

Review date July 2024**1. Introduction**

The aim of this policy is to provide clear guidance on how the school manages and administers First Aid. The First Aid policy is not only important for children, families and staff but relates to every person who enters the schools' premises or uses school equipment.

2. Aims

- 2.1. Ingham Primary School has a duty of care to provide all persons with a safe and healthy environment
- 2.2. The school defines First Aid as (taken from St John Ambulance manual):
'the initial care of the ill or injured...where someone has had an accident or is suffering from a sudden illness and needs help until a qualified health care professional, such as a doctor, registered nurse or ambulance officer, arrives'
- 2.3. This policy and the procedure and practices discussed are designed to support staff/carers to:**
 - Preserve life
 - Ensure that ill or injured persons are stabilised and comforted until medical help intervenes
 - Monitor ill or injured persons in the recovery stage
 - Apply further first aid strategies if the condition does not improve
- 2.4. Ensure that the environment around the ill or injured person is safe and that other persons are not in danger of becoming ill or injured. The following incidents are examples of when first aid is required:
 - Life threatening injury or illness, such as loss of consciousness leading to respiratory or cardiac arrest
 - Choking and or blocked airway
 - Deep cuts and nose bleeds
 - Allergic reaction such as anaphylactic shock to nuts, bees or seafood
 - Injury to head, back or eye
 - Bleeding or bone fracture
 - High temperature and febrile convulsions
 - Asthma attack
 - Burns
 - Excessive vomiting leading to dehydration
 - Poisoning from hazardous chemicals
 - Collapse
- 2.5. We recognise that people suffering from an emotional or psychological condition are also important. These conditions can include:
 - Severe stress
 - Anxiety attack
 - Emotional breakdown and loss of reasoning.
- 2.6. It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the school's First Aid Policy, procedure and practices.
- 2.7. The school complies with best practice recommendations from recognised authorities
- 2.8. The procedure for First Aid are laminated, clearly labelled and displayed in the office, classrooms, staffroom and First Aid bags for all stakeholders to read.

3. Responsibilities of different stakeholders

- 3.1. The Governing Body and Head Teacher are responsible for ensuring that at least two members of staff hold relevant qualifications (First Aid at Work Certificate) so that at any time there is at least one member of staff who is qualified.
- 3.2. The Governing Body and Head teacher are responsible for ensuring that one of those First Aiders is the nominated First Aid Leader.
- 3.3. The First Aid Leader is responsible for:
 - Ensuring that all staff have attended an Appointed Persons Course and therefore have basic first aid training.
 - They are responsible for keeping an up to date list to ensure that staff are retrained
 - To nominate another qualified First Aider to ensure that the First Aid boxes are kept stocked every 6 weeks and orders are placed for new equipment or resources. Members of staff are responsible for refilling boxes that run out within the six-week period. This may be delegated to a named person.
 - That staff are aware of those staff and children who have asthma, allergies or other life threatening conditions
 - For writing Health Care plans with Health Care Professionals and parents
 - For organising Epi-pen Training each year
 - For writing and guiding staff to implement the Medicines Policy which links closely with this policy
- 3.4. The Head teacher is responsible for ensuring that there is a fully qualified First Aider on each out of school visit. The First Aider on the trip is responsible for ensuring that they have a First Aid bag with the appropriate equipment and Epi-pens or Inhalers for children on the trip. This may be a Teaching Assistant or Teacher who has passed the 'First Aid at Work' training.

4. Strategies and Practices

Risk management strategies

Please refer to the Health and Safety Policy

- 4.1. To ensure good communication about known life threatening conditions such as Asthma, Epilepsy, Diabetes and Anaphylactic shock the school will:
 - Draw up a Health Care Plan with parents and Health Care Professionals
 - Ensure that the classrooms, office and staffroom have cards with the children's photographs and details of their conditions so that all members of staff including Midday meal Supervisors and supply teachers are aware of children with these conditions.
 - Make sure that Epi-pens are clearly labelled with instructions for use in the First Aid cupboard in the staffroom
- 4.2. Ensure that parents sign permission for staff to administer medicines and that all medicines are kept in the First Aid cupboard or fridge in the staffroom (see Medicines policy for details)

