



Pirton Hill Primary School

First Aid Policy

Originated by: SLT
Ratified by Governors: Summer 2021
Review date: Summer 2022

Overarching Values

Expect:

*We all **expect** to work hard, and meet our own high expectations, in a safe environment with access to high quality resources and opportunities that broaden our horizons.*

Believe:

*We all **believe** in ourselves, and each other, and know that everyone has something special to contribute.*

Achieve:

*We all have the opportunity to **achieve**, and fulfil our potential, regardless of our backgrounds.*

Enjoy:

*We all strive to develop passionate and determined life-long learners who **enjoy** learning, understand how to progress and take pleasure in succeeding.*

1.0 First Aid Regulations

The Health and Safety (First Aid) Regulations 1981 are a statutory requirement which form part of the Health and Safety at Work Act (1974).

These regulations place requirements on employers for the provision of First Aid in respect of their own employees while they are at work. While there is no legal requirement for a Local Education Authority to provide First Aid for pupils, students and other members of the public, it should be provided as part of a moral and civil law duty towards them.

This policy has been drawn up based on the Health & Safety Risk Assessment risk assessment, which considers children, staff, visitors and contractors

2.0 Appointed Persons

An appointed person is someone who is in charge of first aid arrangements. This includes looking after the equipment, facilities and calling the emergency services. At Pirton Hill Primary School, the appointed person is the Welfare Assistant.

Responsibilities of the Welfare Assistant

- Ensure that all staff and pupils are familiar with the school's first aid and medical procedures.
- Ensure that all staff are familiar with measure to provide appropriate care for pupils with particular medical needs (eg. Diabetic needs, Epi-pens, inhalers).
- Ensure that a list is maintained and available to staff of all pupils with particular medical needs and appropriate measures needed to care for them.
- Monitor and re-stock supplies and ensure that first aid kits are replenished.
- Ensure that the school has an adequate number of appropriately trained First Aiders.
- Co-ordinate First Aiders and arrange for training to be renewed as necessary.
- Ensure that correct provision is made for pupils with special medical requirements both in school and on off-site visits.
- Contact emergency medical services as required.
- Liaise with managers of external facilities, such as the local sports facilities, to ensure appropriate first aid provision.
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies

Responsibilities of the Business & Resource Manager

- Review First Aid records to identify any trends or patterns and report termly to the Resources committee
- Fulfil the school's commitment to report to RIDDOR.

3.0 First Aiders

The school ensures that we have at least the minimum number of qualified¹ First Aiders across our site. It is also our aim that all midday supervisors and teaching assistants have training in First Aid in order to deal with minor incidents such as sickness or minor cuts and grazes.

In providing First Aid, a First Aider is always responsible for their own safety and should not put themselves at unnecessary risk. First Aiders should not extend their diagnosis and treatment beyond their training and to do so could have legal implications for the individual, establishment and Local Authority. All cases of suspected illness should be referred to either individual GPs or in an emergency to the hospital.

Staff only take on First Aid duties if they feel confident to do so. It is important that other tasks on which the First Aider is officially employed should be such as to allow him or her to leave them immediately and go rapidly to the scene of the emergency, without having to arrange for cover.

First Aid Certificates, recognised by the Health and Safety Executive, are valid for three years. First Aiders who allow their certificates to lapse are required to complete a full First Aid course, a written record is kept of the dates on which First Aiders receive their training and they are notified well in advance of the availability of refresher training courses.

Lists of trained staff to provide first aid (both on site and where required for trips/visits and extracurricular activities) can be found at the School Office.

Responsibilities of the First Aider when dealing with a casualty:

- Assess the situation
- Provide appropriate First Aid treatment
- In the case of a serious incident, arrange for professional medical help/ambulance and ensure the parents are called
- Inform the Headteacher or a member of the senior leadership team
- Complete records relating to the incident or accident

3.1 First Aiders and the Law

Primary responsibility for providing appropriate First Aid rests with the Local Authority.

Although individuals can face personal prosecution under the Health and Safety at Work Act (1974), it is extremely unlikely that a First Aider would face this possibility provided they had acted in accordance with the training received and guidance given in this document.

Similarly, civil action, i.e. by a parent, claiming negligence against the First Aider would not take place against the individual First Aider as the Local Education Authority would be held to be responsible (vicarious liability).

4.0 First Aid Boxes

First Aid boxes are made of suitable material designed to protect the contents from damp and dust and are clearly identified as First Aid containers. The marking on the box is a white cross on a green background in accordance with the Safety Signs Regulations 1990.

First Aid boxes contain suitable First Aid materials and nothing else. It is the responsibility of the Welfare Assistant to check the contents and to ensure that stocks are in date and are replenished when necessary. It is the responsibility of the First Aider to notify the Welfare Assistant of stocks that need to be replenished after use. Sufficient quantities of each item, considering the size and nature of the establishment, will always be available in every First Aid box.

First Aid boxes are located in:

- Medical Room
- Nursery
- Year R
- Year 1
- Year 2
- Out of Hours Care
- Family Room
- Upper School Lunchtime Box
- Lower School Lunchtime Box
- DT Room
- Kitchen
- Blue Minibus
- Silver Minibus
- 2 x PE Bags

The inventory for each First Aid box is listed with it.

The First Aid boxes are maintained and checked half-termly or sooner, if required by the Welfare Assistant and new supplies reordered. It is the responsibility of all staff using the First Aid boxes to notify the Welfare Assistant if supplies are used and need replacing.

4.1 Supplementary Equipment

A thermometer is available in the main school office.

4.2 Travelling First Aid Kits

First Aid kits are kept in each minibus

First Aid kits will be available to groups taking part in off-site activities and trips. The number of items included should be appropriate for the circumstances in which they are to be used.

