



First Aid Policy

School Values

**ENJOYMENT HONESTY CARING RESPECT
EQUALITY**

INTRODUCTION

The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of Health and Safety (First Aid) regulations and in doing so to:

Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury; ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise; ensure lines of communication with parents/guardians are in place if required; activate a known plan of action with which all staff are familiar; the School shall inform employees of the first-aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders.

The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the Regulations and the School will not permit the presence of any such medication in designated first-aid boxes.

DEFINITIONS

'First aid' means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

'First aider' means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

ROLES AND RESPONSIBILITIES

The overall responsibility for the day-to-day management of school rests with the Head Teacher and Deputy Head Teacher. The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time.

The school's Health and Safety Officers are the Head Teacher, Deputy Head Teacher and the Premises Manager.

The Deputy Head Teacher and School Business Manager are responsible for ensuring training is up to date.

ASSESSMENT OF FIRST-AID NEEDS

The Deputy Head Teacher shall make an assessment of first-aid needs appropriate to the circumstances of the school. The Deputy Head Teacher will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. Where necessary and relevant, staff will be trained on how to administer aspects of first aid e.g. epi-pens.

Where the first-aid assessment identifies a need for employees to be trained as first aiders, the Deputy Head Teacher shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. All designated first aiders must re-qualify every 3 years.

MANAGEMENT OF FIRST-AID EQUIPMENT

It shall be the responsibility of the Deputy Head Teacher and School Business Manager to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the agreed designated areas. Where additional or replacement material or equipment is required, staff should speak to the School Business Manager or Deputy Head Teacher about ordering more items immediately.

FIRST AID AREA

There is designated First Aid situated on the ground floor of the main school. All first aid equipment and first aid documentation are stored here. This will be the main room where children will be treated, in particular more serious injuries.

FIRST-AID AREAS

- External Lower School Playground – under the carousel in the centre of the playground (First Aid kits will be taken out at first breaktime by a TA and brought back inside after the last breaktime)
- External Main School Playground – at the middle picnic table under the decking area (First Aid kits will be taken out at 8:45am by the Premises Officer and brought back inside at 2:30pm)
- Internal Lower School – in each Woodlark House Autism Provision classroom; in Nursery classroom; in Shared Reception area; in Meeting Room; outside Staff Room.
- Internal Main School in each Hall – outside Year 1, Year 3 and Year 4 Classrooms.

- Copies of the First Aid Report are to be held in these First Aid areas.

FIRST-AID BOXES

The boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance, as a minimum, First Aid Boxes should contain: micro-porous tape, triangular bandage, wound dressing, instant ice pack and gloves. No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc.

Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used. Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation should be provided near the first-aid box. Eye baths/cups/refillable containers should not be used for eye irrigation. Where medicines have to be held by a manager for safety/security reasons, the separate lockable container must be used. This is in the school office. A register of contents must be kept up to date. Please see Managing Medicines policy for more information.

FIRST-AID TRAINING

The Deputy Head Teacher will arrange training for the qualification and re-qualification of first aiders. Before being nominated the designated first aider by their manager, a first aider must hold a valid First Aid at Work Certificate of competence or an equivalent qualification. In the event of an unqualified person being nominated to be responsible for first-aid duties, they will be required to undergo a suitable course of training.

TYPES OF ACCIDENTS

Minor Accidents and Injuries:

The adult in charge initially looks after the injured party and if necessary, takes the child to the 'First Aider', who will administer first aid if appropriate. If a First Aider is not available, any member of staff may clean the wound.

Sprains/Bruises:

A First Aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate.

More Serious Accidents and Injuries:

If considered safe to do so, the injured party is taken to a First Aider. An attempt is made to immediately inform parents, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

Stings/Bites:

If case is serious parents are contacted – no stings should be removed.

Faints and Shocks:

A First Aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of: lie the casualty down; raise the legs above the level of the heart; loosen any tight clothing; ensure there is fresh air; keep crowds away; reassure casualty when they recover; contact parents – the pupil should go home

Head Injuries:

A First Aider immediately looks at the child. At this point, the First Aider establishes the next course of action, which may be to call an ambulance. Parents will be immediately contacted.

Very Serious Injuries:

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. This should be on a voluntary basis. Parents are kept informed of developing situations.

FIRST-AID RECORD KEEPING

In Woodlark House Autism Provision, Nursery and Reception classes, the First Aider completes the First Aid Report, copies it, files one form and sends a copy home to parents/carers.

In the Main School First Aiders are to complete the First Aid Record and place it in the Pigeon Hole in the Main school Reception area and inform a member of the Administration team. A member of the Administration Team will immediately phone the child's parents/carers copy the forms at 2:00pm each day. They file a one copy and hand a copy to the child's class teacher, who will then make sure the child takes their copy home with them for their parents/carers. The class teacher will also speak to the parent/carer at the end of the day.

The information recorded will include: date, time and place of incident; name and, where relevant, job title of the injured or ill person; details of the injury/illness and what first aid was given; what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc; and name and signature of the first aider or person dealing with the incident.

STAFF INJURIES

Staff should complete the accident book if they sustain an injury at work. They should complete this as soon as possible.

An injured member of staff or other adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other adult concerned should seek medical advice without delay.

DUTY TO INFORM STAFF OF FIRST-AID ARRANGEMENTS

All staff must be informed of the location of First Aiders, appointed persons, equipment and facilities. The Premises manager must ensure that a notice giving the names of first aiders, their location and the location of first-aid boxes, is posted in all main school locations.

Policy agreed by Governors December 2022