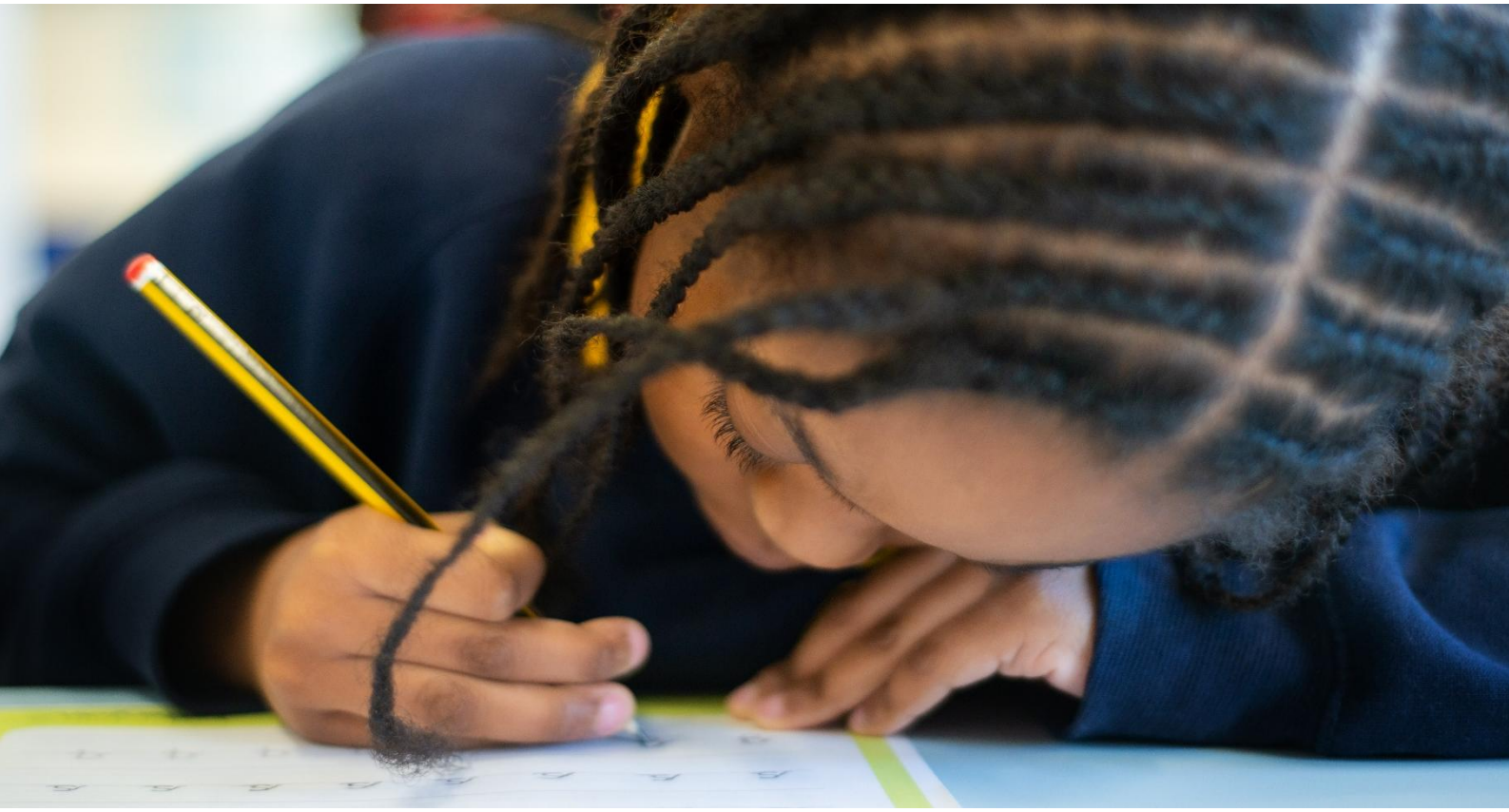
Laycock Primary School



First Aid Policy

Approved by IEB:	Prudence Barnes-Kemp
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1. Introduction

1.2 Purpose

The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so to:

• Provide for the immediate needs and requirements of staff and pupils who have sustained either a serious or a minor injury

• Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise

• Ensure lines of communication with parents/guardians are in place if required • Activate a known plan of action with which all staff are familiar.

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2. Definitions

'First aid' means: medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

'First aider' means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

3. Roles and Responsibilities

• The overall responsibility for the day-to-day management of the school rests with the Headteacher

• Health and Safety Officers are the School Business Manager and the Site Supervisor who are responsible for ensuring the necessary materials, equipment and facilities highlighted in the assessment of first aid needs are in place

• The Continued Professional Development leader is responsible for ensuring training is made available to staff and is kept up to date

• Class teachers are responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of students at break time

4. Assessment of First Aid Needs

4.1 The Headteacher

The Headteacher shall make an assessment of first aid needs appropriate to the circumstances of the school by using the HSE Checklist as guidance (Appendix A). The Headteacher will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision.

4.2 Deployment

W here the first aid assessment identifies a need for employees to be trained as first aiders, the Headteacher shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. Where necessary and relevant, first aiders will be trained on how to administer specific aspects of first aid such as epi-pens.

