

SUTTON CE (VC) PRIMARY SCHOOL



FIRST AID POLICY

version2018 v1

Approved by Governors: June 2018

Sutton CE (VC) Primary School First Aid Guidance and Policy

DfE Guidance on First Aid in Schools

First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing First Aid in the workplace. Schools and Local Authorities develop their own policies and procedures for First Aid based on assessment of local need.

The minimum first-aid provision is:

- a suitably stocked first-aid container
- an appointed person to take charge of first-aid
- information for employees on first-aid arrangements

This minimum provision must be supplemented with a risk assessment to determine any additional provision. First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

Roles and Responsibilities

The Governing Body

The Governing Body is responsible for ensuring that there is a First Aid Policy in place. At Sutton CE (VC) Primary School the governors work with the Headteacher, staff and parents in the development and review of this policy.

The Headteacher

The Headteacher is responsible for putting the Governing Body's policy into practice and for developing detailed procedures. The Headteacher also makes sure that parents are aware of the school's Health and Safety Policy, including arrangements for First Aid.

The Headteacher is responsible for ensuring that

- adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons.
- there is sufficient trained staff to meet the statutory requirements and assessed needs, allowing for staff absence from work due to sick leave/school trips etc
- there are insurance arrangements in place which will provide full cover for claims arising from actions of staff acting within the scope of their employment.

Teachers and other school staff

The Teachers' conditions of employment do not include giving First Aid, although any member of staff may volunteer to undertake these tasks.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

First Aid Provision at Sutton CE (VC) Primary School

In planning for the provision of First Aid at Sutton CE (VC) Primary School we have considered the level of risk in school and its location in terms of medical services. The level of supervision at playtimes and lunchtimes, together with the standards of behaviour in and around school ensures a category of low risk during the times when the pupils are in school. All staff are aware of Health and Safety regulations regarding reduction of risk (for example: when working with ladders or using electrical appliances etc). There is a Minor Injuries Clinic at The Princess of Wales Hospital in Ely as well as Accident and Emergency facilities at both Hinchingsbrook Hospital in Huntingdon and Addenbrookes Hospital in Cambridge.

We offer basic First Aid training to all Teaching Assistant and Midday Supervisory Assistants (MDSAs) which is updated every three years. We believe that the best interests of the pupils and adults in our school are served by a well-trained and informed workforce. Therefore the number of First Aiders in school or off site with children exceeds that required by law. This ensures that we have First Aiders on site throughout every school day and cover when staff are ill.

Two of our First Aiders are the nominated 'Appointed Person' for managing and organising the day-to-day systems for First Aid within our school setting. These two members of staff have completed and passed the advanced Three Day First Aid qualification which is updated on a bi-annual basis.

All First Aiders at our school will provide First Aid to both adults and children on site and during school visits or at sporting events that our children participate in. All First Aiders can ask for the support of an advanced First Aider should they require additional support or deem the injury requires a more experienced member of staff.

At Sutton CE (VC) Primary School we have Early Years provision within our Foundation Stage class and therefore the two qualified 3 day trained personnel have full Paediatric First Aid training. In addition a TA working in the FS has also attended a Paediatric First Aid Course.

(The staff in each categories of first aid qualifications are detailed in Appendix A)

First Aider's Duties

All staff who volunteer to be a first aider must complete a training course approved by the Health and Safety Executive (HSE). This training is organised by the Headteacher. At Sutton CE (VC) Primary School, the main duties of a First Aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- when necessary, ensure that an ambulance or other professional medical help is called.

Appointed Person's Duties

The appointed person:

- takes charge when someone is injured or becomes ill beyond the assistance of basic first aid
- looks after the first-aid equipment e.g. re-stocking the first-aid container
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Informing People

The Headteacher is responsible for ensuring that all staff know the First Aid arrangements at school. This information includes:

- the location of equipment and facilities
- who the first-aid personnel are
- procedures for monitoring and reviewing the school's First Aid needs.
- Personnel Care Plans and First Aid requirements for individual members of the school community

This information is displayed in the staffroom, Headteacher's office, Deputy Head Office/Medical Room and the main office at Sutton CE (VC) Primary School.

All the pupils at the school are told about the First Aid arrangements within their classes or during whole school assemblies.

First Aid Equipment and Accommodation

Our First Aid equipment is stored in the medical section of the Deputy Head's office plus outside Jade Class. Both rooms have a sink with access to running water and waste disposal bins. The First Aid equipment is in secure boxes in either room with a locked medical cabinet available to keep the medicines for children who have long term medical conditions in the Deputy Head's office. In addition we have a number of smaller, portable kits which are used for school trips and off site learning activities.

