



First Aid Policy

Our aspiration is that Thorndown Primary will be an outstanding school.

We value and respect everyone in our community and work as a team to:

- Provide learning experiences which support and inspire high achievement for all
- Ensure a caring, safe and welcoming environment
- Promote co-operative and responsible attitudes to make a positive contribution
- Actively encourage independence and confidence to thrive in a changing world

“Happy, Healthy, High Achievers”

Approved at Personnel committee meeting on: 4 May 2016

Review Period: 2 years

Date for next review: Summer 2018

Introduction

The Local Authority (Cambridgeshire County Council) is the employer and its **Policy Statement for First Aid** is as follows:

Schools have a responsibility to ensure that adequate and appropriate equipment and facilities are provided to enable first aid to be rendered to employees who become ill or are injured at work. It is reasonable to expect this responsibility to include children, adult learners and visitors to the school.

The amount of first aid provision will depend on the nature of the establishment, in particular:

- *The number of people using the premises*
- *The nature of the hazards*
- *The geographical layout*
- *Accessibility to assistance / NHS facilities*

Each Centre must have access to at least 1 first aid box and 1 Appointed Person. Every member of staff should be aware who the first aider is and the location of the facilities.

Arrangements should be made for activities taking place in the evenings, at weekends and during school holidays.

The first aider or an appointed person is responsible for checking and replenishing first aid boxes on a regular basis. A first aid box must be available for groups taking part in activities off-site.

The function of first aiders is to preserve life and minimize the consequences of illness in an emergency until further help is obtained. If a first aider is not available and immediate first aid treatment is required, the necessary action should be taken by a responsible person that is available at the time.

Rationale

In accordance with the Health and Safety Regulations (First Aid) 1982 and in line with the Cambridgeshire County Council policy Statement (as outlined above), the staff of Thorndown Primary School will abide by this policy in situations where it is considered first aid is required.

It is the policy of Thorndown Primary School to provide emergency first aid to staff, children and visitors to the school site or to any pupil, member of staff or volunteer parent on an educational visit taking place in a location away from the school site.

Thorndown Primary Working Day

The school is open to staff and deliveries from 7am and is usually closed by 6pm. There are occasional evening meetings and lettings. The school must ensure there is first aid provision throughout that time. At times where there are few staff on site (early mornings, late afternoons, governor meetings, lettings and events) it is sufficient to have an appointed person (who does not have to be first aid trained), a first aid kit and access to a phone.

Appointed Person

The school will identify a person (or persons) to be the Appointed Person who will take charge of an emergency situation, arrange for first aid and/ or call an ambulance / inform parents. In the absence of this person, The Head or Deputy or Caretaker (after hours) will assume this role. The name of the Appointed Person is the 'School Secretary' for calling an ambulance/ parents. An Administrative Assistant will be responsible for stocking and ordering of first aid provisions. The School Business Manger will ensure training records are kept up to date and will be responsible for reporting any incidents via the on-line reporting system IRF96

The role of a First Aider (3 day certificate)

The main duties are:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards in school
- When necessary, ensure that an ambulance or other medical professional help is called
- Advise the parent or next of kin of the situation

The names of all the qualified first aiders can be obtained from the School Business Manager.

Training of First Aiders

Staff appointed to provide first aid, and other members of staff who are willing to provide first aid will be given HSE recommended training known as First Aid in the Workplace. The school will ensure that such a course will include resuscitation of children. Successful members of staff will receive a First Aid Certificate. Refresher training will be arranged every 3 years.

In order to meet the requirement of the children's individual care plans appropriate numbers of first aid personnel will be included in any training organized in school to cover children's individual care to ensure emergency first aid can be provided where the 'named Child Teaching Assistant' is absent. Records of training will be kept.

The role of an emergency Aider (certified with 1 days training)

An emergency first aider can assess an injury and decide, in loco parentis, if it warrants treatment or if it is sufficient for the injured person to rest and recuperate. This would typically be the teaching assistant for the child's class. Where treatment is applied, records of the treatment must be logged in the record book and a copy issued to parents/carers.

Training of emergency Aiders

All members of staff are provided with one day emergency first aid training. Refresher training for these members of staff will be arranged every 3 years. The 'Appointed Person' (SBM) will maintain records of members of staff trained and arrange refresher training before the current qualification expires.

First Aid Boxes

Each class has its own first aid box.
Further First Aid boxes can be found

- Main Hall
- Sick Bay
- Food Technology room
- Kitchen

Supplies for the first aid box are held in the downstairs stationery cupboard. The Teaching Assistant from the class is responsible for ensuring that their box has the necessary equipment. Plasters (and a list of children allergic to plasters) is available from the school office and is contained in each class first aid box.

