

## **First Aid Policy**

### **Key Points**

All staff must know:

1. How to call the emergency services – dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call an ambulance straight away.
2. The location of the nearest first aid box (see Appendix 1) which will contain:
  - a. The names of and how to contact the School First Aiders (see Appendix 1)
  - b. A basic aide memoir for dealing with first aid emergencies (see Appendix 2)
  - c. Basic first aid equipment (see Appendix 3)

**First Aiders** are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other medical help is summoned if appropriate
- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- Looking after and restocking the first aid box

Paediatric First Aiders must complete a training course approved by the HAS. Refresher training is required every three years.

In addition, whole staff training on First Aid will be undertaken annually and all teaching, support staff and regular volunteers will be invited to attend when necessary.

### **Appointment of First Aiders**

The number of First Aiders required at the School shall be determined by the Governors and shall be reviewed annually or more frequently when required, for example following an accident or emergency.

When determining the appropriate number of First Aiders, the Governors will take into account the following:

- The number of staff and pupils present at any one time
- The distribution of staff
- The number and locations of the first aid boxes
- The number of staff and pupils with disabilities or specific health problems
- Arrangements for off-site activities
- Arrangements for out of school hour activities such as parent evenings
- Parts of the school premises with different levels of risks
- The types of activity undertaken
- The proximity of professional medical and emergency services

- Any unusual or specific hazards
- Accident statistics which will indicate the most common types of injuries, times and locations.

All staff have basic First Aid training annually. At least one member of staff with Paediatric First Aid training is in the school at all times. A member of staff with Paediatric First Aid training accompanies the children to PE and all trips with EYFS pupils attending.

### **Reporting Accidents and Record Keeping**

All members of the school community should report any accident or incident, however minor, in the first aid log as soon as possible after it has occurred. When an injured person is unable to complete their own details of the accident, then the First Aider and/or witness should do it on their behalf.

### **Procedures when accidents occur on the School Site**

#### **Pupils:**

- A child is brought into the First Aid area in Classroom One.
- An adult assists with first aid and if necessary a First Aider is called.
- A note is completed for the parents showing where the injury occurred (templates provided in the first aid log).
- A log is kept of minor injuries in the first aid log.
- In the case of a head injury a different note is completed.
- If the injury causes concern the parents are informed immediately.
- If the injury is serious an ambulance will be called.
- A report is made to HSE if the child is taken to hospital or sustains a serious accident and a risk assessment is carried out.
- Provision is made for a child who is sick or injured, while they wait for a parent to collect them. An adult will remain nearby, in case the child needs help.

#### **Adults:**

- An adult is brought into the First Aid area.
- An adult assists with first aid and if necessary a First Aider is called.
- A log is kept of all injuries in the first aid log.
- If the injury is serious an ambulance will be called.
- A report is made to HSE if the adult is taken to hospital or sustains a serious accident and a risk assessment is carried out.
- Provision is made for an adult who is sick or injured, while they wait for someone to collect them.

The log must contain:

- The date, time and place of the event.
- Details of those involved.
- A brief description of the accident/illness and any first aid treatment given.
- Details of what happened to the casualty immediately afterwards – for example, went to hospital, went home, resumed normal activities, returned to class.

The Headteacher should be informed about any incident if it is at all serious or particularly sensitive, for example when a pupil has had to go to hospital or if one pupil has caused deliberate harm to another or where negligence might be suggested.

If, as the result of an accident, a member of staff is taken to hospital, is unable to work or subsequently becomes absent from work, the Headteacher should be notified immediately.

The Headteacher will report all serious accidents to the HSE as required. The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
- It is an accident in school which requires immediate emergency treatment at hospital.

Reviewed by governors: March 2015

Reviewed by governors: January 2017 (updated with details of First Aider October 2019)

Reviewed by governors: January 2020

Updated but not reviewed: January 2022

Next review: January 2023

## **Appendix 1**

### Location of First Aid Boxes

The main first aid box is located in the kitchen area below the shelves. The secondary first aid kit is kept next to Class Two in the office room.

First aid kits for off-site activities are located in the office, and are taken on all trips.

