



First Aid Policy

Policy Reviewed	November 2021
Date of next review	October 2024

Ingleby Mill Primary

First aid Policy

2021

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Roles and responsibilities

Appointed person(s) and first aiders

The school has 33 staff trained in emergency paediatric first aid and 19 paediatric first aiders, this included lunchtime assistants, to ensure appropriate cover during lunchtime. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits, if something is used the person who used it should replace the used items
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

Governing Body

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called

First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, parents will be contacted immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- First aider will also be present at after school events such as discos and parent/carer consultation evenings.
- Hygiene and infection control is important and staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-

use gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

- Children in school who have severe allergies may have an Epi-pen or Jax auto-injector pen. Staff who will be working in close contact with these children will receive auto-injector pen awareness training. This training is also covered in paediatric first aid training.
- Sudden cardiac arrest can happen to people of any age and without warning. If it does happen quick action can save lives. A defibrillator machine can give an electric shock to restart a patient's heart when they are in cardiac arrest. School has a defibrillator that can be found in the main school office.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details
- Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least one first aider (per coach) with a current emergency paediatric first aid certificate on school trips and visits.

First Aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The staffroom and in each team area in a cupboard labelled with a white cross on a green background. A first aid kit is also held in the hall.

First aid and accident record book

- A minor accident form (white slip) is completed if the injury needs only very minor first aid - a wipe, cold compress, plaster or ice pack for a short time and will be sent home with the child on the same day as the incident.
- A Green first aid slip is sent home on the day of the incident, if the first aid given requires more than minor first aid or there are multiple injuries or the injury is notable. If the child has received a bump to the head then they would also be given a head injury information sheet. Parents/Carers are also to be contacted if the injury is serious or there has been a head injury. In this case parents/carers will be invited to attend school to check their child and decided if they are to remain in school or go home.
- As much detail as possible should be supplied when reporting an accident. Information should include the date, time and place of incident. The full name and class of the child injured. Details of how the injury occurred, what the injury was and what first aid was given. What happened to the child immediately afterwards (went home, remained in school, advised to seek medical attention). The name and signature of the first aider who dealt with the incident.
- Records held in the first aid and accident book will be retained by the school and will be kept until the child is 21 years old.

Reporting to the HSE

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

If a child attends hospital due to their injuries an SP8 form will be completed.

Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. Staff who have first aid training can be identified by a green cross on their ID badge. A list of staff who are first aid trained are also displayed on notice boards in team areas.

Staff are encouraged to renew their first aid training when it is no longer valid.

Review of this policy

This policy will be reviewed every three years. At every review, the policy will be approved by the full governing board.

Links to other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- The administering medicines policy