

## First Aid Policy

### Rationale

This Policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations (2013). The school also takes into account the DfE guidance published in 'First Aid in Schools' (2000, updated 2014)

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

First aid is available at all times while people are on the school premises and also off-site while on school visits.

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of first aid
- Clearly defines the responsibilities of all staff
- Enables staff to see where their responsibilities end
- Ensures good first aid cover is available in the school and on visits

### Aims of the policy

First aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones.

The aim of this policy is to ensure that:

- a person is appointed to take charge of first aid arrangements;
- staff nominated as 'first-aiders' receive up-to-date training on courses approved by the Health and Safety Executive (HSE);
- suitably stocked and marked first aid containers are available at all appropriate locations throughout the school;
- all members of staff are fully informed with regard to the first aid arrangements;
- all staff are aware of hygiene and infection control procedures;
- written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences;
- first aid arrangements are regularly reviewed.

### Risk assessment

We conduct an annual risk assessment of all school buildings and facilities, paying particular attention to:

- practical activities;
- the use of machinery;
- storage of hazardous substances;
- the use of equipment for sports and physical education.

Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision the appointed person and the Governing Body will consider:

- the provision during lunch times and breaks;
- the adequacy of the provision to account for staff absences;
- the provision of first aid for off-site activities and school trips;
- the provision for practical lessons and activities, e.g. science, technology, home economics and physical education.

### **Qualifications and training**

All school first-aiders hold a valid certificate of competence (First Aid at Work) issued by an organisation whose training and qualifications are approved by the HSE and valid for three years. Refresher training and retesting of competence will be arranged at least three months before certificates expire.

All staff receive emergency first aid training and staff working with young children are trained in Pediatric first aid.

The main duties of a first aider in school are:

- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

### **Appointed Persons**

The Senior Leadership team are the appointed persons within the school to take charge when someone is injured or becomes ill and call the emergency services, if required.

The appointed person(s) will:

- line manage the team of first-aiders, monitoring their training and competences;
- ensure that first aid equipment is available;
- ensure that an ambulance or other professional medical help is summoned when appropriate;
- undertake regular risk assessments and liaise with the Governing Body and Headteacher as appropriate;
- ensure that all accidents and injuries are appropriately recorded;
- ensure that all members of full-time and temporary staff are familiar with the school's first aid provision.

The appointed person(s) does not necessarily have to be one of the certificated first-aiders.

### **First aid materials, equipment and facilities**

The school has a designated medical room which is sufficiently stocked with basic first aid materials to administer first aid.

First aid containers in the medical room and around school (in Reception, Nursery and Little Explorers) are:

- marked with a white cross on a green background;
- located near hand-washing facilities;
- stocked in accordance with HSE recommendations.

In addition the school has a central secure medical cabinet, which can be found in the office. All medication kept in this medical cabinet is covered by a care plan.

The school makes up travelling first-aid kits used for off-site visits.

There are first aid kits kept on both of the mini buses. The PE team have 2 travelling first aid kits that are taken onto the field and off site.

Each classroom has its own medical cabinet for the storage of inhalers and Epi-pens.

### **Information and notices**

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first-aiders are prominently displayed in:

- staff rooms and other common rooms;

- main corridors;
- all locations where sports, physical activities or practical lessons involving machinery or similar equipment, take place.

Information on the school's first aid provision will be included in the staff handbook and in the induction pack given to new and temporary staff.

### **Calling the emergency services**

In the case of major accidents, it is the decision of the Head Teacher or senior leadership team if the emergency services are to be called. A first-aider must attend the incident. At Lynch Enterprise Academy, we ensure that there is at least one emergency first-aid trained and one pediatric first-aid trained member of staff in school at all times (during the school day and extended school day).

The school office **MUST** be informed of the emergency so that they are aware and prepared for the arrival of a paramedic or ambulance. The call is best made from the school office although emergency (999) calls can be made from any internal/classroom phone; if the patient is outside then a mobile phone may be used.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

The school office will transfer the call to the phone extension nearest the patient so that the member of staff with the patient can relay exact information about their condition.

In the event of the emergency services being called, a member of staff ensures there is a clear path for the emergency vehicle to gain access to the patient. They may be required to wait by the school gate and guide the emergency vehicle into school.

