



### First Aid Policy

This policy was reviewed and agreed by governors in June 2022.

Signed \_\_\_\_\_ (chair)

#### STAFF WITH FULL FIRST AID QUALIFICATIONS (INCLUDING PEADIATRIC)

Name	Role
Alison Rostron	Headteacher
Diane Ditchfield	TA
Lorraine Wright	TA
Chris Cox	TA
Elaine Cummings	Admin Assistant
Heather Passey	Link Club Supervisor
Diane Houghton	Nursery Room leader and link club supervisor
Helen Wells	MDA/Link Club play assistant
Abigail Lancaster	Nursery Play Assistant

#### STAFF RESPONSIBILITIES

Alison Rostron	All Health and Safety and major incidents. Monitoring of medication. Termly accident monitoring
Diane Ditchfield/Diane Ditchfield	Monitoring of first aid box by back door, first aid equipment in first aid cupboard and first aid box for school visits.
Elaine Cummings/Victoria Eeles	Ordering of first aid equipment as requested Sending of accident slips to parents via app

All staff are expected to deal with minor first aid incidents without calling upon the named persons above.

In the case of a major/serious first aid incident, the headteacher must be called for. If she is not available then any trained member of staff can administer first aid provided guidelines and procedures set out in this policy are followed.

### **First Aid at playtime**

A first aid box is located on top of the first aid fridge in the reception classroom (adjacent to the back door)

Minor first aid incidents are dealt with by members of staff on duty in porch area or inside the reception classroom.

In the case of a major/serious first aid incident one member of staff on duty should escort the child to the area outside the staffroom where a named first aider can be called for.

In the case of a major injury where the casualty can't be moved then a member of staff should use a mobile phone (or the phone just inside the back door) to alert other staff members or to call 999. A child should also be sent to the staffroom with a red triangle.

First Aid treatment (not including a wipe for a graze or a wet paper towel for a small bump) is recorded on scholar pack and an alert is sent to the school office. VE or EC then send a copy of the report to parent/carers via school PING. Where injuries sustained are deemed more than a minor injury but not requiring hospital treatment parents/carers will be contacted to discuss injury and treatment given.

All injuries of a more serious nature should be reported to the HT. Parents/carers will be phoned immediately.

### **First Aid at Lunchtime**

All MDAs carry a Medical Bag whilst on playground duty.

MDAs are responsible for replenishing their own bag as and when required.

MDAs should carry a mobile phone which should only be used to ring into school (or 999) in an emergency.

First Aid treatment is recorded as above.

MDAs must report all injuries that have been treated to the class teachers as soon as possible.

### **Head Injuries**

Children often sustain minor bumps to the head and these can be dealt with by any member of staff on duty who may administer an ice pack. These should be reported to class teachers as soon as possible.

Any child that has sustained a more serious bump or head injury (or is suspected to have) must be referred to a trained first aider who will follow the assessment and monitoring process (see appendix 1).

### **Stings, Bites and Splinters**

Any child that has been stung or bitten and is suffering discomfort or swelling may need antihistamine. Staff should contact parents to get verbal permission to administer this (cream or suspension). In the case of not being able to contact parent/carer then first aid staff who are concerned about swelling may administer the medication without permission. Parents will be informed as soon as possible.

First aid staff will endeavour to remove splinters using tweezers when a splinter is partially outside of the skin. Where a splinter is fully embedded in the skin parents will be contacted to establish next steps for treatment i.e. them coming to treat it or giving permission for the splinter to be removed using sterile needle.

Any treatment given must be recorded on a record of medication sheet.

### **Medication**

Prescribed and non-prescribed medication can only be administered when parents have completed forms (see administering medication policy)

Asthma inhalers are kept in the classroom asthma bags. Asthma forms must be completed by parents.

Administration of medication including antihistamine, paracetamol and ibuprofen may take place if a child is in extreme discomfort/distress. Staff will always seek to get parental approval (over the phone) before administering such medication.

### **Educational Visits and Out of School Activities**

If a class is away from school or on an educational visit or out of school activity, staff should take the following:

- Travel first aid box
- Bucket and paper towels
- Inhalers
- Any other medication specific to a named child

Please note if medication is administered whilst on an educational visit or out of school activity, the relevant details must be recorded. In the event of first aid being required, treatment is recorded in Accident Record Books on return to school and parent/carers are sent a copy of this form.

### **Recording Injuries for Treatment Administered By a Fully Qualified First Aider**

First Aiders must record all serious injuries on an HSA1 form (copies kept in Headteacher's office). This form must be completed and returned to the Headteacher on the day the injury occurred. The Headteacher will review the incident and decide if further investigation is required. The forms are then sent to the LA's Health and Safety Team if necessary i.e. RIDDOR reportable and a copy kept in school.

