



**Heaton St. Barnabas' CE (VA) Primary School**

**Policy For**

# **First Aid**

**This policy was approved by Curriculum Committee**

**On: 22<sup>nd</sup> November 2022**

**Signed.....**

**Position: Chair of Curriculum Committee**

## Heaton St. Barnabas' CE (VA) Primary School

### FIRST AID POLICY 2022/23

#### ***Our school has the following Qualified First Aiders:***

Name	Date of last Full Training	Last Annual update	Date of Paediatric Training
Peter Collins	15.6.2019		15.6.2019
Zahida Naqvi	1.11.2021	14.11.2022	1.11.2021
Hamaira Akhtar	1.11.2021	11.11.2022	1.11.2021
Patrick Clark	26.1.2020		26.1.2020
Paula Fernandez	3.12.2022		3.12.2022
Hetal Patel	21.5.2021		21.5.2021
Francis Leone	14.10.2021	Online Nov '22	14.10.2021
Elizabeth Hellmich	28.10.2021	Online Nov'22	28.10.2021
Diane Smith	16.11.21	Online Nov' 22	16.11.2021

#### ***Medical Responsibilities:***

Diane Smith	Policy Updates
Paula Fernandez	CPD – asthma training, epipen update, First Aid Courses
Rebecca O'Keeffe	Allergies (mild) <ul style="list-style-type: none"> <li>• Posters</li> <li>• Pupil Health Care Plans</li> <li>• Medicine Administration</li> </ul>
Alison Wild/ Rehana Ibrahim	Individuals with specific needs <ul style="list-style-type: none"> <li>• Allergies (severe)</li> <li>• Epipens</li> <li>• Piriton</li> <li>• Complex medical needs</li> <li>• Rotas for individuals</li> </ul>
Paula Fernandez	First Aid <ul style="list-style-type: none"> <li>• Rota</li> <li>• Supplies</li> <li>• Bum Bags</li> </ul>

# Policy for First Aid

## General Guidance

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

Daily minor first aid situations may be dealt with by any member of staff. 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 automatically be removed from the fire register through InVentry.**

**Children with medical needs** that affects their learning must be brought to the attention of the SENDCo, 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 by the school nurse.

Photographs of all children with serious allergies are displayed on the wall of the First Aid Room and in the staff room. 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 the purple folder on the back of classroom cupboards. 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, including any first aiders, taking children off site must always carry with them a first aid bag and children's medication such as inhalers and epipens.

## 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
- Staffroom for lunchtime staff

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 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 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 be 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.

## 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 emergency services need to be contacted, the adult placing the call must fill in a form from the administration of medicines policy.

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>
- 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.*

**4. Blue Slip – Asthma Inhaler slip for parents when Inhaler taken**

*Class teacher / First Aider / support staff pass to teacher or pupil*