



HANNAH MORE

PRIMARY SCHOOL

Policy Title: First Aid Policy

Date Drafted: 10.2016

Date Ratified by Governors: 17.11.2016

Effective From: 28.11.2016

Date for Renewal: 17.11.2017

Signed by the Headteacher: 18.11.2016

The First Aid Policy is one of a group of documents that come under the umbrella title of 'Safeguarding at Hannah More'. The other documents in this group should be read in conjunction with this policy to give the full picture of safeguarding arrangements at Hannah More. These are:

- Anti Bullying Policy
- Child Protection Policy, Procedures and Guidelines
- E- Safety Policy
- Educational Visits Policy
- Behaviour Policy
- Guidance on Safer Working practice
- Health and Safety Annual Audit
- Health, Safety and Wellbeing Policy
- Annual Safeguarding Audit
- Single Central Record Policy

First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid.

1. Responsibilities in Brief

The governors are responsible for the health and safety of employees and of all those who come onto the school premises.

The school must arrange adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons.

The school should ensure the minimum provision for First Aid:

- A suitably stocked first-aid container;
- An appointed person to take charge of first-aid arrangements;
- Information for employees on first-aid

The head teacher is responsible for putting this policy into practice and for developing detailed procedures. The head teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The head teacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes. Previous incidents, logbooks and consultation with staff should inform the monitoring and review process.

The head teacher must ensure that First Aid notices are suitably displayed in Staffrooms providing information on: location of equipment, facilities, personnel, monitoring and reviewing procedures.

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.

2. First Aiders

The Head Teacher in conjunction with the senior leadership team will ensure that First Aider/s are available on-site during school day, for after school clubs and holiday clubs.

All First Aiders must complete a training course approved by the Health and Safety Executive (HSE).

The main duties of First Aiders 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.
- ensure detailed information is recorded after dealing with any first aid issue

The First Aiders at Hannah More with the First Aid at Work qualification are:

- **Victoria Lewis LSA**
- **Kati Ferguson LSA**
- **Stella Gyde LSA/Lunchtime staff and M4KC after school club**
- **Fatoumata Ba Lunchtime manager**

3. Appointed Person

The school will appoint a person as 'Appointed Person'. The appointed person will:

- Look after the first-aid equipment e.g. restocking the first-aid containers
- Will ensure all records and information for first aiders and paediatric first aiders are up to date

The appointed persons at Hannah More are:

Joanne Goodhind: ensuring records and information for first aiders and paediatric first aiders are up to date

Kati Ferguson: maintaining the first aid equipment

4. Paediatric first aider

- Take charge when someone is injured or becomes ill;
- Request the assistance of a full first aider if required.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- All paediatric first aiders will ensure detailed information is recorded after dealing with any first aid issue

The paediatric first aiders at Hannah More are:

5. Records

Any reportable injury, disease or dangerous occurrence must be recorded by the relevant member of staff in the incidents logbook, kept in the first aid room.

This must include:

- the date,
- the time
- the place of the event;
- personal details of those involved
- brief description of the nature of the event or disease.

Bristol City Council has a statutory duty to report all serious accidents, dangerous occurrences and instances of occupational ill health to the Health and Safety Executive; it also requires to be informed of all other accidents both for statistical purposes and to ensure that all necessary remedial action is taken where incidents do occur. It is therefore essential that managers record all such instances on the reporting and investigation forms (forms 1 and 2) and distribute them as indicated on the forms. These forms can be found in the admin office. When form one has been completed it should be given to the head teacher ASAP.

First-aiders must record all first-aid incidents in the first-aid logbook.

6. Equipment

The school has a first aid room situated on the playground which is accessible via staff fob.

The first aid room has:

- KS1 Inhaler Cupboard
- KS2 Inhaler Cupboard

- Fridge for ice packs
- Sink
- Phone
- Asthma record folder
- Medication Folder
- First Aid Information Folder
- Information posters
- First Aid supplies

There are three full first aid offsite kits which include a contents list in the First Aid Room, as well as three small offsite bum-bags. The lunchtime staff First Aid kits are stored in a labelled box in the First Aid Room. These should be kept up to date by the lunchtime staff.