For further guidance please contact the Beam Trust Health and Safety consultant on 07894860292

When children have been injured their parent/carers need to be informed either verbally, telephoned or with accident slip dependent upon the nature of the injury.

Parent/carers are reminded that school must be notified should a child require hospital treatment following an accident at school.

### **Physical and Verbal Assault**

Should an injury occur following a physical and/or verbal assault an HSA2 form (copies kept in Headteacher's office) should be completed on the same day and returned to the Headteacher who will review the forms and decide if any further action should be taken. The forms are sent to the LA's Health and Safety team and a copy kept in school

### **Work Related Disease**

If school is required to report a work related disease then an HSA3 form will be completed by the Headteacher who will take necessary action and inform the LA's Health and Safety team.

### **Asthma**

Please see Asthma Policy.

### **Storage of First Aid Boxes**

The staff members named above are responsible for the maintenance of first aid boxes/cupboard. These should be checked regularly (each term) to ensure they contain the required items and that all of the items are in date. MDAs are responsible for the maintenance of first aid bags.

First aid boxes are located in the reception classroom and the staff cloakroom.

Travel first aid boxes are located in the staff cloakroom cupboard.

Ice is available from the fridge in the reception classroom.

Each first aid box should contain at least the following items (minimum requirement):

- Antiseptic wipes
- individually wrapped sterile adhesive dressings (assorted sizes)
- individually wrapped triangular bandage (preferably sterile)
- individually wrapped sterile unmedicated wound dressings
- disposable gloves
- scissors
- Adhesive tape

### **See appendix 3 for checklist**

Additional equipment stored in the first aid cupboard

- Bowl/box for use when warm soapy water for wound cleaning is needed
- Water bottle for flushing water over wounds (eyes)
- Glucose gel sachet
- Liquid soap
- Tweezers
- Cling film
- Gaffa tape

Additional medication stored in locked cupboard in HTs office

- Paracetamol
- Ibuprofen
- Antihistamine suspension and cream

**Associated policies**

- Health and Safety Over-Arching Policy
- Policy for Supporting Children With Medical Needs
- Asthma Policy

## Appendix 1

### Head Injury (or suspected head injury) checklist

If the casualty is sat up then leave them sat up and carry out assessment. If they are lying down do it whilst they are lying down. (If they are able to sit themselves up then allow them to do so)

Name of child \_\_\_\_\_

Name of member of staff \_\_\_\_\_

Date \_\_\_\_\_

Are there any bumps or compressions on their head? (use both hands to check for symmetry)	
Check eyes- are pupils equal?	
Can they respond to you talking to them?	
Can they follow your finger with their eyes?	
Can they tell you how many fingers they are holding up?	
Hold their hands-can they squeeze your fingers?	
Can they wiggle their toes?	
Can they lift their chin up? (is there pain in the neck?)	
Is there any blood or fluid coming from the ears that is not caused by a cut? (If yes call 999 and lie in neutral position. If become unconscious put in recovery position)	

If bumps are found but no other symptoms are present then treat with ice pack and monitor child closely for 15 minutes.

If you are happy with their state after this initial assessment then contact parents and inform them of your assessment. Discuss options with parent. If the parent is happy for them to stay at school then they must be monitored every 30 minutes.

Observations to be recorded on Head injury observation sheet (appendix 2)

**Appendix 2**  
**Head Injury Observation Sheet**

Name of member of staff \_\_\_\_\_ Date: \_\_\_\_\_

Observations to be done every 30 minutes

Name \_\_\_\_\_ Time head injury sustained \_\_\_\_\_

First aider that treated injury \_\_\_\_\_

Named person to monitor after initial treatment \_\_\_\_\_

Time	Notes (refer to symptoms on checklist)

Information must be shared with parent on collection of child (copy to be retained for school records)

Signed \_\_\_\_\_ (parent/carer)

**Appendix 3**

**First Aid Kit Checklist**

Kit checked: Staff cloaks/Reception classroom/travel (delete as appropriate)

Item	Present and in date End term 1	Present and in date End term 2	Present and in date End term 3
Plasters (at least 6- various sizes)			
Gloves (2 pairs)			
Triangular Bandage (1)			
Square sterile dressings (3 sizes)			
Rolled sterile dressings (3 sizes)			
Safety pins (3)			
Blunt ended scissors (1)			
Sterile wipes (10)			
First Aid leaflet			

Checked by (initials): \_\_\_\_\_