We follow the Health and Safety Executive guidance and ensure that as a minimum we hold the following equipment:

- a leaflet giving general advice on first aid
- guidance on identification of concussion
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- one pair of disposable gloves.

The School Appointed Person examines the contents of the first aid containers frequently and ensures that they are re-stocked as soon as possible after use. We keep a supply of spare stock in school.

Our travelling first-aid containers contain the following items as a minimum:

- a leaflet giving general advice on first aid.
- six individually wrapped sterile adhesive dressings;
- one large sterile un-medicated wound dressing - approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- two pairs of disposable gloves.

The contents of the travelling containers are reviewed depending on the 'trip' or visit they will be used on.

Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Reporting Accidents and Record Keeping

Reporting Accidents

At Sutton CE (VC) Primary School we follow the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995, RIDDOR). We keep a record of any injury sustained on school property or on a school visit

- date and time
- place of the event
- details of those involved
- details of any treatment given

If a pupil has a serious accident during school hours and requires hospital treatment the school will then log the accident with the Local Authority's Health and Safety Department using the online reporting system. The accident is then investigated by the Local Authority and maybe reported to the HSE for further investigation if required.

If a member of staff was injured in an accident while at work we will report it to the school Health and Safety Committee and the Health and Safety Executive if it is an:

- accident resulting in death or major injury (including as a result of physical violence);
- accident which prevents the injured person from doing their normal work for more than three days (including acts of physical violence).

In these cases the HSE will be informed without delay by telephone. All reportable accidents would be reported within 10 days using an online report form.

As there are more than 10 employees at Sutton CE (VC) Primary School we keep accessible accident records in a log book in the school office. These records are kept for a minimum of 7 years.

Recording First Aid

At Sutton CE (VC) Primary School we keep a First Aid Log Book in the two rooms where First Aid is administered. This includes:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- the nature injury/illness and what first aid treatment was given;
- name and signature of the first aider or person dealing with the incident.

We endeavour to inform parents of any minor first aid treatment given at school in person by classroom staff at the end of the day, or by phone if the child is not collected by parents/carers

We additionally include a letter regarding head bumps and symptoms of concussion to watch for where a child has been treated for a head bump.

We contact parents/named contacts as soon as possible by telephone if we feel there is any further treatment needed e.g. doctor/dentist visit.

This log book is reviewed regularly in order to identify trends and possible areas for improvement in the control of health and safety risks. It also helps us to identify future first aid needs assessments.

Appendix A

First Aiders in School

Name	First Aid	Paediatric First Aid	Managing Emergency Medication	Appointed First Aid Person	Paediatric Trained
One Day Trained					
Liz Adkins	√	√			
Kirsty Booth	√	√			
Shirley Bowman	√	√			
Sally Braybrooke	√	√			
Kay Camps	√	√			
Sam Cherry-Chapman	√	√			
Laura Cook	√	√			
Val Day	√	√			
Kim Fleming	√	√			
Alison Green	√	√			
Stuart Hales	√	√			
Louise Harvey	√	√			
Anne Horwood	√	√			
Wendy Jackson	√	√			
Tracy Kent	√	√			
Alison McCarthy	√	√			
Sue Murray	√	√			
Julia Nicoll	√	√			
Jackie Newton	√	√			
Deborah Pierson	√	√			
Amanda Pink	√	√			
Karen Simpson	√	√			
Tina Tarbit	√	√			
Emma Templeman	No	No			
Paula Wylie	√	√			
Three Day Trained					
Sally-Ann Jefferson	√	√	√	√	√
Kirstie Sole	√	√	√	√	√

Two Day Trained – Paediatric					
Sam Brown	√	√			√
Kirstie Sole	√	√	√	√	√

NB

June 2018 - we currently do not have any pupils who require epi-pen training. We have a member of staff who carries an epi-pen.

Appendix B

Bumped Head Letter



SUTTON CE (VC) PRIMARY SCHOOL

Name of Child: _____ Time of Incident: _____

We are sending this note to advise you that your child received a head bump at school today at the time stated above. Your child was checked by a member of staff at that time and has been watched throughout the day for signs of concussion. There have been no symptoms of this yet. However, if your child complains of dizziness, blurred vision, severe headache or nausea tonight, you may wish to consult your doctor. In the event of contacting a doctor please inform them of the time of the incident.

Member of Staff: _____ Date: _____