ST EDWARD'S CATHOLIC PRIMARY SCHOOL

First Aid Policy

Head Teacher: Mrs S Wakefield

School Mission Statement

Achieve in God's Love.
St Edward's is at the heart of a community rooted in its core values. Our children, by their actions, grow in the image of God

Written: January 2019
Review: January 2021
Introduction

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. This policy is reviewed annually.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work regulations 1992 and 1999
- To ensure that first aid provision is available at all times while people are on school premises and for off site school visits

Objectives

- To ensure the appointment of the appropriate number of suitably trained First Aiders
- To provide relevant training and ensure the monitoring of training needs
- To provide sufficient resources and facilities
- To inform staff and parents of first aid arrangements
- To keep accident records and to report to the HSE as required under the reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995

The Governors and Headteacher are responsible for the health and safety of all employees and visitors. They will ensure that suitable risk assessments are undertaken and that necessary First Aiders and arrangements are in place. The Headteacher is responsible for putting the policy into practice and developing detailed procedures.

All staff are expected to do all they can to secure the welfare of the pupils.

The Paediatric First Aiders will:

- take charge when someone is injured or is taken ill
- ensure that first aid stocks are adequate
- ensure that ambulance or other professional medical help is called when appropriate

The First Aiders must have completed and keep updated training approved by the HSE, including training on the use of defibrillators. They will:

- give immediate help to casualties with common injuries or illnesses
- when necessary ensure professional medical help has been called

The recommended number of certified First Aiders on site is at least 1 per 100
Procedures

Risk assessment reviews are carried out annually and there is a schedule of reviews to be carried out monthly/weekly/daily. Risk Assessments will always be carried out for offsite visits or activities in school that may present an element of risk.

All staff will be informed of First Aid procedures at the start of employment and reminded at least annually or should regulations change.

Should an incident occur at lunch time / playground then:

- In the event of an accident injuring one or more people, the first priority is to ensure the safety of other pupils and adults in the vicinity.
- An initial assessment should be made by an adult (teacher/TA/TA with First Aid Responsibility) and a decision made as to whether further action is necessary. Common sense should apply in these circumstances, as with all other school events, so that the children can be dealt with calmly and effectively causing the least amount of distress.
- Careful attention and respect must be maintained. In the event of being unable to assess the injury properly due to clothing then 2 adults should see the child in the Disabled Access Toilet room/private space.
- Should action be required; First Aider should treat child for minor bruises/scrapes using the first aid boxes available in each classroom. They will take over responsibility for the child and the reporting of the injury where necessary.

At least one First Aider/Appointed Person should be on lunch duty in the playground.

- Should the injured be judged unable/unwise to move eg for a severe head injury/suspected break/bad sprain then staff can either phone down to the office for assistance, call out for another adult or send a child to the school office or staff room to ask for immediate assistance from another First Aider.
- It is the responsibility of the original First Aider to complete an accident form and report to parents as appropriate (eg telephone where necessary).

Any incident in the classroom needing first aid should be dealt with by Support staff/Teacher in the classroom.

If the accident is of a serious nature a decision will be taken with the First Aider by a senior member of staff to call an ambulance.

Parents should be contacted as soon as possible. The member of staff who was first on the scene must complete an accident report form (from the office) and submit it to the Headteacher for signature this will then be sent to the HSE as appropriate.

Transport to hospital or home

The Headteacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance (or in certain cases and air ambulance) will be called and the pupil’s parent or carer will be notified. If hospital treatment is required, then the pupil’s parent/carer will be called for them to take over responsibility. If no contact can be made with parent/carer or other designated emergency contacts then the Headteacher may decide to transport the pupil to the hospital, with a member of staff.
Where the Headteacher makes arrangements for transporting a child then the following points will be adhered to:

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

The following incidents must be reported to HSE:

Involving pupils and visitors:
- Accidents that result in death or when it results in being taken from the site to hospital and the incident arises out of or in connection with:
  - any school activity, on or of the premises
  - the design or condition of the premises
  - the way the activity has been organized or managed

Involving employees or self employed people working on the premises:
- Accidents resulting in death or major injury
- Accidents which prevent someone from doing their normal work for more than 3 days

**Asthma/ Allergies/ Anaphylaxis/Epilepsy/Diabetes**

In dealing with pupils who have particular conditions then specific training will be given by an appropriate professional

- All staff should be made aware of any child who may have a severe allergy through their personal Health Care Plan, which must be updated at least annually and then when a new condition becomes apparent
- Staff should be aware of asthmatics in their care. They and the child should be aware of location of their inhalers which must be in date
- Efforts should be made to ensure that a child does not come into contact with any substance that will cause them to suffer an allergy
- First Aiders are trained in the use of an epi pen and in dealing with anaphylaxis shock, by the NHS should a child attend the school with this condition. All staff should then be aware of the location of the child’s epi pen and ensure that they are readily available on outings
- Specific staff and First Aiders have had training in Epilepsy and Diabetes

If a child is unwell at school:

- we will contact the parents/guardians
- care for the child until their parent arrives
- isolate the child if necessary
- we will not administer any medicine unless it is clearly labelled with the child’s name and clearly written directions for use are attached along with specific parental permission.
- Administration of medicines must always be done by a First Aider, verified by another adult and the medicine log completed

This Policy should be read in conjunction with the KCSP Supporting children with Medical Conditions Policy.
In March 2018, NHS England published guidance about reducing the prescribing of medicines or treatments that are available to buy over the counter.

This guidance has been adopted by our local clinical commissioning groups in east Kent: Ashford, Canterbury and Coastal, South Kent Coast and Thanet.

This means that certain medicines may no longer be prescribed if you can buy them ‘over the counter’ (OTC) in shops and pharmacies. GPs would not normally prescribe simple OTC medications for any patient, including children, and a doctor’s prescription should not therefore be required before administering such medicines to a child. The Medicines and Healthcare products Regulatory Agency (MHRA) licenses all medicines and classifies them as OTC when it considers it safe and appropriate that they may be used without a prescription.

It is therefore appropriate for OTC medicines to be administered by staff when authorised by parents, when parents consider it necessary. This may be by staff in a home or nursery or school environment.