

Heaton St. Barnabas' CE (VA) Primary School

FIRST AID POLICY 2015/16

Our school has the following Qualified First Aiders:

Name	Date of last Full Training	Last Annual update	Date of Paediatric Training
Louise Mawson	12.5.14		12.5.14
Jane Allen	6.12.12	Nov 15 next update	
Zahida Naqvi	6.12.12		
Rashida Khan	6.12.12	11.3.14	
Hetal Patel	3.3.15	14.4.14	
Louise Koch-Osborne	6.5.14		21.5.14
Julie Smith	5.11.14		5.11.14

Medical Responsibilities:

Diane Smith	Policy Updates
Anne Mason	CPD – asthma training, epipen update, First Aid Courses
Lou Koch-Osborne	Allergies (mild) <ul style="list-style-type: none"> • Posters • Pupil Health Care Plans • Medicine Administration
Anne Mason/ Rehana Ibrahim	Individuals with specific needs <ul style="list-style-type: none"> • Allergies (severe) • Epipens • Piriton • Complex medical needs • Rotas for individuals
Jane Allan	First Aid <ul style="list-style-type: none"> • Rota • Supplies • Bum Bags

Policy for First Aid

General Guidance

A rota for first aid cover is displayed on the staff room notice board and the general office.

Daily minor first aid situations may be dealt with by any member of staff or emergency aiders. Any employee or any person volunteering to administer first aid will be covered and indemnified under the school's Public Liability Insurance Policy. For this purpose we define **very minor injuries** as those where there is no visible sign of broken skin, bruising or swelling and the injury does not involve the head. **All head bumps/injuries must be referred to a qualified first aider.**

All staff should be informed of First Aid arrangements and made aware of this policy as part of their induction.

Persons administering first aid should wear disposable gloves, if possible, where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body.

Children who feel unwell should be sent to the school office with an adult or an accompanying note from the teacher explaining the nature of the child's illness. The decision to send an unwell child home will be made by a first aider or an appropriate member of staff.

Unwell children must be signed out when collected by a parent/carer. The child's name will be added manually to the fire register by a member of the admin team.

Children with medical needs must be brought to the attention of the SENCo and teaching staff in Key Stage meetings and to the attention of all supervisory staff and extended school staff. A health care plan will be completed by school and signed by parents and kept in the office. Details will be shared in teaching assistant and lunchtime supervisor meetings and meetings with extended school staff.

A register of **children with EpiPens** is kept in the medical room and there is a further copy in the school office. EpiPens will be kept in the **Medical Room** with a detailed care plan attached. EpiPen training will be updated for all volunteers annually.

Photographs of all children with serious allergies are displayed on the staff room notice board. Photographs are also placed in each classroom on the back of stock cupboard doors. It is important that all temporary staff are made aware of these children by the member of staff who accompanies them to their classroom at the start of their first day in school.

A class list detailing the medical needs of children in each class is kept in a class file in classrooms. A further copy is kept in a green file on the table in the medical room.

Off-Site Activities

Trip leaders are responsible for ensuring that assigned risk assessments are in place for all activities. First Aid kits must be taken on all off-site activities. Where possible a qualified first aider will accompany off-site visits. Staff taking children off site must always carry with them a first aid bag and held by DHT in charge of trips for use in the event of serious/fatal injury.

Location of first aid kits:

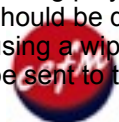
- In the medical room adjacent to the staff room
- In the Year 1 corridor
- In the year 2 corridor.
- In the year 4/5 cloakroom area

Basic first-aid kits will be provided in pouches for lunchtime supervisors to carry at all times. One member of staff will also carry a pouch at play times. First Aiders are responsible for checking the contents of pouches and first aid kits and replenishing as necessary.

Accident Procedures

Very minor injuries (i.e where there is no visible sign of broken skin, bruising or swelling and the injury does not involve the head)

During playtimes children should be dealt with in the first instance by a member of staff on duty. If possible this should be done in the playground using equipment in the pouches. The site of the injury should be cleaned using a wipe or wet cotton wool. Upon further inspection, if the injury requires first aid treatment the child should be sent to the General Office where staff will then ensure that a first aider or an emergency aider is called. The



person dealing with the incident should complete a white 'very minor injury slip and pass this to the child's teacher. The teacher should ensure that this note is passed to the parent at the end of the day.

Minor injuries

All minor injuries which result in broken skin, bruising, swelling or any incident involving head injury should be referred to a first aider. Children should be brought to the green seats adjacent to the reception classes by an adult or another child who should inform office staff that they are there and the nature of the injury. The office staff will then call a qualified first aider to assess the injury and take necessary action.

During lesson times the child should be sent to the General Office, accompanied by another child whereupon a first aider will be summoned.

Reporting injuries

All accidents/injuries which result in broken skin, bruising, swelling or any injury to the head must be reported in the accident book by the person who dealt with the incident. The accident book is located in the medical room. The top copy should be **given** to the child's class teacher by the first aider. The class teacher must then ensure that the note is passed to the parent at the end of the day. The child may also be given a sticker to ensure that all adults are aware that first aid has been administered.

Head Injuries

All head bumps/injuries must referred to a qualified first aider who must ensure that this is recorded in the accident book. A red 'head bump' notification must be completed by the first aider and attached to the first aid slip. Class teachers must ensure that this **is handed in person** to the adult who collects the child at the end of the school day. Where a child is travelling home by yellow bus a parent must be informed of the injury by telephone. In F/KS1 The child will be given a sticker to ensure that all adults are aware that first aid has been administered.

Serious/Significant injuries

Where an injury is thought to be more serious the individual should not be moved. A message should be taken to the office and a first aider will attend. A second first aider may be called to assist.

If the First Aider believes that the injured person requires medical treatment they will consult with the Headteacher, Deputy Headteacher (or nominated person) and:

- Arrange for the emergency services (999) to be called if necessary
- Arrange for parents to be informed
- Arrange for the child/adult to be transported to A&E by ambulance, by parents or 2 other staff members one of which is first aid trained.

If an ambulance is called and a child is taken to hospital, a member of staff will accompany the child if parents have not arrived before the ambulance leaves. The adult accompanying the child will take a copy of the child's personal details.

The school's responsibility ceases when the child is entrusted to the care of NHS ambulance personnel.

Monitoring of arrangements and incidents

Injury/accident books should be monitored termly by a nominated person to identify recurring incidents which may be prevented/reduced if appropriate action is taken.

See also Administration of Medicines Policy.

References

- "Guidance on First Aid for Schools": <http://www.teachernet.gov.uk/wholeschool/healthandsafety/firstaid/>
- Health and Safety Executive: <http://www.hse.gov.uk/riddor>
Head/policies/First Aid policy
CEFM personalised 2010

- St John Ambulance: <http://www.sja.org.uk> 08700 10 49 50
- Royal Society for the Prevention of Accidents: <http://www.rospa.com>
- School Governors - A Guide to the Law: <http://www.governornet.co.uk>

1. Very Minor Injuries slip

.....(name). Class

had a very minor accident today and hurt his/her

The area was cleaned and there was no sign of broken skin, bleeding, bruising or swelling.

Name of person who dealt with incident

Please pass this slip to the class teacher.

2. Green slip for injuries dealt with by First Aider and recorded

Please pass this slip to the class teacher.

3. Red Slip – head bump letter in addition to green and white slips

Please pass this slip to the class teacher.