

# Galleywood Infant School First Aid Policy October 2017



The governing body is responsible for the First Aid policy in the school, but this is delegated to the Headteacher.

## **Rationale**

Major and minor incidents can take many forms and can happen without warning. No plan can provide for every eventuality. The purpose of the policy is to ensure the school effectively meets the requirements of the health and safety (first aid) regulations.

Children and adults in our care need good quality first aid provision. The response to any incident is handled within clear and agreed systems which will ensure that all children are given the same care and understanding in our school.

**The school has a separate policy for the administration of medicines.**

## **Guidelines**

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders (see Appendix 1) in school, where necessary offered the opportunity to complete first aid training, are trained in accident reporting and shown where first aid supplies are stored.

## **Roles and Responsibilities**

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- To respect the dignity of the child during treatment.

## **First Aid Training**

It is the School's policy to regularly review First Aid provision to ensure it is adequate. First Aid training is offered by outside providers, as arranged by Finance Officer, which gives basic training in handling life-threatening incidents which may occur in schools. It will also enable staff to carry out First Aid for minor injuries. This will give attendees the minimum level of competence required to save a life in an emergency. A certificate of attendance is awarded which is HSE accredited.

4 members of EYFS staff hold the Paediatric First Aid Certificate.

## **Re-training**

First aid training lasts for three years. The Finance Officer will make arrangements for retraining and re-certification for each first aider during the third year.

## **First aid in school**

At Galleywood Infant School, we ensure that there is at least one Emergency first-aid trained member of staff on site during the school day and extended school day and one Paediatric first-aid trained member of staff in school during the school day. This is to ensure that all areas of the school have at least one competent first-aider present, with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

Qualified first aiders normally give first aid. However, any member of staff can do this voluntarily, if there is the need. All staff are covered by the school's insurance policy and are

expected to use their best endeavours in an emergency to secure the welfare of pupils and staff.

In October 2017 15 members of staff were emergency first aid trained, and 4 have completed a 12 hour Paediatric first-aid course.

In Foundation Stage at any one time there is a member of staff in each class with Paediatric first-aid training.

First aid trained members of staff have valuable skills and all injuries should, wherever possible, be reported to them and then thoroughly assessed by them.

For each break time Emergency first aid trained support staff will be on duty in the playground and in the office. Other staff will act on a voluntary basis when on playground duty.

If a pupil is injured during playtime, the teacher or Learning Support Assistant on duty will assess whether:

- the injury can be treated on the playground with portable first aid kit
- the child needs to be seen by office staff, accompanied by a friend
- the child needs to be accompanied to the office by a member of staff
- adult assistance should be obtained by sending a responsible child to the school office with a message to summon the office staff member on duty to the casualty

At lunchtime midday staff are responsible for First Aid with one member of MDA team designated each day as main First Aider, with others as support.

Subsequently, the member of staff originally reporting the incident or administering first aid should complete the Accident & Incident log which is kept in the School Office.

The information recorded will include:

- i) date, time and place of incident;
- ii) name and, where relevant, job title of the injured or ill person; iii) details of the injury/illness and what first aid was given;
- iv) what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc; and
- v) name and signature of the first aider or person dealing with the incident.

Parents are informed of any more serious incidents or head injuries with an injury notification slip (from official record book) and an advice leaflet in the case of a head injury. Admin staff will contact parent(s) in advance of the end of the school day, if they have any concerns about the injury.

### **First Aid Facilities**

All staff have up to date information about the location of first aiders, equipment and facilities.

The Administrative Officer / Assistant ensure that a notice giving the names of first aiders, and the location of first-aid boxes, is posted in each of the following locations:

- Staffroom
- School Office
- Ground floor - corridor outside School office
- Top corridor – outside Hedgehog / Fox classrooms

Notices are inspected and kept up-to-date by the Administrative Officer / Assistant as part of the regular health and safety inspections.

The School Office is the schools designated medical room. The School has first aid supplies always available in the School Office and a First Aid station situated on the top corridor outside the girls' toilets which is used at lunchtime by midday staff. A further first aid box is stored in the cupboard outside the Foxes classroom. These areas contain sufficient first-aid materials to administer first aid as recommended by the HSE.

The school has a minimum of two travelling first-aid containers used for off-site visits. These are kept in the School Office and contain supplies recommended by the HSE.

The Administrative Officer and Assistant check all boxes when they are brought back from a visit and regularly check that supplies are complete in the office and in the top corridor cupboard. A first aid box should be a strong container impervious to dust and damp. It should be clearly labelled 'First Aid' by a white cross on a green background.