First Aiders should also have access to yellow plastic bags for the disposal of usual dressings, swabs etc and a protective resuscitation aid.

Epipens and inhalers are stored in the class first aid boxes with a list of the children. Records as to expiry dates will be maintained by the School Secretary. An Emergency Medicine box is stored in the office which contains an emergency inhaler and spare epi pens of those children to whom they have been prescribed. Training will be provided to key support staff working with children with specific conditions to ensure the school's responsibilities identified through individual care plans can be met.

Travelling First Aid Boxes

For visits, off-site activities and residential trips the EVC (Education Visits Co-ordinator) must assess the level of first aid provision and number of qualified staff required. Staff will have a school mobile available to them to make emergency calls and will be aware of any care plans for children attending the visit.

For each individual trip/visit, which takes place off site, the school will provide a mobile first aid box and this box will contain as a minimum (equivalent or additional items are acceptable; additional items may be necessary for specialized activities):

- A leaflet giving advice on general first aid
- 6 individually wrapped sterile dressings
- Micropore tape
- 1 large (18 x 18) individually wrapped sterile unmedicated wound dressing
- 2 individually wrapped triangular bandages (preferably sterile)
- 2 safety pins
- A pack of individually wrapped moist cleansing wipes
- Ten pairs of disposable gloves, in different sizes
- Yellow medical waste bag
- Sick bags
- 2 instant ice packs
- Head bump stickers – see Appendix 1 below

First Aid Stations

Thorndown has a dedicated area which is the sick bay by the main office for more serious incidents where emergency trained first aiders have made a referral. It has

its own sink area and is close to disabled toilets. It also contains a fridge for medicines. Ice packs are available in Reception, Food Tech room, Sick bay and main hall

Hygiene Control

All staff are expected to follow basic hygiene procedures. Single use disposable gloves are provided and handwashing facilities are available. Staff must take care when handling blood and other body fluids. If they are in contact with blood or body fluid and believe there is a risk to their health they must report this immediately to the Headteacher and via the County's On-line reporting system. Soiled dressings should be disposed of in yellow clinical waste bags available from the first aid drawers in the ground floor stationery cupboard. These bags are placed into the main medical waste bin at the end of each day.

Illness procedure

Pupils

When a child feels unwell, the teaching assistant attached to the class, in liaison with the class teacher, should contact the office to arrange for parents/carers to be contacted to collect the unwell child.

Staff and other adults

Members of staff or other adults (other adults include parents, governors, visitors, contractors, students on work experience and any other adult authorized to be on the school premises) who are taken ill at school should liaise with the Appointed person (SBM) to either seek medical attention or go home, accompanied if appropriate. In an emergency, an ambulance would be called and, for staff members, the next of kin contacted. Details of staff member's next of kin numbers are available from the school office.

Accidents & Minor Injury Procedures

Pupils

Superficial injuries such as small bumps, scratches and grazes can occur regularly with children as part of normal play. This type of injury should be cleaned up and attended to by the designated first aider for that class or the first aider on duty (break and lunchtime).

Emergency First Aiders have the responsibility to make a judgement at the time of the incident as to whether the injury requires more intensive medical attention before sending for a First Aider and contacting the office. They are advised to act in loco parentis and decide, if it were their child, would they apply first aid or comfort and distract them from the incident. Where the child is treated/ cleaned up and judged to require no further attention but is fit and happy enough to remain in school, a first aid slip will be completed informing the parent/carer of the treatment given. If a head bump (see Appendix 1 below) has been attended to then the child will receive a sticker, to highlight the incident, and a letter explaining where on the head the bump happened. If the injury is substantial, the matter will be referred to the first aid station

and the parents will be contacted by phone to warn them that their child has been in an accident and given treatment.

Where a child has received a substantial bump to the head, the child will be treated by a trained first aider, a sticker given and a head bump letter (see Appendix 1 below). Parents /carers will be contacted where the injury is causing concern or, if appropriate, emergency medical treatment sought. In all cases an advice slip will be sent home detailing the treatment given on school.

Where an accident is judged to be of a serious nature, first aid will be provided and the child comforted whilst the parent/ carer is contacted and /or the emergency services called. This may mean calling an ambulance (where the child would be accompanied to hospital by a familiar adult) or the child would be taken by car to Hinchingbrooke Hospital for treatment (accompanied by a driver and a carer).

Staff and other adults

Where a member of staff or other adult (other adult includes parents, governors, visitors, contractors, students on work experience and any other adult authorized to be on the school site) is involved in an accident at school, first aid will be provided and the next of kin contacted for members of staff. Where time is of the essence an ambulance will be called or the casualty will be taken to a Health Centre or Hinchingbrooke Hospital for treatment.

