

# **Caythorpe Primary School**

## **First Aid Policy**



### **Rationale**

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. The school has a separate policy for the administration of medicines and the Reporting of Incidents and Accidents.

### **Purpose**

This policy:

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

### **Guidelines**

New staff will be given access to a copy of this policy (upon approval) when they are appointed. All staff will be given access to a copy of the policy should significant changes be made to it. The policy will be included in the annual induction. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored. This policy is annually reviewed and updated.

### **First aid in school**

At Caythorpe Primary School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school. This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

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 and that the Visits First Aid kit is adequately stocked and taken on the visit/sporting event. For Foundation Stage visits, we ensure that a paediatric first aider accompanies the group.

During activities outside of the school day (breakfast club), there is a designated first-aider onsite at all times.

### **Training**

The school keeps a register of who is first-aid trained and when their training is valid till. The Headteacher is responsible for organising first-aid training. The intention will be to train teachers and teaching assistants on a bi-annual basis.

### **Roles and Responsibilities**

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- 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 appointed persons within the school will take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the appointed persons the Headteacher or the senior teachers will carry out this role. Photos of appointed persons are displayed around school and in the staff room.

## **First Aid Facilities**

The appointed persons ensure that the school has designated first aid points with the resources needed to deal with incidents. This being an outdoor first aid kit and accident recording book taken outside for break times, a first aid kits and accident recording book in every classroom and a central store in the staffroom.

## **Accident and Injury Reporting**

Appendix A shows the way in which accidents are recorded. Wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home (pink for head injuries and green for injuries to other body parts. Where a child has a serious injury or injury to the head, the staff member should inform the Headteacher or senior teacher who will decide whether parents should be contacted immediately. All serious injuries should be reported to the Headteacher or senior teacher and should be recorded in line with HSE advice.

Adult accidents should be recorded in the Adult accident recording book stored in the first aid cupboard in the staffroom. Copies including the address of the accident victim will be stored in the member of staff's file in a locked filing cabinet to ensure GDPR compliance.

## **Calling the emergency services**

In the case of major accidents, it is the decision of the Headteacher/senior teacher if the emergency services are to be called. 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

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office.

## **Disposing of blood**

Blooded items should be placed in the yellow clinical waste bags and disposed of in the sanitary bin in the female staff toilets.

## **Splinters**

Splinters can be removed if they are small and you can see the angle it went in but not if they are embedded or in a joint. They must be extracted in the same direction they went in. Sterile single-use tweezers are stored in the main first aid box located in the school office. Nursery have their own stock.

**Ice Packs**

Instant ice packs are single-use only and for the treatment of sprains, strains and bruises and must be kept out of children's reach. These are stored in the main office cupboard.

**(Please also see the Supporting Children with Medical Conditions Policy)**

**Asthma**

Asthma inhalers will be stored in classrooms with a record to monitor usage. This will be given to parents or carers when completed so they are aware of the child's usage. A central record will be kept of asthma sufferers.

**EpiPens**

- Staff are trained by professionals and parents in some instances to administer medicines such as EpiPens and remove/attach prosthetic limbs etc.



## **Appendix A: How we record accidents and injuries**



At Caythorpe School we take the recording of accidents and incidents extremely seriously. However, we also recognise that children will often bump into one another or fall over but have no significant injury or marking. As such we have a protocol for dealing with accidents and injuries each of which are categorised below:

### **HEAD INJURY:**

- If a child states they have hurt their head or a member of staff sees a child bang their head, then the child should be examined, a First Aider consulted & appropriate treatment provided. ONLY if the injury is deemed serious by a First Aider will then parents be contacted.
- School advice to parents should always be that the parent decides any next steps.
- A school accident sheet should be completed for ALL visible head injuries
- A 'bumped head' letter must sent home must be recorded on the accident sheet

### **INJURIES IN WHICH THERE IS IMMEDIATE CONCERN FOR A PUPIL'S WELL BEING:**

- Some injuries at school may cause first aiders to have immediate concerns about a pupil's wellbeing. Examples would include possible broken bones, instant swelling or a pupil being sick. In such cases parents/carers will be contacted immediately and advised that advice from a doctor should be taken.
- Should first aider have reason to believe an ambulance is necessary then it will be called immediately. Parents/carers will then be informed of the situation.
- An injury form will be completed for any injuries in this category and the Headteacher or Senior Member of staff on site will report to the Health and Safety Executive (using RIDOR) should the injury meet the guidelines.

### **INJURIES THAT PRODUCE MARKS, SIGNS OR SYMPTOMS:**

- If a pupil has a mark, sign or symptom associated with an accident then he/she must be referred to a first aider. The injury should be recorded in the columned injury and accident book.
- First aiders at school are trained at different levels but will know if they should refer the accident to a more highly qualified first aider.
- The first aider will decide if an injury needs to be recorded on an accident sheet and if a school injury letter needs to be completed for parents. Generally speaking parents will only be informed where a plaster has been applied or grazes are more significant than is common.

### **OTHER INJURIES:**

If a child states that they have had an accident or an injury but there is no physical mark, sign or symptom then the accident should be recorded in the accident book for that pupil's age range.