The contents of a first aid box should be readily available to anyone wishing to use them. Only the following first aid supplies should be kept in it:

- A card with general first aid guidance
- A supply of individually wrapped sterile adhesive dressings (plasters)
- Sterile eye pads with bandage and triangular bandages (preferably sterile, but if not, a sterile covering appropriate for serious wounds should be included)
- Safety pins
- A selection of sterile wound dressings, various sizes
- Disposable gloves □ Yellow clinical waste bag
- Resuscitation face shield.
- Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

Support staff who are on playground duty carry a small basic first aid bag to enable them to deal with minor playtime injuries. This member of support staff is then responsible for restocking this container. All injuries should be recorded in the First Aid log held in the School Office.

A chair and small sink are situated in the School Office where children can receive first aid or rest if feeling unwell. However, if a child is unable to remain in or not well enough to return to the classroom, every effort is made to contact parents/carers in order that the child may go home.

Children who need to lie down in a quiet, supervised area are able to use the sofa in the Headteacher's office until they can be collected by parents/carers and taken home.

If a child is feeling ill during the course of morning or afternoon school, the class teacher/ learning support assistant will initially deal with them. If the child's health continues to cause the teacher concern, a member of staff will take the pupil to the School Office, where with the School Office staff will make the decision about further action e.g. contacting parent/carer. If this decision is made, the office staff will make the necessary arrangements. If child improves they will return to their lessons.

Inhalers are kept in School Office in a secure cupboard and are taken by the teacher to all off site activities and school trips, etc. Epipens are kept in the School Office and on a high shelf in the child's classroom.

## **Bodily fluids**

In the event of any bodily fluids (blood, faeces, urine and vomit) needing to be dealt with immediately, Site Manager should be contacted. Alternatively, obtain guidance on cleaning from the Site Manager. If possible the area should be cleaned with neutral detergent such as washing up liquid. Gloves are provided in first aid kits and should be used when dealing with bodily fluids. All items should be placed in a plastic bag and disposed of in a clinical waste bin located in the Accessible Toilet.

Transport to hospital from the School, if not an ambulance emergency, is arranged through the School Office.

## **Off Site Activities and Visits away from School**

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are required to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a Paediatric first-aider accompanies the group. A first aid container, available from School Office, should always be taken on such visits by the first aider or the person in charge where there is no first aider.

Pupils with medical conditions are identified for each trip, and the trip leader informed. The visit Risk Assessment will include any special considerations. Epipens, inhalers or extra medical supplies/equipment will be made available to the trip leader. EYFS children who are attending an offsite visit must be accompanied by a suitably qualified Paediatric first aider.

## **When to call an ambulance**

***Casualties with suspected fractures or back or neck injuries must not be moved unless a Paramedic or Ambulance personnel are present. For the patient's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.***

***If the casualty is unconscious, their airway is at risk, and they should be placed in the recovery position regardless of suspected spinal injury.***

## **Calling the emergency services**

When injuries are life threatening (e.g. cardiac arrest, spinal injuries, severe haemorrhage), when injuries are such that they cannot be treated on site, or when instructed by a parent in designated circumstances (e.g. anaphylaxis) an ambulance will be called. A responsible person will be detailed to call the emergency services. They must state:

- What has happened
- The injured child or adult's name
- The age of the casualty
- Whether the casualty is breathing and/or unconscious
- The location of the school
- That the ambulance / paramedic will be met at the school gate and directed to the casualty

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are located in the school office in a blue folder labelled Pupil Record Sheets.

## **Reporting Accidents**

The School conforms to the statutory requirements and will where necessary report to the HSE (Health and Safety Executive) in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Further details of which can be found

at <http://www.hse.gov.uk/riddor>. Accidents in the EYFS setting must also be reported to Ofsted.

**This policy will be reviewed annually and updated accordingly to include changes in the law and guidance on good practice. The policy will be promoted to the school community and shared with outside agencies and partners as required.**

**Staff Agreement..... Date.....**

**Governor Agreement..... Date.....**

Winpool/First Aid/First Aid policy for GIS

## APPENDIX 1

Name	Class or other base	Qualified until	Renewal booked
Liz McCabe	Squirrel	19/09/20	
Tracey Diebelius	Squirrel & MDA	18/09/21	
Alison Brown	MDA	25/09/22	
Ceri Gray	Office	26/03/22	
Jonathan Tee	Site Manager	03/07/20	
Kirsty Etty	MDA / Owl LSA	18/09/21	
Carrie Reed	Office	25/09/22	
Natalie Mildinhall (Paediatric First Aid)	Badger	08/11/20	
Rachel Foster (Paediatric First Aid)	Fox	14/06/20	
Rachael Brailsford	Office	30/04/21	
Sarah Teale	MDA/Hedgehog	26/03/22	
Julia Ottman	MDA	26/03/22	