

# FIRST AID POLICY



## LOWER HALSTOW & NEWINGTON CEP SCHOOLS FEDERATION

Approved	Team	Review Date
Feb 19	SLT	Spring 2022
June 22	SLT	Summer 2025
July 25	SLT	Summer 2028

## **Policy Statement**

The Federation of Lower Halstow and Newington CEP Schools undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for the co-ordination of first aid at Federation of Lower Halstow and Newington CEP Schools is held by the Heads of School.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

All our information and guidance concerning First Aid (including accident records and forms) are kept in the cupboard/online in the school offices at both schools.

## **Aims and Objectives**

Our First Aid policy requirements are achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our school.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them
- The Heads of School will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated and that they are adequately trained to meet their statutory duties.

## **Clubs**

A member of staff is usually on premises during clubs to administer first aid if needed. All school club personnel have access to pupil's information in the telephone numbers folder or through Bromcom (through office staff). External club providers must obtain the pupils' contact numbers on enrolment into the club.

## **School First Aid Trained Staff**

At Federation of Lower Halstow and Newington CEP Schools we aim to have all support staff first aid trained. This takes place usually within 6 months of starting work and is then renewed in line with the first aid certificate schedule.

### **Lower Halstow**

13 x TAs

3 x teachers

1 x support staff (office)

### **Newington**

14 x TAs

3 x teachers

2 x support staff (FLO & office)

Various training providers assist Lower Halstow and Newington CEP Schools in meeting its own duty of care towards its pupils. It is part of the HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training has been provided because it is considered to enhance the role of the First Aiders in order to provide first aid in children.

### **Paediatric First Aiders**

(Those completing the HSE approved 2-day first aid course)

At Federation of Lower Halstow and Newington CEP Schools there are qualified first aiders from the following roles:

Lower Halstow	Newington
2 Teachers	3 Teachers
6 TAs	7 TAs
	1 FLO

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations of provision of first aid to those children aged 5 years old or younger and are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

### **Equipment Organisation**

There is a first aid kit in each classroom at each school and one in the first aid room at each school. There are lists in the kits showing what should be contained.

We have identified the following first aid kit requirements:

### **First Aid Bum Bags.**

Required contents:

- Assortment of small, medium, large sterile hypo-allergenic plasters
- Face shield
- 1 Sterile eye pad
- 1 sterile eye/wound saline wash
- 1 triangular bandage
- Safety pins
- 1 large bandage dressing (with pad attached)
- 1 large low adhesive wound pad
- 1 medium low adhesive wound pad
- 1 small low adhesive wound pad
- 1 roll of micro-pore tape.
- 2 pairs of disposable gloves
- 1 pair of scissors with rounded ends
- Tooth-fairy bag
- Silver foil emergency blanket
- First aid guidance sheet

- Sick bags
- Tweezers

All First Aid bum bags will be kept fully stocked in the medical room for use when taking children off-site.

Please restock and replace in the medical cupboard after use.

First Aid Boxes – Where first aid takes place and on the buses.

Required contents:

- Assortment of small, medium, large sterile hypo-allergenic plasters
- Face shield
- 1 Sterile eye pad
- 1 sterile eye/wound saline wash
- 1 triangular bandage
- Safety pins
- 1 large bandage dressing (with pad attached)
- 1 large low adhesive wound pads.
- 1 medium low adhesive wound pads
- 1 small low adhesive wound pads
- 1 roll of micro-pore tape.
- 3 pairs of disposable gloves
- 1 pair of scissors with rounded ends
- Forehead thermometer
- Silver foil emergency blanket
- Accident spillage powder
- Yellow bio-hazard bag
- Blue sick bucket
- Sick bags
- Tooth-fairy bags
- First aid guidance sheet
- Tweezers

The First Aid box is kept fully stocked at all times.

Spare stock will be kept in the locked medical cupboard (community room at LHS and Y5 corridor room at NCEP)

It is the responsibility of TAs or MMS to bring First Aid Kits to office when the contents need to be replenished. It is the job of the SBM to order replacement stock.

**Designated Rooms**

Lower Halstow: The community room is designated as the first aid area for treatment, sickness and administering of first aid during the school day at breaktimes and lunchtimes. If children are ill during the school day they are brought to the area outside the First Aid room (Ladybird Room) near the main office.

Newington: The library is designated as the first aid area for treatment, sickness and administering of first aid during the school day at break times and lunchtimes. If children are ill during the school day they are brought to the area outside the main office.

First aid areas have the following facilities:

- First aid kits
- Chairs

### **First Aid – Sequence of events**

In the event of an accident the first aider takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance, the most senior First Aider (MG at Lower Halstow, BW at Newington) need to be called to check whether an ambulance should be called. (If unsure at any time the first aider will call NHS 111 for further advice)

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the following information. The Data Collection sheet for that pupil would be given to the Ambulance Personnel and a new one printed for the purpose of the folder, as this has all the details the crew would need.

1. State what happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carer of their child's accident

- If it is considered to be serious (more than minor injury)
- Requires first aid treatment
- Injury to the head
- Requires attendance at hospital

## **Notification of Parents/Carers**

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left our policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required)

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

All parents will receive a phone call following a head bump injury, this is in addition to the slip that gets sent home.

## **Pupils with Special Medical Needs – Individual Healthcare Plans**

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. (See supporting children with medical conditions policy)

All children who have asthma have their inhalers kept in the classroom. A copy of all medical needs are kept in each classroom register, kitchen, the office and are updated as needed or annually. An individual health care plan is usually drawn up by the SENCo, the parent/carer and child. This helps our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical condition prior to starting school. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The school nurse or suitably qualified person also provides additional background information and practical training for school staff in understanding and using the Individual Healthcare plans.

The school follows NHS policy on administering adrenaline through the use of epi-pens. Training from the school nurse, in how to administer adrenaline and how to support children with asthma is usually annually. Storage of Epi-pens is based on the needs of each child and is reflected in their care plan which is updated regularly. (See anaphylaxis policy).

## **First Aid out of school on trips or residential visits**

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones (personal mobiles) with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported back at school and an 'incident in school' form filled in as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.
- For any head injuries the school and the parents are informed immediately by telephone.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- Two members of staff accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.

## **Record Keeping**

All accidents requiring treatment are recorded with the following information.

- Name of injured person
- Name of qualified/emergency/school first aider or appointed person
- Date of accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

## **Administering Medicines in School**

Our School will administer medicines to pupils in school under special circumstances. Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible the office staff can administer a child's medicine at lunch time.

We must have written parental permission for the designated member of staff to administer medicine in the office. A signed record is kept in the office daily of time, dosage and designated member of staff administering.

Lip Balm may be given to the class teacher and applied at break and lunchtimes. Lozengers are only allowed if a medical form has been completed by the parent, the administration of these is monitored by the class TA.

### **Removing Splinters**

If splinters are partly exposed and are easily removable with tweezers first aid staff can carry out this procedure. If splinters are deeply embedded or not easily removable then parents should be consulted and professional medical help sought.

### **Storage/Disposal of Medicines**

Any medication that needs to be in school is stored either in school fridge or as per storage instructions. The exception to this rule is inhalers, which must be clearly labelled with their name and kept in the child's classroom; where they can be easily reached where necessary. It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly. The school will return the medication at end of each academic year or sooner if it runs out of date.