Each class, office and intervention room has a basic first aid box and it is the responsibility of the class LSA or office user to re-stock when supplies are low.

The Community Room, More4Kids room, Staffroom, Site manager's office, Kitchen and main Office all have first aid kits.

The nearest Defibrillator is situated at:

Ashfords LLP
Tower Wharf
Cheese Lane
Bristol
BS2 0JJ

The AED is 0.3 miles from Hannah More Primary School and accessible Monday – Friday, 08:00 – 17.15

7. Procedure

All members of staff should be aware of the importance of recognising when a pupil is ill, as some pupils will be unable to communicate this due to breathlessness, choking, headache, unconsciousness, bleeding and others, if in doubt immediately call for a first aider or send them to the office with a responsible person.

If administration of first-aid is required, staff/pupils should immediately call for/inform the paediatric first aider or a first aider. Each area of the school has red "Medical Emergency" cards that can be used to summon assistance. There will be a duty first aider each day who carries a mobile phone and can be contacted via the office.

The paediatric first aider or first aider will take charge and then administer first-aid if appropriate; the First Aid room or School Office will be used when required.

The levels of injury to be treated on site are those the First Aider has been trained for.

The paediatric first aider and or the first aider will decide whether the emergency services are to be called, in which case this will then be done.

The person reporting the incident should ensure that information about the incident is reported to the first aider who will record the incident in the first-aid logbook.

Reporting to parents

If the incident involves a pupil, a letter will go home to parents explaining that first aid has been administered, why and by whom. The admin office create these letters using the first aid book.

In the event of an injury to the head, parents are informed by telephone and the relevant bodies informed if necessary. (see 'Guidance on First Aid for Schools', DfES publication).

In the event of any injury to the head where the pupil is going to remain in school, the pupil will return to class with a red wrist band indicating they have had a head injury. Each class has a poster displayed indicating the type of symptoms the pupil with a head injury may display.

8. Summoning assistance and communications with parents

Good communication ensures that accident reporting, risk identification, reduction and elimination is effective. Good communication is also essential to promoting healthy and safe working/learning environments and avoiding misunderstandings.

Most incident, except the very minor bruises or scratches, will be reported to parents by means of letters at the end of the day. These letters are marked with a green cross so parents recognise them as first aid information.

Serious accidents require immediate medical attention and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief. Parents should always be notified by telephone and letter. If pupils sustain an injury where there is a risk of tetanus infection/blood contamination, parents should also be advised in writing so that they may seek the advice of their GP.

9. Major Injuries

Major injuries are defined as:-

- Any fracture, other than to fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- An injury resulting from an electrical shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than twenty four hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness that has resulted from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

10. Guidance on Spillage of blood or body fluids

A risk assessment, as required by COSHH should be carried out on any waste that is generated. Certain waste is classified as clinical waste and its disposal is subject to strict controls. Clinical waste includes waste consisting wholly or partly of blood or other body fluids, swabs or dressings, syringes, needles or other sharps, which unless made safe may be hazardous to any person coming into contact with it. (HSE)

11. Dispensing Medicine

The school will only dispense medicine prescribed by a doctor/dentist and if a consent form has been signed by a parent/carer.

Medicines will only be administered by a member of staff who has had training to do so.

Medicines must:

- Be clearly labelled with the child's name and D.O.B
- Be clearly labelled with dosage instructions – what is to be given and how often

The school will store all medicines in a cool dry place in the admin office.

Only members of staff who have completed administration of medicines course which is currently in date, will help or administer medication.

12. Information for Staff

All information about pupils medical conditions are held in a folder in the admin office.

All staff are advised to be familiar with pupils and their medical needs.

13. School Trips

Staff who take small groups or a class on a trip will need to take with them, a full class list containing the medical needs of all the pupils and will also need to take with them all medication required for those children as well as a first aid box / bag. The class list and medical information can be obtained from the admin office. A first aider or paediatric first aider should accompany all school trips.