



## St Nicholas CE Primary School

*'OUR CHRISTIAN COMMUNITY GROWING AND LEARNING TOGETHER'*

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| Policy Title:   | First Aid Policy  |
| Responsibility: | Head Teacher, Deputy Head teacher, Admin Office Assistant |
| Review Body:    | Head Teacher/SLT  |
| Date:           | December 2019   |
| Review:         | December 2021   |

### **AIMS**

The Aim of this Policy is to set out guidelines for all Staff at St Nicholas CE Primary School in the administering of First Aid to children, employees and visitors. Teachers and other staff in charge of children are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the children at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Furthermore, the school's Aquinas Advisory Council (AAC) are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

### **SHARING OF INFORMATION**

This policy and policies it references shall be shared with all employees during their induction. A shared responsibility for all employed staff to report and where appropriate investigate all accidents and make their findings readily available.

### **QUALIFIED FIRST AIDERS**

It will be the school's responsibility that children will always be supervised by at least one member of staff who is suitably qualified and has received the HSE approved and OfSTED recognised two day Paediatric First Aid Training, Emergency First Aid or Basic First Aid. A copy of qualified first aiders, along with their relevant certificates can be found in the medical file located in the staff round above the first aid cabinet.

## PROCEDURES

The member of staff responsible for the child should either carry out First Aid, if qualified or take the child to the School Office from where a First Aider can be reached. An informed assessment will be carried out and the appropriate treatment given. If a child needs to be sent home or to a doctor or hospital owing to injury in school this must be authorised by the Head teacher or, in her absence, by a member of the leadership team. Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made. Should the decision be that Parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with the Head teacher, and parents contacted.

## APPLICATION

A qualified First Aider **must be consulted immediately** in the event that a child (or member of staff) should sustain a major injury or injury of the following nature:

- Any respiratory difficulties
- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, a qualified First Aider **must be consulted** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with Epi-pens in school - irrespective of the type of illness or injury sustained. In the event of a major injury, a First Aider must be notified first and an ambulance called immediately afterwards. Children with specific needs have a personal care plan to ensure their safety. This should always be consulted.

## INCIDENT REPORTING

All incidents requiring first-aid (whether minor or major) must be recorded in the school First-Aid book. This is situated in the school office. The AAC is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.
- For non-employees and children an accident will only be reported under RIDDOR:
- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital.
- For each instance where the head teacher considers an accident to a visitor or child is reportable under RIDDOR the advice of the authority will be sought.
- All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

All accident/ injury and first aid records will be monitored by the Head teacher to help identify trends as part of the school's risk assessment process.

## **ACCIDENTS INVOLVING A CHILD'S HEAD**

The AAC recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'bumped head' letter will be sent home to the child's parents or guardians, and for those younger children in KS1 a 'bumped head sticker' will be applied to alert adults that the child has suffered a minor head injury. This will also be verbally communicated to parents either by phone or at the end of the day to ensure the message is received.
- Head bump forms are kept in the accident book in the office.

## **FIRST AID MATERIALS, EQUIPMENT AND FACILITIES**

All staff must acquaint themselves with the position of the First Aid kits. These are kept:

- In all classrooms – a basic supply of plasters, wipes and sick bags.
- In the staffroom – medication only.
- In the corridor opposite the Invention room.
- Kitchen – basic first aid kit.
- School office.

Please report any depletion in stock to the Office who are responsible for replenishing and for conducting a check of contents. First Aid Belts and the relevant medication must be taken on all school trips by the nominated First Aider for the group. The administering of items such as antiseptic creams etc. are not permitted in case of allergic reaction. Cuts and grazes should be treated with a wipe or clean water and Elastoplast's / micro pore applied where applicable. There are buckets in the School Office and classrooms for pupils who feel sick. Cleaning products, mops and buckets may all be found in the Cleaner's store.

## **PROTECTION AIDS**

Disposable gloves must be worn when dealing with all injuries which involve large amounts of blood loss. Sterile wipes and mouth guards should be used for any mouth to mouth situations.

## **MEDICATION**

At the beginning of each academic school year, any medical conditions are shared with staff and a list of these children and their conditions are logged in the class registers / medical cupboard and medical folder. More serious conditions will require a 'care plan'. All records are updated every time a change is recorded.

Individual medication is store in the 'medication boxes' located in the staff room. Tight monitoring of expiry dates on medication is carried out by the school office.

Short term medication that has been prescribed by a GP or hospital such as antibiotics can be administered by the school office. The parent/guardian must first complete a 'Medical Authorisation Form' on the day that the request is made, this form is available from the school office. The medication will be stored in line with instructions, i.e. in the fridge if need be or in the medical box.

## **CLASS MEDICAL LIST**

Each class file must contain an up to date class medical list, a list of pupils with specific dietary requirements and other medical conditions such as asthma. It should be made clear whether these pupils have medication in school for their medical needs. The child must be made aware that they need to tell a member of school staff e.g. to their class teacher, teaching assistant, or lunchtime supervisor, should they be feeling ill. All staff involved in lunchtime supervision e.g. kitchen staff and mid-day meals supervisors must be informed if a child has a food allergy or requires medication.

## **PUPILS WITH SPECIFIC DIETRY REQUIREMENTS**

Pupils must be fully risk-assessed when food-tasting activities take part at school. All staff, including mid-day supervisors and kitchen staff are made fully aware of dietary requirements and allergies.

## **ASTHMA AND ANAPHYLAXIS**

All staff are trained in recognising the signs of serious allergic reactions and in the administration of Epi-pens (flow charts are also kept in the Medical folder). Children needing Epi-pens will have two pen kept at school, one in the classroom and one in the staffroom in the Medical cupboard. Both Epi-pens will accompany a child during any offsite visits.

Children with Asthma do not require a care plan, but in order for an Asthma pump/spacer (salbutamol/relievers) to be held in school the parent/guardian must complete a 'Medical Authorisation Form' – this medication can then be kept either in the classroom or the staffroom according to preference. Parents are also encouraged to sign up their child to the school's own 'Emergency Asthma Medication Supply' (in line with the 2014 Human Medicines Regulations), the school holds two emergency inhalers and a spacer to be used when a pupil's own medication is not available (i.e. broken/empty). One of these inhalers will always be taken offsite with the child's own medication.

Expiry dates for Asthma pumps and Epi-pens are dealt with in line with all other medication and a comprehensive record logged in the Medical folder – located in the staffroom.

## **OFF SITE ACTIVITIES**

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, Epi-pens etc. A person who has been trained in first aid will accompany all off site visits.

## **HEAD LICE, CHICKEN POX, RASHES AND OTHER DISEASES**

If a child presents with a severe rash or suspected chick pox / measles the school office will contact the parents/guardian who will be expected to collect their child in the absence of a medical diagnoses. In children found to have head lice we will again contact the parent/guardian and a Schoolcomms will be sent out to the class alerting other parents to be vigilant.

## **TRANSPORT TO HOSPITAL OR HOME**

The head teacher or deputy will determine a reasonable and sensible course of action to take in each case. Where the injury is an emergency an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then the Head teacher will arrange for the parents to be contacted for them to take over responsibility for the child. If the parents cannot be contacted then the head teacher or deputy may decide to transport the child to hospital. Where the head teacher makes arrangements for transporting a child then the following point will be observed:

- No individual member of staff should be alone with a child in a vehicle.

The academy processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR). The academy complies with the requirements of the GDPR as detailed in the Trust data protection Policy.

All staff are aware of the principles of data protection and will not processes personal data unless necessary. The academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.