freeman	Teacher	Emergency First aid at work	04.01.18	Epipen Asthma Epilepsy
Nicky MacColl	Assistant Head	Emergency First Aid at Work	04.01.18	Epipen Asthma Epilepsy
Victoria Coe	Assistant Head	Emergency First Aid at Work	04.01.18	Epipen Asthma Epilepsy
Rachel Lowe	Teacher	Emergency First Aid at	04.01.18	Epipen

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		Work		Asthma Epilepsy
Ruth Bridges	SENCo	Emergency First Aid at Work	04.01.18	Epipen Asthma Epilepsy
Wendy Halling	Teacher	Emergency First Aid at Work	04.01.18	Epipen Asthma Epilepsy

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