

# First Aid Policy



<b>Governors Meeting:</b>	<b>21 November 2022</b>
<b>Safeguarding Governor:</b>	<b>Jane Owens</b>
<b>Chair of Governors:</b>	<b>Gail Webb</b>
<b>Review:</b>	<b>21 November 2023</b>

# Huxley CE Primary School

## FIRST AID POLICY

First aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The **purpose** of this policy is to ensure a consistent approach towards first aid amongst all school staff in order to treat any accident quickly and appropriately.

Further information is available from

<https://www.gov.uk/government/publications/first-aid-in-schools>

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

### Risks

A risk assessment of first aid needs is necessary to ensure adequate provision is available. This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school
- When to call for further help
- The documentation of necessary treatment given

### Responsibilities

The responsibility for health and safety, which includes first aid, rests with the Governing Body. The Headteacher is responsible for putting the policy in place, including informing staff and parents. All staff, and those parents with responsibility for children in school, should be aware of available first aid personnel, facilities, and the location of first aid boxes and information. First aid provision must be available at all times on school premises and during school hours. We will provide first aid cover for school trips/residential visits where appropriate. Adequate first aid cover will be provided in both school buildings, as well as during break times. If a staff member is alone during a PE lesson, then they must be able to call upon another adult or send a child in order to summon help. First Aiders must have attended a recognised first aid course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge. The HSE states that first aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense medicines should have a reasonable understanding of what is involved. First Aiders can use Epipens if trained to do so. It is the responsibility of the Headteacher to ensure good first aid practice is being carried out within the school, and at events and activities organised by the school.

## Agreed Procedure

- The names of staff who are Fully Qualified or Paediatric First Aiders are displayed by first aid boxes.
- In the first instance, any person requiring first aid will be treated by a member of staff in the classroom/on duty in the playground.
- Medical gloves (plastic not latex) should be worn for all injuries with blood.
- Medical waste should be placed inside a plastic bag and then placed in the outside bin.
- All minor accidents must be recorded on the appropriate form located in the school first aid file, located in the staff room. Office staff are responsible for transferring these to pupil records annually.
- The first aid box must only be accessed by the qualified First Aiders. If using plasters and mediwipes, please check with the child or class teacher (depending on the child's understanding) for allergies before applying. If blood is present, then you must use a covering to prevent bacteria from entering the wound.
- If the cut is from rusty items or where animals are present you must inform the parent/carer of the tetanus risk and advise them to seek medical advice.
- If deemed necessary by the First Aider, plastic tweezers may be used to remove splinters.
- It is the responsibility of the office staff to ensure that first aid boxes are stocked, using the set list of required items (see below). They need to check the contents and use by dates at least once per half-term.
- Anyone who has suffered a bang on the head should be reported to a trained First Aider for him/her to make a full assessment.
- Children who bang their heads should have a text message sent to their parent/guardian, informing that the child has had a bump to the head, and whether or not they are well enough to stay in school. A letter should also be sent home informing parents of the incident (copies of which can be found in the first aid file located in the staff room), as well as the incident being recorded on the minor incident form. The class teacher should also inform the parents or whoever picks up the child at the end of the school day that the child has bumped his/her head and should inform the parents how to check for signs of concussion when the letter is handed over.
- Anyone who needs first aid treatment who is on medication, has a history of asthma or allergy should be reported to a trained First Aider for him/her to make a full assessment.
- A child who may have suffered a spinal injury or may have broken a bone, or have a significant injury should not be moved. A First Aider should be asked to attend the scene, if necessary by sending either another adult or child to request help.
- If the First Aider is still concerned about an injury after initial treatment, he/she should contact the child's parents/other adults on the child's contact list, either giving them the opportunity to come into school and see their child and make a decision or advise them that further medical assessment should be sought. This should be recorded on the accident form.
- If the school is unable to contact an adult on the child's contact list but feels further medical assessment is needed, two members of staff (including a First Aider where possible) will transport the child to the child's doctor's surgery/the

Countess of Chester hospital, whilst another member of staff continues to contact family members to inform them.

- If the child is unable to be moved/travel in a car or the severity of their injury requires immediate professional medical care, an ambulance will be called. The most senior member of staff on site must be informed before an ambulance is called- unless immediacy is vital.
- If a qualified First Aider feels that a child requires significant/immediate medical treatment they should phone an ambulance.
- Any child, staff or visitor who needs further medical treatment due to an injury must be reported to the Headteacher who will complete an on-line accident reporting form using PRIME (accessible via the Health & Safety Homepage on the CWAC intranet).
- If further advice is needed, the NHS online service may be used by calling 111 or accessing <https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/>

### **First Aid Box Contents**

(Please note that contents are dependent on school risk assessments. Each time a risk assessment is carried out the list must be revised.)

- disposable gloves
- plasters in a range of sizes
- surgical tape
- low adherent dressings
- face masks
- head bump stickers
- single-use tweezers
- eye pad
- finger bandage
- triangular bandage
- range of bandages
- mediwipes
- sterile eye wash
- resuscitator mask
- scissors
- safety pins
- instant ice pack
- thermometer (in staff room)

Cold packs kept in staff room fridge - instant ice packs in store. Calpol & Piriton in medicine cabinet store (check in date).

(N.B. don't forget box also on school minibus. Please check dates on bandages, etc to ensure in date. Box on minibus to also contain instant ice pack.

Bum Bags to contain: plasters, mediwipes, gloves.)

**Paediatric First Aiders:**

Claire Warhurst  
Valid until 11 July 2024

Rachel Gourley  
Valid until 17 January 2025

Julie Chilton  
Valid until 14 October 2025

## Appendix 1



### **Minor Accident / Incident Report Form**

Pupils name:		Age:	M	F
Date:	Time:	If fall, extent of drop    Mtrs		
		If Head Bump, has letter been sent home? <b>Y/ N</b>		
How and where did the accident / incident happen?				
Details of first aid administered:				
What control measures have been put in place to prevent it happening again?				
Signed:		Date:		
Name (printed):				

## Appendix 2

Letter to parent/carer



Dear Parent/Carer

Your child \_\_\_\_\_ received a bump to his/her head today \_\_\_\_\_ (insert date) at \_\_\_\_\_ (insert time). Your child was seen by a first aider and has not displayed any adverse effects. However, as a precautionary measure, you may wish to observe your child for any of the following and seek medical attention if necessary:

- Confusion/memory loss
- Nausea/vomiting
- Vision changes
- Excessive sleepiness
- Severe headache
- Slurred speech
- Restlessness/irritability
- Dizziness

Yours sincerely

First Aider