### First Aiders

The trained First Aiders are:

- Chrissy Towers (Paediatric).
- Alex Taylor (Paediatric).
- Kate Clark (Paediatric).
- Naomi Moorcroft (Basic)
- Simone Gabriel (Basic)
- Carrie Rimes (Basic)
- Gary Baker (Basic)

## Appendix 2

### Basic First Aid

Knowing what to do in an emergency is vitally important. If someone is injured, the following steps will keep them as safe as possible until help arrives:

- Keep calm
- If people are seriously injured call 999 immediately
- Contact a First Aider
- Make sure you and the injured person are not in danger
- Assess the injured person carefully and act on your findings using the basic first aid steps below
- Keep an eye on the injured person's condition until help arrives

<b>Unconsciousness</b>
If the person is unconscious with no obvious sign of life, call 999 and ask for an ambulance. If you or any bystander has the necessary skills, give them mouth-to-mouth resuscitation while you wait for the emergency services.

<b>Bleeding</b>
Control severe bleeding by applying firm pressure to the wound using a clean, dry dressing and raise it above the level of the heart. Lay the person down, reassure them, keep them warm and loosen tight clothing.

<b>Burns</b>
For all burns put under cool running water for at least 10 minutes. Do not apply dry dressings, keep the patient warm and call an ambulance.

<b>Broken Bones</b>
Try to avoid as much movement as possible.

## Appendix 3

### Contents of First Aid Boxes

The minimum contents of the on-site first aid box will be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Six individually wrapped triangular bandages
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings
- Two large sterile wrapped unmedicated wound dressings
- Disposable gloves
- Plastic disposable bags for soiled dressings

The minimum contents of the first aid kits for off-site activities will be:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings (assorted sizes)
- Two individually wrapped triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One large sterile wrapped unmedicated wound dressing
- Disposable gloves
- Plastic disposable bags for soiled dressings

## **Managing Medical Needs**

The school policy is to support pupils who have a medical condition to attend school. The school will therefore support administration of long term medication and medical techniques where this is necessary for the pupil to continue to be educated at school. It may be possible for school staff to administer short term medication where a pupil is completing a course of antibiotics, is ready to return to school and the parent/guardian is unable to come to school to administer the medication. Where a pupil has a recurring condition, which might occur at any time, then it may also be possible for medication to be administered by staff. The school will also put in place procedures to deal with emergency medical needs.

To this end procedures have been established to ensure that all concerned: staff, parents, pupils and, where relevant, health professionals are aware of the pupil's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

It is stressed however that the administration of medication is undertaken on a voluntary basis by staff and it will only be done where the procedures are followed.

**Daily Care Requirements** – These are the agreed actions that will take place in school to help manage the medical condition on a daily basis. This could be administration of medication, carrying out medical techniques or simply to remind and/or supervise a pupil taking medication.

**Emergency Action** – This is action that will be taken in the event of a medical emergency. Action will be to dial 999 unless a pupil exhibits certain defined symptoms that are covered by a health e.g. phone parent/carer, administer emergency medication.

**Emergency Medication** – This is medication held in school which will be administered if specified symptoms are observed in a student who has been identified with a medical condition and for which a health care plan is in place.

**Emergency Situation** – This is a situation where a pupil exhibits certain defined symptoms that have been identified as requiring emergency action.

**Health Care Plan (HCP)** – This is the agreed plan to be followed in managing a medical need and will include day to day support and/or details of emergency action to be taken as appropriate.

**Long Term Medication** – This is prescribed medication required to manage a long term medical need, i.e. asthma, epilepsy etc.

**Medical Condition** – This is a condition that has been identified by medically qualified personnel.

**Medical Techniques** – These are specialist techniques which will either be undertaken routinely or in an emergency situation. Staff must have received appropriate information, instruction, training and supervision as identified as necessary when preparing the HCP.

**Short Term Medication** - This is prescribed medication that a pupil requires when they have an illness, e.g. antibiotics.

## **PROCEDURES**

The following are the procedures that are to be followed in school to ensure the management of medical needs.

### **3.1 – LONG TERM MEDICAL NEEDS**

#### **Step 1 – Obtain Information on Pupil's long term Medical Conditions**

Prior to children starting at school parents/carers are requested to complete a 'Pupil Medical Information Form' regarding their child's health. Parents/carers will be asked to update this information at the start of each subsequent year by repeating this process.

