

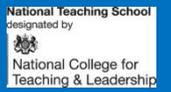
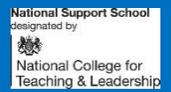
Policy for the Administering of First Aid

For Children and Adults

To be read in conjunction with:

- Medical Needs Policy
- Supporting Pupils with Medical Needs Policy

Policy Updated: September 2018
Future Review: September 2021



Nurture ~ Believe ~ Discover ~ Achieve

Our vision for Woodstock CE Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. It is driven by our desire to offer the best possible education for our pupils in partnership with parents, the church and the local community.

WOODSTOCK CE PRIMARY SCHOOL IS A CENTRE:

- For learning where high standards are pursued with consistency and enthusiasm.
- Where individuals are valued and helped to achieve their personal best
- Where effective partnerships secure the success of the school.

“For I know the plans I have for you”, declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.”

Jeremiah 29, v11



General Statement

All staff at Woodstock CE Primary has a duty of care to the children in our school.

The Governing Body has a responsibility for ensuring that First Aid Policy at our school is effective. The Headteacher is responsible for putting the Governing Body's policy into practice and for developing detailed procedures. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. We have on site a Medical Inspection Room and access to a well-stocked supply of first-aid resources.

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

At Woodstock CE Primary School we have drawn up an annual checklist and risk assessment to ensure we are meeting our statutory duties.

Legal Information

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First-aiders are responsible for:

- Completing a training course approved by the Health and Safety Executive (HSE) and renewed every three years (or as appropriate)
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- Responding promptly to all requests for assistance
- Summoning further help if necessary (ambulance or other professional medical assistance)

- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided

Appointed First-Aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- In the absence of a first-aider, taking charge when a person has been injured or falls ill (this appointed person would normally be a member of the Office Team)
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary

First-Aid Provision

- Suitable, well-stocked first-aid bags in all classrooms
- The Medical Inspection Room is the designated First-Aid equipped area
- First Aid travel bags for trips
- We always ensure a minimum of 20 staff being qualified as First Aiders, including higher level Paediatric and Forest School first aid training as appropriate

Procedures

The following are general first aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, they should be brought to the school office; where it is unsafe to move the person involved, call another member of staff for assistance.
- Staff qualified in First Aid will initially assess the patient's need and apply basic first aid; in more serious cases, a second opinion should also be sought from a member of Senior Leadership Team or another qualified first aider.
- For minor injuries, staff will issue a 'bump' note, as appropriate and these notes are then passed on to parents at the end of the day, together with a verbal explanation by a member of staff. Parents will always be contacted if the injury relates to the head; or if deemed appropriate due to the nature of injury.
- Where a child is involved, contact the parents in the first instance. If the parents cannot be reached the school will make the decision.
- All administered first aid will be recorded on the school's *Accident Reporting & Investigation Form* and this information is passed to the office for filing and further monitoring/investigation by our Safeguarding Link Governor.

If there is even the slightest concern that the injury may be more serious, PARENTS will be contacted immediately.

It may be appropriate to seek the advice of the local Oxfordshire medical service of 111.

For serious incidents or medical emergencies then an ambulance will be called immediately. The decision to call an ambulance is usually the responsibility of the Head Teacher; however, in a genuine emergency the Office Staff/First Aider will phone directly and inform the Headteacher once this is done.

If you need to access a first aid kit for personal use, do not remove it from its designated place.

- Any loss or damage to first aid equipment must be reported to Karen Buckley, Administrator
- If a first aid kit is poorly stocked, this should be reported to Karen Buckley, Administrator.

- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for check contents of the kit before taking it out of school and for informing Karen Buckley of any supplies that need replacing.

Break & Lunchtime Procedures

There is always at least one qualified First Aider on duty at all times and further designated First Aiders available in school at all times. It may be appropriate to send in children during these times to seek further first aid. Any incident that occurs during this time will be recorded by the adult present/first aider. It may be appropriate for the class teacher to be informed of any first aid administered so that they can monitor the child throughout the day.

All accidents are recorded on an *Accident Reporting & Investigation Form*. These are held in the school office.

Children with Medical Needs

A list of children who have Epi-pens, inhalers or any other medical needs are distributed to all staff who have access to this information at all times.

Inhalers and Epi-pens

Named and labelled inhalers are kept in the classroom with the children and Epi-pens are kept in individually named medical bags in the school office.

Risk Assessment/Assessment of Need

The Senior Management will make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. First aid provision is reviewed annually to monitor the effectiveness of the provision and ensure standards are being met.

Body Spillages, including vomit

If a child vomits in the classroom or other shared space, the vomit should be covered by a chair until the appropriate bodily fluid powder can be placed over it until it is cleaned away. If appropriate, adults and children removed from the area. Parents will be contacted to collect their child if appropriate.

Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that this has been reported to the school Business Manager, Darrell Marchand, for recording and further investigation.

Physical Education

All asthma inhalers should be taken with the children to their Physical Education lessons. If an accident occurs, the pupil needs to be assessed by the teacher and sent to a qualified first aider, if required. The incident should be recorded, including the time and details of what happened.

A first aid kit is available in each of the classes or Medical Inspection Room and ice packs are kept in a freezer in the staff room. Portable first aid kits are always taken to all off-site events, together with inhalers and Epi-pens.

Educational Visits

The extent and nature of first aid provided will depend on the type of the visit and the risks identified. Organisers will undertake a *risk assessment* which will identify the level of first aid needed and make appropriate arrangements for pupils with special medical needs.

- At least one qualified first-aider (more depending on medical needs of pupils) and an adequate first aid kit is required for all visits.
- First aid equipment carried should reflect specific hazards identified and the availability of professional medical help.

Minimum first aid provision is:

- A stocked and checked first aid box, appropriate to the nature of the visit and the numbers in the group.
- A teacher appointed to be in charge of first aid arrangements.

The following first aid items are the minimum recommended by the Health and Safety Executive:

- A general advice leaflet
- Six, individually wrapped sterile adhesive dressings
- One large sterile un-medicated wound dressing, approximately 18 cm x 18 cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves
- A resuscitator (for hygienic mouth to mouth resuscitation)

Appropriate items should be added to the above list where specific risks are identified, especially in remote locations. It must be noted that aspirin must not be given to children under 12, except on medical advice. Qualified First-Aiders are able to administer prescription medicines to pupils during any visit. In the case of a residential visit, it may be appropriate to give a child Calpol (following strict instructions as on bottle) if they have a raised temperature or are feeling unwell; this is always at the agreement of parents. All administered medicines are recorded, dates/ time and by who.

Specific Medical Conditions

All children with specific conditions, for example, asthma, epilepsy will have a Health Care Plan which is written and agreed collaboratively by the Inclusion Manager/Class teacher/Parent. The Plan is displayed in the office and in the class file. In-date medication should be with the child, in the classroom or in the school office as appropriate.

Medicines in School

School staff are willing to administer basic medicines in school, for example, Antibiotics, cream provided that this has been prescribed by a doctor and that a consent form is completed by the parent, together with dosage directions.

Qualified First Aiders are:

(Summer Term 2018)

Alex James	Paula Dick	Ruth Mankelow (FS)	Su Simpson (PT)
Rachel Martin	Darrell Marchand	Sian Wheatley (FS)	Karen Buckley
Ellie Green	Anne Hipwell	Alison Humphreys	Mel Leach
Anna Poole	Liz Barnes	Sally Rees	Sarah Asque
Esli Lees	Janine Coaker	Mini Patel	Pepi Boon
Lynne McArdle			