



Ashbrook Junior School

First Aid Policy

First Aid at Ashbrook Junior School

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

Introduction

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'. Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible. A first aider's main responsibility is to preserve life, prevent deterioration and promote recovery.

The headteacher and staff of Ashbrook Junior School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid of employees, children and visitors within the School.

The staff of Ashbrook Junior school recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and agree to abide by the procedure for reporting accidents.

Statement of First Aid Provision

The School's arrangements for providing First Aid will:-

- Place a duty on the Headteacher and Office Manager to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant forms;
- Record all occasions when First Aid is administered to employees, pupils and visitors;
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review every three years.
- Provide information to employees on the arrangements for First Aid;
- Ensure that there is an appropriate number and level of trained staff and assess any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child

Roles and Responsibilities

Lead First Aiders are Samantha McKie and Lynsey Priestly, both are trained at Paediatric First Aiders.

They are responsible for;

- Taking charge when someone is injured or becomes ill.

- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- After consultation with Headteacher/Deputy Headteacher/Attendance & Safeguarding Officer send children home if they are unwell or following an accident.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.

All First Aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Filling in an accident/incident report form on the same day or as soon as is reasonably practicable, after an accident/incident.
- Informing the Office Manager/Lead First Aider if the incident/accident is a result of a health & safety concern/hazard.

First Aiders within School are;

8 x Paediatric First Aiders
 3 x Emergency First Aid at Work
 8 x School First Aiders

Arrangements for First Aid at Ashbrook Junior School

Classroom

During lesson time and breaktime, all first aid is to be administered by a nearby first aider. Each class has a basic first aid kit and a duplicate accident reporting book. All first aid incidents are to be logged at the time of treatment within the accident book. The top copy is to be given to the child's parents/carers at the end of the school either by the teacher or by the child.

All first aid books will be collected in at the end of every half term as they will be monitored for any patterns of injuries etc.

Lunchtime

All first aid is to be administered by a first aid trained midday supervisor.

There is a first aid box stored in the office and at the start of lunchtime the midday supervisor who is out on the playground first will come and collect the first aid box.

Within the box is there is a class folder containing a fire register and pencil – **only to be used in the event of a fire evacuation.**

First aid equipment including gloves and small plastic bags for disposing of waste, a duplicate accident reporting book.

All first aid incidents are to be logged at the time of treatment within the accident book. The top copy is to be given to the class teacher during the handover period after lunchtime. This is to ensure that the class teacher is aware of any bumps, grazes and falls. The teacher can then pass the slip to either the parents/carers or the child to take home.

Notifying Parents

The Lead First Aiders (Sam McKie/Lynsey Priestly) will contact parent/carers if any serious accident or injury is sustained by a pupil and any first aid treatment given, on the same day, as soon as reasonably practicable. The class teacher will either speak to or send a Class Dojo

message to the parent/carer at the end of a school day with regards to any minor accident/injury sustained. A completed first aid slip will go home with the child.

Parents/carers will also be contacted by the Lead First Aiders (Sam McKie/Lynsey Priestly) if a child becomes unwell during the school day, this will be done after consultation with Headteacher/Deputy Head/Attendance & Safeguarding Officer.

Off-site First Aid

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

- A fully charged mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils.

Risk assessments will be completed by the Lead/Class teacher prior to any educational visit that necessitates taking pupils off school premises. If the Headteacher is satisfied that it is safe to do so the risk assessment will be authorised, this must be completed prior to visits taking place.

There will always be at least 1 first aider on school trips or in the event of more than one coach used there will be 1 first aider for each coach.

First Aid Equipment

A typical first aid kit in our school will include the following;

- Guidance card giving general advice on first aid.
- Plasters, a variety of sizes.
- Bandages, assorted
- Low adhesive pads
- Micropore tape
- Alcohol free cleansing wipes
- Hypo-allergenic plasters, two sizes
- Eye wash
- Burns shield
- Face shield
- Tuff cut scissors
- Heat retaining blanket
- Disposable gloves, vinyl, powder free
- Aprons

No medication is or should be kept in first aid kits. Prescribed medication with authorisation will be held in either a lockable medicine cabinet or the fridge both located in the the main school office. Reusable cold compresses are available from the fridge in the main school office. Each cold compress is cleaned after every use with antibacterial wipes.

Record Keeping and reporting

An accident or bump will be recorded in the duplicate accident book by the first aider on the same day or as soon as possible after an incident resulting in an injury.

As much detail as possible should be supplied when reporting an accident including date and time of accident.

Reporting to the HSE

The Office Manager will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6, and 7).

The Office Manager / Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries which are; fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
- Where an accident leads to someone being taken to hospital.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to;
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available here:

<https://www.hse.gov.uk/riddor/report.htm>

Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Transform Trust and Derbyshire County Council child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Administration of Medicines

Parents may require the school to administer medication for children who require emergency medication on a long term basis because of the chronic nature of their illness (for example,

asthma, diabetes, epilepsy etc). In these circumstances, an agreement is reached between the parent, Headteacher and member of staff involved. Where long term needs for emergency medication exist, Ashbrook Junior School require specific guidance on the nature of the likely emergency and how to manage it. Detailed written instructions should be supplied to the school and the parent/carer should liaise with the Lead First Aider/SENCO/Headteacher. Emergency day time contact numbers should be provided where the parent/carer can be reached at all times.

Parents are responsible for the administration of medicines to their children it is normally possible for doses of medication to be given outside schools hours. If your child is on 3 doses a day, the recommendation is to administer immediately before school and after school and again at bedtime.

Non prescribed pain killers (calpol, nurofen etc) should not be brought into school. If a child requires such medication, parents will be contacted and asked to come into school to administer a dose to the child. For Ashbrook Junior School to agree to assist with long term medication, parents should complete the appropriate medical forms obtained at the school main office.

The medication should be prescribed by a doctor and brought into school in the original packaging with the doctors label clearly visible. Whenever possible, the medicine should be self administered under the supervision of an adult. Medicines are kept in a locked first aid cabinet or in the fridge both are located in the school main office, in accordance with safety practises. The adult supervising the administration of medication will be the Lead first aiders – Sam McKie and Lynsey Priestly.

The staff at Ashbrook Junior School are committed to the wellbeing and support of all the pupils who attend the school.