NB: Parents/carers are not required to disclose information but if they do not it must be made clear to them that this will prevent the school from ensuring the safety of their child.

#### **Step 2 – Assess the information provided**

On receipt of a completed 'Pupil Medical Information Form' giving details of a child with long term medical needs, staff will contact parents/carers to discuss what medication will be brought onto site and/or where staff are expected to provide support in administering medication or carrying out medical techniques. The following are the general assessment criteria to be followed:

- a) **Where pupils will undertake self-administration of long term medication** - The information provided by parents/carers will be used initially to assess whether the pupil will be allowed to self administer, this decision being based on the pupils maturity, the type of medication and the environment. If it is decided that the pupil can self administer a further decision will be taken as to whether the medication can be carried or should be kept in office/class. In these cases no HCP will be produced but the daily care requirements, what the medication is and what might constitute an emergency for the pupil will be added to the class medical record form.

NB: Whenever medication is brought onto site the medication must be labelled to indicate who it is for and the dose required.

- b) **Where a student will require assistance to administer long term medication** - The information provided by parents/carers will initially be used as the basis for discussion with staff as to whether the assistance can be provided. If the school decide they are able to help then a 'Request to Administer Medication Form' must be completed to provide the details of the dosage and timings etc. If not the responsibility will fall to the parent but it will be advised that the situation be discussed with consultant/GP as

it may be possible to vary when medication needs to be provided. If staff feel able to support the administration of medication then a further decision is required to decide whether there is a need for a HCP. Unless the request is simply to remind the pupil to take medication or store and hand out medication a HCP, should be produced.

- c) Where staff may be required to undertake medical techniques** – The information provided by parents/carers will initially be used as the basis for discussion with staff to see if they are happy to provide the support. If they are not then the Headteacher will look at other possibilities and discuss these with the parents/carers. Where staff agree to provide support they must be provided with information, instruction, training and supervision as necessary and a HCP must be produced.
- d) Where there are allergic reactions that may require emergency medication to be administered** – The information from the form will be considered. There are many allergies that pupils have which are generally not life threatening, e.g. hay fever, but any pupil with anaphylaxis, which is an extreme allergic reaction, will require the completion of a HCP.
- e) Where there is information on allergies** – This needs to be considered as a whole school issue and in case of food allergies guidance should be issued to parents on what other children can bring to school. It will usually be sufficient to include such information on the class medical record form.

### **Step 3 – Complete HCP**

Where the assessment has indicated a HCP is needed and agreement has been reached with staff to either administer medication or support a pupil with medical techniques, an individual HCP must be completed. This plan will be based on information provided by the parents/carers or by medically qualified personnel as appropriate.

Any support identified as necessary when completing the HCP, whether in terms of facilities, equipment or training must be provided.

### **Step 4 – Add information to summary sheet**

Compile the information on the medical needs of pupils and then add to the class medical record form. This information aims to make staff aware of these issues and know who has a medical need and what that is. It must include as much detail as possible about what constitutes an emergency situation and what the daily care requirements are if any.

### **Step 5 – Record Keeping**

It is necessary to record whenever medication is administered or there is a need to undertake a medical technique, whether planned or an emergency intervention.

### **Step 6 – Review**

Parents/carers need to be reminded regularly to update the school concerning their child's medical needs and a review of the existing procedures needs to occur whenever this happens or there is any reason to suspect the HCP is out of date or ineffective.

### **3.2 – SHORT TERM MEDICATION**

In the case of short term medication the school will look at individual requests but will only administer medication where agreed by the Headteacher and only when a written request is received. It is the responsibility of the parents/carers to supply the medication which must be in an appropriately labelled container indicating the name of the pupil and the dose to be given.

The pupil will be required to come to the Senior teacher on site at the beginning of lunch or otherwise as required in order for the medication to be administered. A record of the medication administered will be made using the form attached in First Aid appendices.



**Trinity Christian School**  
**APPENDIX 5 - ADMINISTRATION OF SHORT TERM MEDICATION RECORD SHEET**

Date	Time	Name of child	Medicine	Dosage	Administered by
Date	Time	Name of child	Medicine	Dosage	Administered by