

# First Aid Policy



*Providing the roots to grow & the wings to fly.*

## Introduction

This policy outlines the Academy's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy is reviewed annually.

## Aims

- To identify the first aid needs of the Academy in accordance with the Management of Health and Safety at Work Regulations.
- To ensure that first aid provision is available at all times while people are on the Academy premises and while on Academy visits in accordance with the Health and Safety First Aid legislation.
- To administer first aid to pupil when in need in a competent and timely manner.
- To communicate pupil's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To refresh the training on a regular basis.

## Objectives

Henhurst Ridge Primary Academy will ensure that all pupils and staff, also contractors and visitors, have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the Academy.
- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the Academy's First Aid arrangements.
- To keep accident records
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in Academy and on educational visits.

## Personnel

Reach2 and the Academy Governors are responsible for the health and safety of their employees and anyone else on the Academy premises. They must ensure that risk assessments of the Academy are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

- The Academy Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.
- In the event of a medical emergency and the Academy being unable to contact the parents/carers the Headteacher will act in 'Locum Parentis'

## Duties of an Appointed Person

- Takes charge when someone is injured or becomes ill
- Looks after the first-aid equipment e.g. restocking the first aid container, ordering equipment.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- *In addition to the above, First Aiders are required to follow the procedures outlined in this policy.*

## Main Duties of a First Aider

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at Academy.
- When necessary, ensure that an ambulance or other professional medical help is called.
- No medication, including headache tablets, will be administered to pupils without the express written permission of parents or guardians (*see the Medicines Policy*)
- No medication may be shared between staff, visitors or others who are on site. Medication is the individual's responsibility when on site.

## First Aid Equipment and Facilities

- The Appointed Persons, directed by the Head teacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary.
- All first aid boxes are stocked in accordance with the HSE recommended and mandatory contents
- First aid boxes and equipment are taken on all Academy educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

## Information on First Aid arrangements

### Pupil accidents involving their head

The Academy recognises 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. Ice packs are applied as a precaution; these are kept in the freezer in the Medical Room. A number of instant ice packs are available to take on trips. Where emergency treatment is not required, all bumps to the head will be reported to parents with a telephone call and a follow-up electronic slip recording the location of the injury and treatment provided.

Any head injuries requiring medical attention are recorded in the Incident Reporting module within Parago.

## Blood Injuries

All staff are aware of the necessity of wearing gloves when dealing with blood. Disposable vinyl gloves are available in the first aid room, and are included in first aid kits. Injuries which result in blood loss are always covered to avoid infection. All waste items should be disposed of in the yellow bin in the medical room

## Break-time, lunch-time and lesson time

A walkie-talkie system is in place so that staff can request assistance with first aid if required at any time.

At lunch times, all staff on duty who are first-aid trained carry an emergency first-aid kit to deal with minor injuries. There is also a first aid station located indoors adjacent to the playground which children can attend if necessary.

Each classroom has a first-aid kit which can be used during lessons. Children requiring further treatment, children should be sent to the Medical Room with a buddy (if needed) where a member of the admin team will deal with the child and record their illness/injury.

## Record Keeping and Reporting Accidents

An electronic record is kept of all children's injuries that required First Aid treatment on the Evolve Accident Book system. This Accident Book also records staff accidents.

- Parents are contacted by telephone with a follow-up email if a child has received a bump to the head, a wasp or bee sting or a significant incident.
- An electronic Accident Form is completed to report every first aid treated incident, this is then passed to the parents via email or printed copy. Paper forms are available in the Medical Room for use in the event of the Evolve system being unavailable. This is then passed on to the SBM or Headteacher for input to Evolve as soon as they are able.
- In the event of a medical emergency and the Academy is unable to contact parents/carers then the Head teacher acts in 'Locum Parentis'.
- Parents of an ill pupil will be contacted to take the pupil home.
- At the commencement of each year, request for updated first aid information will be sent home including request for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the Academy to manage first aid, illnesses and medications throughout the year.
- All medical conditions or requirements are recorded on Arbor the Academy's Management Information System.
- All staff incidents, serious contractor incidents plus serious incidents affecting children are recorded on the incident reporting module in Parago. Children's accidents are recorded where there is a head injury requiring medical attention, a fracture, an injury requiring hospitalisation, an injury resulting in the need for time off school and injuries where a defect, school procedure or management omission may have contributed to the injury.
- If an accident or incident requires investigation, the recording of this is included as part of the accident form. RIDDOR recording is also completed in this way and can be reported on using the Report tool. A record will also be kept on Parago.

