



## **First Aid Policy 2022**

<b>Date Issued:</b>	<b>May 2022</b>
<b>Prepared/Reviewed by:</b>	<b>Deputy Head Teacher</b>
<b>Review date:</b>	<b>May 2024</b>
<b>Date Adopted by Governing Body:</b>	<b>May 2022</b>

## **Introduction**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

It is our policy to ensure that appropriate first aid arrangements are in place for our staff, pupils and any visitors to our premises. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment.

This policy should be read in conjunction with the school's Health and Safety and Administration of Medication policies.

## **First Aid Provision**

The school has assessed its First Aid provision requirements. In line with the Statutory Framework for the EYFS, there is always at least one member of staff with a current paediatric first aid certificate on the premises when children are present, as well as on outings.

## **First Aid Training**

There is a list of all staff members who have received the relevant first aid training. This list is displayed in the office, with the medical box, around school and a copy is at the end of this policy. This list is kept up to date and there is an ongoing programme for members of staff to receive the appropriate first aid training.

## **First Aid Equipment**

First aid is currently administered at the back of the hall or (when a child needs privacy) in the library. There is a locked store for first aid and PPE equipment outside the staffroom. There is a bin for waste materials situated in the disabled toilets where staff can dispose of any items as appropriate. Details of children with severe medical conditions are displayed in the main and staff offices and in the child's classroom (in a yellow folder) and a copy of their care plan is available in the main office. Teachers also have copies of these. Details of children who may not have plasters or medical wipes are located on the door of the first aid box. Teachers are annually given a list of children with medical conditions outlined; this is updated if any new medical information comes to light during the year.

In addition to this, EYFS have a first aid kit located in the Reception cupboard and portable first aid kits are provided for out of school visits and for lunchtimes.

The checking and ordering of stock is carried out by the assistant administrator, who fills the boxes around school, disposes of any out of date items and ensures that enough stock is maintained to supply the school. There is no first-aid budget; stock is purchased on a need basis.

## **Defibrillator**

The school has a defibrillator machine that is stored in between the main office and the Head Teacher's office. Staff have been trained on the usage of this equipment and this training will be updated each time First Aid Training is done.

## **Emergency Inhaler Kit/Epipen**

The school has an emergency inhaler and an emergency epipen which are located in the main office. Parents of children with asthma sign to agree to staff using this in the event of an emergency (please refer to asthma policy).

## **Medication**

Medication is not routinely administered for children, but may be done so under the strict guidelines of the Administration of Medication Policy. Any prescribed medicine which a child is to receive, is kept in the main office, or (if required) in a fridge in the main office and will only be handled by the staff involved. Records of medication given is kept in a file in the main office.

## **Accident Procedures**

During playtimes and lunchtimes, injuries that require first aid treatment should be dealt with, in the first instance, by the staff on duty. For injuries that require closer attention, children should be sent inside for a member of staff with first aid training to deal with.

Minor incidents and accidents should be dealt with, wounds cleaned etc and the child returned to the playground when possible and practical. Persons administering first aid should wear disposable gloves where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body. Any dressings or materials which have been in contact with body fluids (e.g. blood, vomit etc) must be disposed of in the designated yellow bin in the disabled toilet. This is emptied regularly by an appointed contractor.

During lesson times, if no trained member of staff is present, and the injury cannot be dealt with, the child should be sent to the office, accompanied by another child or adult.

All head bumps/injuries and incidents of inhalers being used must be recorded (including a brief description of the incident) and parents will be notified. Staff will indicate in the accident book that parents have been informed; the original copy should be sent home and the duplicate copy given to the Head Teacher. A bumped head sticker (located next to the first aid kit in the hall) will also be issued to inform the parent.

Accident books are located in every classroom, the Learning Zone, outside the library and outside at lunchtimes with a first aid kit. These must be completed as soon as possible after the accident has taken place and should be completed by the person who has administered the first aid.

If a child has an accident which requires urgent hospital treatment, the school will be responsible for calling an ambulance. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. If parents cannot be contacted, a member of staff will accompany the child and stay with them until the parents arrive. If a child leaves the premises in an ambulance, the LA health and safety officer must be informed

In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

## **Illness**

Children who feel unwell should be sent to the school office (for younger children they should be sent with 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 the Head Teacher or Deputy Head Teacher. If neither is available, the class teacher or the office staff will make an informed decision.

## **Vomiting and diarrhoea**

There are buckets with lids in the Caretaker's room for pupils who feel sick. Vomit must be treated as a biohazard and the area must be thoroughly disinfected.

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

## **Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox etc., a member of staff will look at their arms or legs. To look at a child's back or chest would only be done if the school were concerned about infection to other children. In this case another adult would be present and this would not be done without the child's consent.

If a child has any of these infections, they will need to stay off school for a prescribed period of time. A list of timescales is kept on the notice board in the office.