5. First Aid Qualifications

- 5.1. The school aims to provide training so that at least two members of staff hold a certificate for First Aid at Work at all times
- 5.2. Other members of staff will complete an Appointed Persons Training session every three years.
- 5.3. First Aid Qualifications are acquired through 'St John Ambulance' or other recognised bodies
- 5.4. A qualified First Aider will accompany each out of school visit
- 5.5. The table below shows those members of staff who have attended a First Aid at Work or Paediatric First Aid Course and have an up to date certificate. Pink indicates those who need to re-qualify this year

Name	What?	Dates
Margaret O'Grady	First Aid at Work	Feb 2019 to Feb 2022
Jackie Peacock	First Aid at Work	Nov 2018 to Nov 2021
Heather Lovett	First Aid at Work	Oct 2020 – Oct 2023
Annelie Elliott	Paediatric First Aid	Feb 2019 – Feb 2022
Lisa Jones	Paediatric First Aid	Oct 2020 – Oct 2023

6. First Aid Response

6.1. All members of staff are expected to deal with the following:

- Cuts and grazes (staff can use sterile dressings and water OR antiseptic wipes to clean wounds. Members of staff will use their discretion as to which is the most suitable for the injury)
- Bumps
- Nose bleeds
- When a child uses their inhaler

6.2. A First Aider can be called when:

- A child has an asthma attack
- Anaphylactic shock
- Loss of consciousness/collapse/fainting
- Eye injury
- Choking
- Suspected break
- Deep wound
- Burn
- Nose bleed that does not stop after 10 minutes
- Bleeding to the head, nose, mouth or ear
- A fall where a limb looks at a strange angle or where a member of staff feels concern
- Severe abdominal pains

6.3. The need for an ambulance

It is recommended that an ambulance be called in the following situations:

- **If a child needs to go to hospital for ANY reason**, generally, no staff should take a child or member of staff in their car. However, this may be the best course of action and if this does happen, there should be two members of staff in the car. The First Aider will be one and they should monitor the child while the other adult drives.
- Loss of consciousness, fainting or collapse
- Anaphylactic shock
- Asthma attack
- Break or major bleed
- Severe burn
- Trauma to head (this may not result in loss of consciousness but if staff consider a possibility of concussion)
- Choking where abdominal thrusts have been administered
- Diabetic Hyperglycaemia or Hypoglycaemia
- Severe abdominal pains
- Eye injury
- Animal Bites

6.4. Personal Protection

It is expected that members of staff wear disposable gloves when dealing with any first aid incidents.

7. First Aid Kits

7.1. There are several First Aid kits on the premises.

7.2. The Main Kit can be found in the Staff room. In this you will find:

- Assorted plasters
- Sterile dressings of different sizes so that staff can use these to clean wounds
- Triangular bandages
- Sterile bandages of assorted sizes
- Eye bandages
- Sterile eye wash
- Safety pins

- Disposable gloves
- Scissors to cut the Medichills
- Non-alcoholic wound cleaning wipes
- Micro pore
- Plastic face shield
- Syringes for washing out wounds
- Sick bags (for trips)
- Disposable containers for cleaning wounds
- Tweezers
- Forehead Thermometer (New Guidelines)
- Foil blanket
- Ear thermometer held in the cupboard in staffroom for a more accurate reading of temperature.

7.3. Medichills are in the freezer part of the fridge in the staffroom. These should be used for bumps, swelling and nose bleeds. Reusable gel packs are available in the freezer part of the fridge. Medichills are more commonly used and reordered now as the reusable packs go missing.

7.4. There are supplies to refill the kits in the kitchen, where indicated by the First Aid sign.

7.5. There is a separate first aid bag and solid box first aid kit situated in the kitchen to take on school trips. The First Aider on the trip is responsible for ensuring this bag has everything that is needed.

7.6. There is a bag in the cupboard off the library with gloves, plasters, antiseptic wipes and the First Aid Record Books.