A person trained in First Aid will accompany all off-site visits. It is recommended that a member of staff trained in First Aid should be designated to take charge of a situation in the event of serious injury or illness while an off-site activity is taking place.

5.0 Administration of medicines

All medication will be administered to pupils in accordance with the Administration of Medicine Policy, based on DfE guidance. Detailed arrangements are provided in a separate policy.

No member of staff will administer any medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The Welfare Assistant is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by The Welfare Assistant.

All non-emergency medication kept on site is securely stored in either the medical room, or in the case of refrigerated meds kept in clearly labelled container within fridge in the main office with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the teacher cupboard within the relevant classroom and clearly labelled.

The establishment has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

6.0 Admissions to Hospital

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

The local Hospital A&E department is at Luton and Dunstable University Hospital, Lewsey Road, Luton, LU4 0DZ Phone: 01582 491 166

7.0 Accident Reporting

A local accident book is located in each Key Stage first aid area. MDSAs also have accident books in the lunchtime medical kit. These are used to record all minor incidents to pupils; more significant incidents as detailed below must also reported to LBC using the online accident reporting system AssessNet

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured pupil being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the headteacher and the governing body. Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

7.1 Reporting to the Health and Safety Executive (HSE)

The Corporate Health and Safety Team will submit reportable accidents to the Health and Safety Executive (HSE) in accordance with their training and with HSE guidance

A separate accident log will be maintained of all over 3-day accidents where a member of staff is absent for over 3 days excluding the day of the accident.

8.0 Individual Health Care Plans (IHCP)

Parents / carers are responsible for providing the educational establishment with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carers, designated named member of staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the academic year / when child enrolls / on diagnosis being communicated to the educational establishment and will be reviewed annually by the SENDCo.

All staff are made aware of any relevant health care needs and copies of health care plans are available on CPOMS. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

First Aid Addendum – COVID-19

This addendum to the First Aid Policy of Pirton Hill Primary School is for use during the arrangements for education of children in school during the Covid-19 partial school closure. It is to be used in conjunction with, and read alongside, the First Aid policy and the Medicines Policy.

Administration of First Aid

Staff members will be assigned a group/bubble to lead and each group will have a qualified, paediatric First Aider within the group. Therefore, where possible, those adults will administer First Aid to a child where required.

Staff should wear appropriate PPE based on the incident. This may include disposable gloves, disposable aprons and face masks. The school has appropriate PPE on site, located in the Medical Room, Classrooms and in portable containers for use on KS1 and KS2 playgrounds at break and lunchtimes.

Hygiene Measures

- The best way to protect yourself and others is through rigorous cleaning, personal hygiene and regular hand hygiene.
- After contact with any pupil, clean your hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations.
- Avoid touching your mouth, eyes and nose.
- There are no additional precautions to be taken in relation to cleaning your clothing other than what is usual practice.

Close Contact Measures

If you are required to come into close contact with someone as part of your first aid duties disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.

The use of a face mask is recommended and additional use of a face visor should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.

Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. Dispose of all used PPE in the designated bins.

Putting on PPE:

1. Perform hand hygiene before putting on PPE
2. Put on apron and tie at waist
3. Put on facemask – position elastic behind your ears OR Put on visor
4. Put on gloves

Removing PPE:

1. Remove gloves: Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand. Slide the fingers of the un-gloved hand under the remaining glove at the wrist. Peel the remaining glove off over the first glove and discard.
2. Clean hands

3. Remove apron: Unfasten or break apron ties at the neck and let the apron fold down on itself. Break ties at waist and fold apron in on itself – do not touch the outside – this will be contaminated. Discard.
4. Remove visor: Remove by holding the head strap only. Clean the visor with alcohol sanitiser or disinfectant.
5. Remove facemask: Remove the elastic loops from your ears and remove by handling these loops only. Lean forward slightly. Discard. DO NOT reuse once removed.
6. Clean hands with soap and water.

Used PPE should be disposed of in the designated bins. Staff should take particular care in removing used PPE to minimise and cross-contamination and then immediately wash their hands for 20s using soap and water.

Staff should note that PPE (the wearing of a face covering or face mask) is not recommended in schools except:

- If already used for a child during intimate care (gloves, aprons, masks).
- If a child becomes unwell with symptoms of coronavirus.

Children who develop symptoms

Any pupil or staff member developing a new, continuous cough or a high temperature on site will be sent home and advised to follow the COVID-19 guidance (self-isolate for 7 days; fellow householders self-isolate for 14 days).

The child will be taken to the designated area (Medical Room), where windows and doors will be opened, with an adult supervising until they are collected.

The supervising adult should maintain a distance of 2 metres from the child. If contact with child is necessary then disposable gloves, a disposable apron and face shield (visor) should be worn by the supervising adult. These items of PPE are available in the Medical Room.

In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk.

The staff member who has supervised the pupil does not need to be sent home but will remain vigilant to see if they develop symptoms and can be tested if this is the case. After the child has been collected, the supervising staff member will remove their PPE and dispose of it in the bin provided. Face shields should be thoroughly cleaned with minimum 60% alcohol wipes provided for this purpose in the Medical Room. The member of staff should then wash their hands with soap and water for 20 seconds. The Medical Room will then be cleaned with a 2-stage extended cleaning process.

If there is a confirmed case of coronavirus in the setting, all staff and children will have access to a test if they display symptoms of coronavirus.

If the symptomatic child or adult test result is negative, they can return to the setting.

If the symptomatic child or adult is positive, the rest of the class or group will be sent home and advised to self-isolate for 14 days. Other household members of the wider class do not need to self-isolate