## **Pastoral care:**

There may be occasions that children state that they are unwell or require First Aid, but what they actually simply require is 'pastoral care' i.e. a bit of care and attention/comfort/glass of water etc. Incidents requiring 'Pastoral Care' should be treated as follows:

- If an incident occurs during a teaching session, a member of staff supporting the class / year group should take 'Pastoral' care of the child ensuring his/her well-being.
- If an incident occurs at playtime, the teacher on duty should take 'Pastoral' care of the child ensuring his/her well-being. It is the teacher's responsibility to inform the child's class teacher.
- If an incident occurs at lunchtime, the lunchtime supervisor should take 'Pastoral' care of the child ensuring his/her well-being. If they require additional support they will seek the support of the Head Teacher, Deputy Head Teacher or a member of the senior leadership team. It is the lunchtime supervisor's responsibility to inform the child's class teacher.
- Class teachers will only send a child to the office if they are sure the medical need is really severe enough for them to be sent home.
- It is the class teacher's responsibility to inform parents of significant pastoral care needs.

### **Reviewed June 2015:** changed :

"Staff will indicate in the accident book that parents have been informed; a special proforma needs to be completed and sent home."

"If neither is available, the class teacher or the office staff will make an informed decision." EMc

### **Reviewed June 2017:** changed :

Added- " there is a first aid box situated in the Y4 classroom"

Added a medication subtitle

New list of first aiders attached.

Reviewed June 2018:

Added pg 1 (usually in the teacher's cupboard)

Teachers also have copies of these.

Teachers are annually given a list of children with medical conditions outlined; this is updated if any new medical information comes to light during the year.

Defibrillator

The school has a defibrillator machine that is stored in the photocopying room. Staff have been trained on the usage of this equipment and this training will be updated each time First Aid Training is done.

Emergency Inhaler Kit

The school has an emergency inhaler which is located in the photocopying room. Parents of children with asthma sign to agree to staff using this in the event of an emergency (please refer to asthma policy).

### **Reviewed May 2020:**

Page 1 changed date of policy. Added: and is kept at the front of each class register

Page 2 changed or amended highlighted sections: staffroom, or (if required) in a fridge in the server room within the staff room and will only be handled by the staff involved. Records of medication given is kept in a file in the same cupboard as the medication.

Changed: Green buckets with white lids as new buckets were purchased.

Page 3 Changed 'your' to 'a' in second paragraph.

### **Reviewed May 2022**

Page 2 changed: First aid is currently administered at the back of the hall or (when a child needs privacy) in the library There is a locked store for first aid and PPE equipment outside the staffroom.

Page 2 removed- and is kept at the front of each class register

Page 2 changed wording to say fridge in office not staffroom

Page 2 added- In addition to this, EYFS have a first aid kit located in the Reception cupboard and portable first aid kits are provided for out of school visits and for lunchtimes.

Page 2 changed position of defib

Page 3 Position of accidents changed

Page 3 change time off after sickness to 48 hours

# Paediatric First Aid Qualified Staff

2 day course



Mrs Khan  
Teacher



Mrs Guest  
Teacher



Mrs Ennion  
Office Manager



Miss Harding  
Support Staff



Mrs Harker  
Support Staff



I'Anson  
Support Staff



Mrs Sampson  
Support Staff

## First Aid Trained Staff

1 Day Emergency Paediatric Course		
Name	Position Held	Renewal Date
Mrs Williams	Teacher	Sep. 2023
Miss Barrett	Teacher	Sep. 2023
Mrs Evans	Teacher	Sep. 2023
Mrs Jessop	Teacher	Sep. 2023
Mrs Guest	Teacher	Sep. 2023
Miss Drew	Teacher	Sep. 2023
Miss Hugill	Teacher	Sep. 2023
Mrs Gregory	Head Teacher	Sep. 2023
Mrs Christy	Support Staff	Aug. 2024
Miss Harding	Support Staff	Sep. 2023
Miss Ahmed	Support Staff	Sep. 2023
Mrs Spruce	Support Staff	Sep. 2023
Mrs Hall	Support Staff	Sep. 2023
Mrs Ennion	Office Manager	Sep. 2023
Miss Bain	Administrator	Sep. 2023
Mrs Afsar	Support Staff	Aug. 2024

2 Day Paediatric Course		
Name	Position Held	Renewal Date
Mrs Guest	Teacher	Oct. 2024
Miss Harding	Support Staff	Nov. 2023
Mrs Khan	Teacher	Sep. 2024
Mrs Ennion	Office Manager	Aug. 2024
Mrs Sampson	Support Staff	Aug. 2024
Mrs l'Anson	Support Staff	Feb. 2025
Mrs Harker	Support Staff	Feb. 2025

1 Day Emergency First Aid at Work		
Name	Position Held	Renewal Date
Mr McMillan	Caretaker	Feb. 2025
Mrs l'Anson	Support Staff	Sep. 2023