Major Accident Checklist

In the case of a major accident where the appointed person has assessed the needs of the pupil/adult as needing URGENT hospital treatment the following should take place:

- First aid is administered, if appropriate
- An ambulance is called immediately
- The Head is notified, even when off site
- Parents/carers/next of kin are called to meet at the hospital
- A member of staff accompanies the pupil/adult in the ambulance
- The incident is recorded in the accident reporting book and on the County on line reporting system as soon as possible or within a school working day of the accident
- The school makes follow-up calls to the parents/carers
- The school investigates the incident to establish the need for changes to avoid a similar accident.

Care Plans / Food Allergies

Children with known medical needs will have their image displayed in the Kitchen and class teachers will be made aware of children with allergies, to ensure swift treatment on any emergency situation. Their emergency prescribed medicine is stored in each classroom and a spare named epipen is available in the office.

Medicines for children with on going medical needs (ie ADD) is kept in the sick bay. Children with dietary requirements or food allergies will have their image displayed in the kitchen to ensure that they are easily identified and the trigger foods avoided. Records will be kept in the school office.

Record Keeping

The carbon copy of the first aid advice slips will be the school accident book, for pupils (an IRF96 folder will be maintained for adults and serious pupil incidents) and will record the following:

- Date and time of incident
- Name of child / adult
- Name of person providing treatment
- Details of treatment
- Pre-printed advice on who to contact if medical attention required linked to the incident

These will be kept for a minimum of 3 years in a catalogued box folder kept in the cupboard in the sick bay. There will be an accident book for each class and a central one for the first aid stations. These books will be considered confidential information

The 'Appointed Person' will arrange for the accident to be logged on the County's on-line accident reporting system IRF96 where the accident/incident meets certain criteria –see flow diagram & notes (appendix B). The carbon copy in the accident book should be annotated to indicate this incident has been reported to County. A copy of the on-line record should be printed off and kept on the file in sick bay

Record books should be reviewed as they are completed by the SBM, but not later than termly, to identify any recurring incidents which should be highlighted to the Head.

School Activities

School will ensure a first aider or staff member with emergency first aid training is on site for all pupil 'after school' clubs and activities run by the school. For adult after school activities including staff meetings, parents evenings, adult learning workshops, parent information evenings, governor meetings and any other activity taking place outside the school's core hours a member of staff will be nominated as the 'appointed person'; access to a first aid box secured and a phone line provided. Where it is a private or community letting, it is the responsibility of the hirer to ensure they have appropriately trained first aid support and an emergency phone.

Employee responsibility

Each member of staff at Thorndown is expected to ensure their own safety and the safety of their colleagues by acting responsibly at all times. In addition, the care and safety of the children should be paramount in their working day at Thorndown.

First Aid for a Lone Worker

Working unaccompanied on the school site should be avoided wherever possible. Where it is essential for an employee to work alone on the school site, he/she will inform the Head, or in the case of the Head, the Caretaker, to make them aware that they are on site and when they expect to leave. They should have access to the school phone system or a mobile phone and a first aid box.

First Aid for Lettings

The school should include a paragraph in the letting agreement regarding first aid provision. However, it is the responsibility of the hirer to ensure they have adequate provision/ suitably qualified adults for first aid and an emergency phone. First Aid boxes are available for them to use.

Insurance

In the event of a claim alleging negligence by a member of staff, action is likely to be taken against the employer rather than the employee. Cambs County Council's insurance explicitly states that employees who assist in any medical procedure are acting within the scope of their employment and are indemnified.

Appendix 1

Head Bump Protocol

Following a review of our head bump procedures we would like to introduce a new protocol to ensure that pupils are monitored for concussion.

1. First aid station to be located outside the hall in the learning street at breaktime and lunchtime to be manned by a first aid trained employee
2. One first aid station for both key stage 1 and 2 in the downstairs learning street outside the hall
3. Completion of accurate paperwork is key to ensure that we have gathered all facts, checked key indicators for concussion and that, if needed, give medical professionals a full and clear account of the incident
4. The Head bump pack will now consist of:
 - a. Head bump sticker to be placed on child's t-shirt/jumper
 - b. Head bump letter advising parents of the head bump and what to look for in case of concussion
 - c. Tear off slip from the accident book. Please ensure that time, date and a brief description of the incident are present
 - d. Concussion Signs and Symptoms Checklist - please use your knowledge and judgement as to whether you feel the head bump warrants this level of 1:1 observation. If in doubt please contact a paediatric first aider (list below) for a second opinion
5. Any pupil being sent home should be handed over to the parents/carers/medical professional by the first aider who dealt with the head bump

Paediatric First Aiders

Linda Allen

Jayne Gilson

Lucy Hamilton

Melissa Dales

Kathryn Magee

Sarah Wilkin

Sarah Walker

Vikki Cook

Carol Thorndike

Mel Gwynn