## Monitoring of Accidents & Incidences

The Head teacher receives email notification for every incident logged on Evolve Accident Book so an immediate overview is available and any issues can be addressed as soon as they arise. The School Business Manager conducts a termly analysis using the reporting tool to check for any trends that may be developing e.g. location of accident/incident, year group, type and frequency. This is then reported to Governors annually, unless there are any significant incidences which will be reported to the Safeguarding Link Governor immediately. All staff accidents are reported at every Governors Meeting.

## Transport to hospital or home

- The Head teacher or next most senior person will determine what is a reasonable and sensible 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 contact the parents for them to take over responsibility for the child.
- All first aid trained staff have authority to call an ambulance immediately in an emergency. If the situation and time permit, first aiders are encouraged to confer with others before deciding on an appropriate course of action.

## Children with Medical Needs

- Children with medical needs have the same rights of admission to the Academy as other children.
- Most children with medical needs can attend the Academy and take part in normal activities, sometimes with support.
- Parents/carers have the prime responsibility for their child's health and should provide Academy's with information about their child's medical condition.
- An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.
- All children with significant medical needs will have their photograph and a brief description of their needs displayed in the Medical Room, with the person who has had specific training identified. This will also be flagged up on the Evolve Accident Book.

## Asthma Treatment and Inhalers

- Asthma sufferers are permitted to bring their own treatments (inhalers etc) to the Academy. The prescribed dosage should be indicated by parents.
- A list and photograph of asthma sufferers is displayed in the medical room.
- Asthma treatments for pupils (inhalers etc.) are kept in the classrooms in a medicines box and are labelled with the child's name. The medicine box accompanies the children when they leave the classroom at breaktimes and lunchtimes, when lessons take place in another location in school, such as PE lessons.

- Asthma treatments are administered by a member of staff unless the pupil is able to self-administer, in which case the pupil is supported by a member of staff. After a treatment has been administered, the member of staff records the date, time and number of puffs on the pupil's medicine sheet. The parent or guardian collecting the pupil at the end of the school day is informed of their inhaler use and is asked to initial the pupil's medicine record sheet.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

### Epipens and Anaphylaxis Shock Training

- There are currently no anaphylaxis sufferers on roll.
- A list and photograph of anaphylaxis sufferers will be displayed in the medical room.
- Epipens, for anaphylaxis sufferers, will be kept out of reach in the individual's classroom.
- Epipens can only be administered by members of staff who have received epipen training. In the event that there is a child on roll suffering from anaphylaxis, annual training will be provided to staff.
- Each anaphylaxis sufferer will have an individual protocol to follow when receiving the treatment. The trained staff will be aware of the procedure.
- Epipens will be taken on Educational Visits and to off site sporting activities, accompanied by an appropriately trained member of staff.
- Parents will be responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

### Administering First Aid off Site

- First aid provision must be available at all times including off site on Academy visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A first aid kit must be taken on all off site visits.
- All adults present on the visit should be made aware of the arrangements for first aid.
- If any first aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine the medication will be kept in the first aid box, with a cool pack if necessary, and will be administered by the Group Leader at the necessary time.

### Qualified First Aiders

A list of qualified first aiders is displayed in the medical room, the staff room and is included at Appendix 1.

**GENERAL STATEMENT:**

The Governors and Head Teacher of Henhurst Ridge Primary Academy accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the Academy.

The Governors are committed to the legal procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995, amended in April 2012.

The provision of First Aid within the Academy will be in accordance with the legal guidance on First Aid in Academy.

Signed \_\_\_\_\_  
(Head teacher)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Chairperson of the Governing Body)

Date \_\_\_\_\_

## QUALIFIED FIRST AIDERS

## APPENDIX 1

### First Aid At Work

<b>Name</b>	<b>Expiry Date</b>
Charlotte Hopkins	23/08/2021

### Paediatric First Aid

<b>Name</b>	<b>Expiry Date</b>
Jane Dennis	30/07/2021
Katherine Carlile	19/10/2021
Nicola Weston	24/02/2022
Lesley Bradbury	26/02/2022
Kristy Freckleton	26/02/2022
Jenny Muldoon	11/05/2022
Dianne Collins	08/10/2022
Elizabeth Buckley	03/03/2023
Lesley Batkin	24/09/2023
Bethanee Elliott	14/10/2023