7.7. New staff will be given this policy and shown where the First Aid boxes are.

7.8. First Aid Kits are checked every half term and a member of staff signs when this is done

7.9. Inhalers are sent home each holiday

7.10. Epi-pens dates are checked each September and parents informed when they will expire. They will be given to parents when out of date.

7.11. Used Epi-pen needles will be placed in the plastic container they came from and taken to the hospital with the child.

7.12. There is a Sharps box in the kitchen should staff find used needles.

7.13. Medicines are never administered without parents' permission (see Medicines Policy)

8. Documentation

8.1. There are several types of related documents. These include:

- The policy is revised every 3 years and a copy given to new staff and placed on the G-drive so that all staff can access it.
- There are two accident books, which are to be used when any member of staff administers ANY first aid to children. They can be found in the First Aid bag in the cupboard off the lounge. This **MUST BE FILLED IN BY THE MEMBER OF STAFF DEALING WITH THE INCIDENT AND NOT BY THE CLASS TEACHER, TEACHING ASSISTANT OR FIRST AIDER.** If the child injured is in Year 1 through to Year 6, this will then be photocopied by the member of staff dealing with the incident. It should not be given to another staff member to copy and give to the child. The COPY will be given to the child to take home. When the book is full, it is to be put in the marked folder in the staffroom. The second accident book is labelled Reception and is to be used for children under five. These slips are to be filled in and a photocopy is sent home. At the end of the day, a nominated member of staff will take the slips to parents to be signed. If the child goes on the bus, a phone call home must be made and the nominated member of staff to sign to say that this has been done and the time it was done. When the book is full, it is to be put in the

marked folder in the staffroom. The slips are then analysed by the admin staff so that any recurring problems can be reported to the Headteacher. At the start of every big term, all first aid books are collected and replaced with new books to assist in the analysis.

- There is a book in the First Aid cupboard for members of staff who are injured. Any member of staff who is absent from work for more than 3 days due to a work related illness must fill in an ICC form. See Lincolnshire County Councils Health and Safety manual.
- There is a list of equipment for the First Aid boxes and a register of First Aid Kit checks on the door of the First Aid cupboard
- Authorisation for staff to administer medicines are in the GREEN folder in the staffroom along with the sheet for them to sign to show when they administered medication
- Details about those children who have severe allergies and Healthcare Plans are in the GREEN folder in the staffroom.
- Asthma notification sheets are on the wall in the staffroom, office and classrooms.

9. Protective behaviours and practices

9.1. Staff, carers, students and volunteers act as role models

- Children learn through example and modelling is an important way to teach children about safe behaviours and practices-see risk assessment policies and PSHE teaching materials
- Staff, carers, students and volunteers must comply with the First Aid Policy

10. Communication with different stakeholders

10.1. Families-parents are sent home a copy of the First Aid form so that they are aware of first aid incidents in school (apart from Foundation Stage where parents are told at the end of the school day). An advice sheet (kept in the first aid bag in the cupboard off the lounge) about concussion symptoms should be sent home if the child has a bumped head

10.2. A slip will be sent home if a child has used their inhaler that day.

10.3. Parents are asked each year to fill in a Student update form, which is kept in the office and a copy of any health issues given to class teachers and the First Aid Leader. Where this form shows that a child may need specialist support in school parents are invited in to draw a specific healthcare plan (see medicines policy for details on Health Care Plans).

10.4.

10.5. Staff-there is a copy of those children with allergies in each classroom, the office and staffroom. Midday Supervisors are given a copy. There are photographs in each classroom of those children with specific medical needs. Staff can access more details about children with Health Care Plans in the GREEN Folder in the Staff room

10.6. School Visits

- A First Aider will accompany School Trips
- They will be responsible for the child with specific medical needs (severe asthmatic or child with an Epi-pen)
- The First Aider on the trip must ensure that the First Aid Kit contains all the equipment needed. There is a list in the kit.

11. Policy Review

This policy is reviewed every 3 years and staff are invited to contribute.

11.1. Links to other policies

- Staff MUST READ THE MEDICINES POLICY
- Child Protection
- Diversity and Equality
- Health and Safety