



Minchinhampton Primary Academy

First Aid Policy

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Policy Statement

The Governors and Head teacher of Minchinhampton Primary Academy 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 and when off-site.

The Governors are committed to the authority's procedure for reporting accidents and recognise their 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 the Authority's guidance on First Aid in school and this policy has been written based on the advice given in the 'Guidance on First Aid for Schools produced by the DfEE and the school's own risk assessment. This policy will be reviewed annually or after any changes to ensure the provision is adequate.

First Aid Locations

We have First Aid cabinets in the following locations:

- KS1 shared area (ice packs are stored in KS1 fridge)
- KS2 shared area
- Hall

Additional stock is kept in between the Head Teachers office and the School Office.

During school hours the KS1 shared area is seen as the main First Aid location and children are taken here when hurt/ill.

All our cabinets are stocked with the required supplies and the 2 First Aid cabinets, in the Key Stage areas, are locked. In the First Aid cupboard in KS1 we also have the necessary equipment to clear up spillages and we also have supplies of spare clothes.

We have a shower located outside the staff room. If a child needs to be changed or showered then the Lone Working Policy will be strictly adhered to.

Appointed Person

Appointed persons are not first aiders, unless they have had the required training. We have an Appointed Person, presently Lorraine Shipton.

The Appointed Person's responsibilities are:

- to take charge, if appropriate, when someone is injured or becomes ill;
 - to look after the first-aid equipment e.g. restocking the first-aid cabinets;
 - to ensure that an ambulance or other professional medical help is summoned when appropriate;
 - to arrange training, where appropriate;
 - to liaise with the School Nurse;
 - to liaise with parents and teachers over a child's individual medical requirements

to update medical list;

- to liaise with parents/school nurse over Individual Health Plans;
- to look at the accident book, termly, for common injuries, times, locations & activities and use this in future risk assessments.

Medical List

All children with medical conditions e.g. asthma, allergies are on this list, which is updated annually and when necessary. Copies of this are kept in the school office and shared with all relevant members of staff.

First Aiders

Teachers' & Teaching Assistants' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

All our TAs have had training by St John's Ambulance in Basic First Aid - Education. This training is updated every 3 years and includes resuscitation procedures for children. First Aid training will be arranged for new members of staff where appropriate.

As per the new legislation in the Early Years Foundation Stage (EYFS) document, introduced in September 2008, all our staff working in Foundation Years have had paediatric first aid training. This training needs to be updated every 3 years.

At least one person, who has a current paediatric first aid certificate, must be on the premises at all times, when Foundation Stage are in school, and must accompany Foundation Stage on trips.

A list of all staff members who have had first aid training and their certification dates is kept in the school office.

Training for specific medical conditions e.g. asthma, Epi-Pen training is arranged by the Appointed Person with the School Nurse. These are annual training sessions.

Administering First Aid/Disposal of Waste

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. A receptacle kept in the Hygiene Suite is used for this purpose and items are disposed of in accordance with health & safety regulations. A Health & Safety audit has recently been undertaken (April 2010) and a new receptacle has been purchased as per their advice.

Break times

The Teaching Assistants are organised on a rota to cover first aid during break times.

Lunchtimes

All Mid-day supervisors (MDS) carry individual First Aid kits and, on a rota basis, one of them is the nominated first aider. First Aid will be administered initially outside and then, if necessary, the pupil will be brought in and the nominated MDS will continue administering first aid.

Lesson Time

If a child is injured/ill during lesson time then the class teacher (if first aid trained) and/or TA will administer First Aid.

Injuries/Illness

If applicable, the TA/MDS will notify the class teacher of any illness/injury who will make the decision if the child needs to be sent home. The office staff will contact the parent/carer and the child will wait in the appropriate KS area to be collected. The class teacher/TA will monitor the child until collected. If no-one is available to collect the child then the decision will be made by the class teacher for the child to return to class or remain in the KS area.

All injuries/incidents are written down in the First Aid book.

Head bumps

For the sake of clarity and to avoid potential miscommunication by the child, all injuries/ knocks above neck height to be treated as head bumps.

Whenever a child has bumped their head a letter will be given to the child to give to their parent/carer and the class teacher will be notified.