If the casualty is a child, their parents are contacted immediately and give all the information required. If the casualty is an adult, their next of kin are called immediately. All contact numbers for children and staff are located in the school office.

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a pediatric first-aider accompanies the group.

### **Reporting**

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- accidents resulting in death or major injury (including those that result from physical violence);
- accidents that prevent the injured person from doing their normal work for more than 7 days.

The school also must notify Ofsted and the local safeguarding board of any serious injury or death or serious illness of any child whilst in their care, and act on any advice given.

### **Medical Room and First Aid**

The medical room is designated for the identification of medical needs and the administering of first aid. The medical room is staffed by staff who are first aid trained.

Staff who feel children are in need of medical attention send those children to the medical room accompanied by an adult. In the event of a child whose medical needs are too serious to be moved a first aider should be called.

If first aid is given it must be recorded in the accident book in the medical room and the medical register (on SIMS) is consulted before any treatment is given e.g. allergy to plasters. The information recorded is:

- date
- name
- class
- nature of injury
- treatment

In the case of a child, the parent is sent a text message to inform them that they have been to the medical room and a copy of the accident slip is sent home at the end of the day.

### **Procedure to follow for dealing with injuries involving blood or bodily fluids**

There is always at least one first aider on site at all times who is the person to deal with the injury. Should bleeding occur at any time the following points should be followed:

- Put on latex gloves and a disposable apron.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Dispose of dressing into red clinical waste bag.
- Try and keep the person as calm as possible.
- Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.
- Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up. Clean the area thoroughly using diluted bleach 1 part bleach to 10 parts water.
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non-injured children are being cared for and reassured appropriately about what is happening.
- Replace the sterile dressing on the child/adult as often as needed as described in the training.
- All waste should be treated as clinical waste and discarded in the clinical waste bag provided.
- Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped.
- If bleeding starts again a new apron and gloves must be put on to prevent infection.
- If medical assistance is required call 999 and ask for an ambulance. If medical attention is required but is not an emergency inform the parents and advise them to visit their local A&E. If ever in doubt always phone for an ambulance, especially in the case of children.

### **Accidents and incidents**

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff and to some extent the children, are aware of hazards? I.e. putting toys away tidily etc.

- Staff and children are encouraged to care about their environment and their colleagues.
- Staff identify and report hazards and risks and encourage children to do the same.
- A health and safety officer is appointed to oversee all health and safety issues.

We classify an accident as what we have witnessed and an incident as something we did not see or a near-miss. Where the accident is considered serious either requiring the attention of a trained professional, an ambulance or if repercussions are likely to occur, an accident form is completed and reported to the office. These are reviewed and investigated by the Health and Safety Committee to see if anything can be done to prevent the accident/incident happening again. All major accidents and incidents are investigated immediately.

Accidents/incidents relating to staff or visitors to the school are reported to the office and recorded in the same manner.

An incident form is used to record a near miss. This is something, which could have been dangerous if it had actually happened. Reviewing these situations allows the school to learn from potential accidents and so prevent harm being caused in the future

A record of the reference number, name & date of all accidents/incident reports and the outcome of any investigation is kept and reported to Governors.

#### **Review**

The Governing Body and the Headteacher and or the appointed person will review first aid policy and provision at least once every year.

June 2016

## Auto-injector, Asthma and Epilepsy Basic

Staff Name	Expiry date
Paul Bullock	17 <sup>th</sup> May 2017
Theresa Richardson	17 <sup>th</sup> May 2017
Helen Scott	17 <sup>th</sup> May 2017
Petra Johnson	17 <sup>th</sup> May 2017
Shahida Ahmad	17 <sup>th</sup> May 2017
Aaron Rowland	17 <sup>th</sup> May 2017
Romi Dhanjal	13 <sup>th</sup> September 2017
Reena Kalyan	13 <sup>th</sup> September 2017

## First Aid Trained

Staff Name	Expiry date
Priyanka Chadha	17 <sup>th</sup> September 2017
Shahida Ahmad	14 <sup>th</sup> October 2019
Zaiba Khan	16 <sup>th</sup> March 2020