4.3 HSE Guidance
T he school is currently deemed to be a low risk setting, requiring 1 first aider for every 100 staff members and pupils under HSE guidance.

4.4 Staff Compliance
All staff will ensure that they have read the school's First Aid Policy, and sign training record to say they have done so.

5. Management of First Aid Equipment

5.1 School Business Manager
I t shall be the responsibility of the School Business Manager and Site Supervisor(s) to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first aid equipment is suitably marked, easily accessible and available in the agreed designated areas listed in item 6.2 below.

5.2 Additional Resources and Equipment
Where additional or replacement materials or equipment are required, staff should speak to the Office Manager about ordering more items immediately. The Office Manager will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis, at least once per term.

5.3 Expectations
It is also expected that before going on duty or on a school visit, first aiders shall take responsibility for ensuring their first aid box and/or bum bag contents are sufficient.

6. Fixed and Portable Equipment

6.1 Storage
All School first aid cabinets are white in colour and are identified by a white cross on a green background. All first aid boxes and bum bags are coloured green and are identified by a white cross on a green background. These conform to the Safety Signs and Safety Signals Regulations.

6.2 Location of Storage
Each first aid cabinet should be placed where it can be clearly identified and readily accessible. Fixed first aid cabinets are located in the:
• School Office– Ground Floor- Spare Epi Pens & Asthma pumps stored here
• School Halls– ground floor
• Staff Kitchen– First Floor
• Top floor rear Corridor
Portable first aid boxes/bum bags are located in the:
• School Office – ground floor (this is where bulk stock and supplies for educational visits and playground duty are housed)
• Main School Kitchen – Ground Floor (For use by kitchen staff)
• Play Center Kitchen – Ground Floor

6.3 Inventory
The boxes should contain a sufficient quantity of suitable first aid materials. According to DfE guidance, onsite first aid cabinets and boxes should contain a minimum of:
• A leaflet giving general guidance on first aid (Appendix B)

• 20 Individually wrapped sterile plasters (assorted sizes)
• 2 Sterile eye pads
• 2 Individually wrapped triangular bandages
• 2 Large and 6 medium sized sterile individually wrapped unmedicated wound dressings
• 3 Pairs of disposable gloves

The Local Authority's Corporate Health and Safety Team also advise the following in addition to the above contents:

• Individually wrapped moist cleaning wipes (free from alcohol or antiseptic)

6.4 Restrictions

No medicinal substance or materials are permitted within a first aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc. Any medicines held by the school should be kept in a lockable container within the school office and a register of contents must be kept up to date. Please see Managing Medicines policy for more information.

7. First Aid Rooms and Treatment Areas

7.1 HSE and Local Authority Guidance

HSE and Local Authority guidance offer advice to schools on equipment to be included in a first aid room where a first aid needs assessment identifies the need for one. The school's office is to be used as the first aid/medical room when necessary and has access to the following:

• A sink with hot and cold running water
• Drinking water and disposable cups
• Soap and paper towels
• First aid equipment
• A refuse bin for safe disposal of waste
• A chair
• A telephone, fax machine and computer for communications
• A record book for recording incidents where first aid has been provided/Tablet for Meditracker
• Adequate heating, ventilation and lighting
• A notice displaying the names, locations and telephone numbers of first aiders.

The office is kept clean and tidy at all times and is positioned as near as possible to a point of access for transport to hospital.

At all times the dignity and feelings of the patient must be respected.

8. First Aid Training

8.1 Certification

All first aiders must hold a valid First Aid at Work Certificate of competence or an equivalent qualification. In the event of an unqualified person being nominated to be responsible for first aid duties, they will be required to undergo a suitable course of training.

8.2 Refresher Training

All first aiders must take part in annual refresher training and certificates are due for renewal every 3 years. Re-qualification is to take place 3 months before the certificate is due to expire. It is the responsibility of the Continued Professional Development leader to ensure any such training is in place for first aiders and that it is of the right level.

8.3 Range of Certification
The school requires both adult and paediatric trained first aiders.

9. Provision of First Aiders

9.1 Numbers of Trained Staff
There shall normally be a minimum of 5 and never less than 2 (1x paediatric and 1x adult), first aiders or appointed persons within the school between 8:55am and 3:25pm. At least 1 first aider will be onduty at playtimes and there will always be a first aider in the office during the core school day.

9.2 Numbers of Trained Staff on site
During the running of extended school provisions such as breakfast and after school clubs there will be a minimum of 1 first aider trained in both adult and paediatric first aid on site.

9.3 Education Visits
For educational visits there must be a minimum of 1 first aider trained in both adult and paediatric first aid present for the duration of the visit.

9.4 Staff Absences
Consideration must also be made to ensure sufficient first aid cover during absences, such as annual leave and sickness are in place. This is the responsibility of the Office Manager.