Staff in class will check in with/ keep an eye on the child who has bumped their head. If they complain of feeling sick or dizzy and/or their condition deteriorates and/or there is any possibility that the child is concussed, a decision will be taken immediately to contact home.

Teachers of all KS1 children will ensure they notify the person collecting the child at the end of the day and ensure they are given the bumped head sticker.

If a KS2 child bumps their head then the office will ring the parent/carer to advise them so that they are aware.

In cases where there has been a significant incident/injury then the parent/carer will be informed by telephone and an ambulance will be called, if appropriate.

Staff

If a member of staff is injured/falls ill then a pupil will go to the office who will contact the appointed first aider and another member of staff, if applicable, to cover the class.

Reporting of injuries/incidents

All accidents/incidents must be recorded and should include:

- date, time & place of incident
- name (and class) of injured or ill person
- Details of injury/illness and what first aid was given
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class)
- Name & signature of person dealing with injury/incident

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents (including any where a person is taken to hospital) must be reported to the HSE within 10 days (for further Guidance see First Aid for School produced by DfEE)

The Head and/or Appointed Person will liaise with the office staff to ensure this happens.

We must keep a record of any reportable injury, disease or dangerous occurrence. For further guidance see HSC/E guidance on RIDDOR 1995 and information on Reporting School Accidents see Parag 69 and must include:

- date
- time
- place of event
- personal details of those involved
- brief description of nature of event or disease

All records must be kept for a minimum of 3 years (see paragraph 75)

Providing Information

The headteacher will ensure all staff are aware of the first-aid arrangements. This includes the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs.

First-aid information is included in induction programmes to ensure that new staff, volunteers, trainees and pupils are told about the first-aid arrangements.

The school displays a poster describing infectious diseases and the signs, symptoms, incubation period, treatment and suggested period of absence.

Off-site activities

A risk assessment is carried out for any off-site activity e.g. trips by the leading teacher. This will take into consideration the accessibility of first aid during the journey and at the destination.

A first aid pack will be taken on each coach and additional first aid carried by staff. If any supplies are used from a pack then on return this must be given to the Appointed Person to replenish.

All children who have specific medical requirements e.g. asthma, epilepsy will be taken into careful consideration and their class teachers will ensure that their individual medicine is taken with them. Individual health care plans/policies will be strictly adhered to.

It is the lead teacher's responsibility to ensure that when first aiders are accompanying children off-site there will be adequate first-aid provision for the remaining pupils in school.

Clubs

Any club run by an outside organisation is advised of our first aid procedures by the office and children's specific medical needs and are given a red emergency card.

Emergency Procedures

All teaching staff and MDS have a red 'emergency' card, which in an emergency, can be given to a pupil to take to the school office to alert other staff.

The Appointed Person can be contacted by the office if needed. There is a timetable in the office to show the whereabouts of the Appointed Person and TAs.

If an emergency occurs during playtimes a whistle will be blown 3 times. The children know to 'freeze' until they are given instructions.

If a child becomes very unwell or has a potentially serious injury then the Appointed Person will be called to take charge of the situation and they will ensure an ambulance is called for, if appropriate. The office staff will actually phone the emergency services and also contact the parents. The headteacher or, if unavailable, a member of SMT will be informed.

Children & Staff with specific medical needs

Children who have specific medical needs e.g. asthma, epilepsy are registered on a separate list and all staff are aware of these.

The school has a separate asthma & epilepsy policy and children, with severe medical needs, have an Individual Health Care Plan and, if appropriate, an individually written policy.

Any medicine held at school for children with an Individual Health Plan will be kept in the school office.

The head teacher is aware of staff's individual medical needs and will advise the Appointed Person, if applicable.

Medication

We will only administer medicine that has been prescribed by a doctor, dentist or pharmacist and two members of staff will administer the medicine and sign the form to confirm that this has been done. Other medicines e.g. Calpol/Nurofen will be administered at the Headteacher's discretion.

If a child requires medicine during the day then the parent will be asked to complete an Administration of Medicine form stating the name of medication, date, time and dose and the office staff will administer this.

Medicine that needs refrigerating will be kept in the fridge in the kitchen between the Head's office and the school office