10. Catagories of Incidents and Procedures

10.1 Identifying a First Aider
Any pupils who have been injured, or are complaining of illness are first seen and treated (if necessary) by the designated first aider for that area. Details of first aiders for specific areas can be found beside first aid cabinets throughout the school. A full list of first aiders is also attached to this policy (Appendix C). Constant supervision will be provided and should pupils require a rest room or further treatment they should be escorted to the school office. Should a pupil be too ill to stay at school they should be taken to the school office and parents should be contacted as soon as possible so that pupils can be collected and taken home.

10.2 Minor Accidents and Injuries
Protocol: The adult in charge initially looks after the injured party. If deemed necessary, a person other than the teacher will take the child to the ‘First Aid Station', which is either the school office, or a bench in the playground during playtimes. No medicines are to be administered but cuts are cleaned with sterile unmedicated wipes and bandages are applied if deemed appropriate. The use of disposable plastic gloves is mandatory at all times. All accidents are recorded in the Accident Report Book by the first aider. A note (recording details of the incident/actions taken) is sent home and children are encouraged to show/tell their parents about any injuries.

Minor Cuts and Bruises: In all cases of injury, it is understood that there is at least one adult present and a first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound. First aiders are to inform class teachers of any incidents involving their pupils so that teacher observations are maintained.

Sprains/Bruises

A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate. If in doubt, parents are to be contacted by a member of the office team and teachers are to maintain observations.

10.3 More Serious Accidents and Injuries

Protocol: If considered safe to do so, the injured party is taken to the First Aid Station. Parents are immediately informed, particularly if there is a suspicion of broken bones or head or eye injuries. The pupil is kept under close observation until parents arrive, with the emphasis on making the pupil as comfortable and as settled as possible.

Stings/Bites
No stings should be removed. If serious, parents are to be contacted.

Faints and Shocks
A first aider should administer first aid if appropriate. If the first aider is not available, any memberofstaff may implement the following process:

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents– the pupil should go home

10.4 Very Serious Accidents and Injuries

In the event of a very serious injury, parents are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is to be called.

On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company. Parents are kept informed of developing situations and the event is subsequently recorded in the Accident Report Book. Very serious injuries are considered to be:

- Severe Bleeding
- Burns/Scalds
- Unconsciousness The First Aid Policy is based on collective teacher input. All staff automatically assist the teacher on break duty and the first-aider in the case of a serious injury.

11. First Aid Record Keeping

11.1 Responsibilities

It shall be the responsibility of the School Business Manager, to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Details on the forms to be completed, time scales for completion and distribution and who is to be notified, are detailed in this policy as well as the schools Health and Safety Policy.

11.2 Record Keeping

After administering treatment, first aiders will ensure they adhere to the School arrangements for record keeping and accident reporting, as detailed below:

• It is the responsibility of the first aider to complete a written report using Meditracker of any accidents/injuries. Accident books/forms are available from the school office and completed forms are to be kept on file in the school office for a minimum of 3 years.

• It is the responsibility of the Senior Administrative Officer to upload records of any accidents/incidents to the Local Authority's SCAR online portal.

• Once uploaded to the SCAR online portal a member of the Local Authority's Corporate Health and Safety Team will follow RIDDOR where necessary.

11.3 Accurate Record Keeping

All incidents, injuries, head injuries, ailments and treatment are recorded and should include the following information:

• Date, time and place of incident

• Name and, where relevant, job title of the injured or ill person

• Details of the injury/illness and what first aid was given

• What happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital.

• Name and signature of the first aider or person dealing with the incident

11.4 Informing Parents

Parents are informed of a head injury by written accident form. The letter outlines the injury and symptoms to look out for and a member of the Administrative Team contact parents by phone.

11.5 Staff Self Reporting

Staff should complete an accident report form if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

12. Duty to inform staff of Forst Aid arrangements

12.1 Named First Aiders

All staff must be informed of the location of first aiders, appointed persons, equipment and facilities.

12.2 Site Supervisors

Site Supervisor(s) must ensure that the full list (Appendix C) giving the names of first aiders, their location and the location of first aid boxes, is posted in each of the following locations:

• Staffroom

• School Office Notices will be inspected and kept up-to-date by the Site Supervisor(s) as part of the regular health and safety inspections. The provisions and necessary resourcing detailed in this policy apply to staff and pupils at Laycock, however, as a school we will not seek to prevent but instead encourage any first aider to apply their skills to parents, visitors and other members of the public who may be suffering an injury or illness.

Appendix C – Named First Aiders at Laycock

First Name	Last Name	First Aid (3 years)	Paediatric First Aid (3 years)
Antoinette	Adotey	☑	
Bilkis	Akanjee	☑	
Sharmina	Ali		☑
Susanne	Bailey		☑
Dionne	Baker	☑	
Sasha	Cole		☑
Joanne	Halpin		☑
Louise	Hawkins	☑	
Lynsey	Houlton		☑
Karen	Hunt	☑	
Begona	Lopez Gurtubay	☑	
Linda	McGinn	☑	
Dexter	Morgan-Thompson		☑
Kellie	Mullins	☑	
Florence	Nwaka		☑
Hayley	Paddock		☑
Jane	Pedrick	☑	
Liz	Sattaur Matthew		☑
Deborah	Weir	☑	
Lisa	Wood		☑
Maria	Zammit		☑