

COWORTH-FLEXLANDS SCHOOL

FIRST AID POLICY

POLICY STATEMENT

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981), it is the responsibility of the Governing Body to ensure adequate and appropriate first aid provision at all times when there are people on the school premises and during off-site visits and activities.

In order to ensure adequate first aid provision it is the School policy that:

- There are sufficient numbers of trained personnel together with appropriate equipment to ensure someone competent in basic first aid techniques can rapidly attend an incident at all times during normal school hours
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.

RESPONSIBILITIES UNDER THE POLICY

The Health and Safety Committee of the School, on behalf of the Governing Body, is responsible for ensuring:

- First aid needs are assessed and addressed.
- Sufficient numbers of suitably qualified first aiders are available.
- The adequate provision of first aid services during school hours.
- Appropriate first aid cover is available for off-site school organised activities, including special arrangements for EYFS.

The Bursar, on behalf of the Health and Safety Committee, is responsible for:

- Assessing the first aid needs throughout the school.
- Advising on appropriate levels of first aid provision.
- Ensuring first aid cover is available during normal school hours.
- Identifying first aid training needs.
- Arranging training and maintaining records thereof
- Organising provision and replenishment of first aid equipment.
- Reviewing accident forms.
- Reporting incidents under RIDDOR to HSE where appropriate.
- Induction of staff in first aid issues.
- Liaising with the Health and Safety Committee on first aid issues.

Qualified First Aider (Appointed Person) is responsible for:

- Responding promptly to calls for assistance.
- Providing first aid support within their level of competence.
- Summoning medical help as necessary.
- Recording details of treatment given.
- Maintaining accurate records of first aid treatments given in the Medical Room.

Paediatric First Aider

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning medical help as necessary

- Recording details of the treatment given.

Educational Visits Coordinator is responsible for:

- Ensuring appropriate first aid cover is available at all out of hours sports activities.
- Ensuring appropriate first aid cover and equipment for all practice sessions and matches.
- Ensuring appropriate first aid cover and equipment for all outings and residential trips.
- Ensuring a qualified paediatric first aider accompanies EYFS children on their outing.

Parent/Guardian is responsible for:

- Completion of the medical form issued by the school. Any changes to any new or existing medical condition must be notified to the school as soon as possible
- Ensuring that a member of the family or other nominated person is easily contactable at all time in the event of an emergency or a child requiring to be sent home from school due to illness or injury.

FIRST AID RISKS

An assessment of first aid needs is carried out on an annual basis by the Bursar on behalf of the Health and Safety Committee (RA035). The assessment takes into account:

- Numbers of pupils, staff and visitors on site.
- Layout and location of buildings and grounds.
- Specific hazards.
- Special needs.
- Hours of work.
- Out of hours and off-site activities.

The Assessment will identify:

- How many first aiders are needed during the school day.
- Out of hours and off-site arrangements.
- Back-up arrangements to cover absence of first aiders.
- Which departments require a qualified first aider.
- What equipment is needed.
- Where equipment is to be located.
- Where notices and signs are displayed.
- Good practice in record keeping.

NUMBERS OF PUPILS, STAFF AND VISITORS ON SITE

During the majority of school days there are approximately 185 people, 160 pupils plus 25 staff, on site. A specific risk assessment is undertaken for those times when the numbers on site exceed this number.

LAYOUT AND LOCATION OF BUILDINGS AND GROUNDS

The school site has extensive grounds. Accidents can happen anywhere at any time and therefore all staff should be trained in basic first aid skills and should know how and when to obtain help in an emergency.

SPECIFIC HAZARDS

Accident statistics can indicate the most common times, locations and activities involved when accidents occur at school, highlighting areas where pupils and staff may be at greater risk of injury. Injuries and accidents are most likely to occur during Games/PE lessons and matches, at break times and in the kitchen and maintenance departments. Out of hours and off-site activities may

present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved.

Spillage of body fluids will need to be cleared on occasions and must be disposed of in yellow bags. This may involve dealing with blood, vomit, urine or excreta. Gloves are kept in the medical room and also within each first aid kit. Staff must follow the specific risk assessment (RA067) and gloves must be worn at all times.

Asthma / Epipens: Inhalers and epipens must be in their original container, with the original dispensing label affixed which must not be altered. Inhalers to be kept by form teacher in a secure place in the classroom. Epipens: one to be kept in the school office, a second in the dining hall in the first aid cupboard. Parents/carers should ensure that they are not out of date and replace when necessary.

Also see - **Allergies and Other Medical Conditions Policy**.

HOURS OF WORK

The Medical room is open in school hours 8.15 am to 5.00 Monday to Friday during term time.

OUT OF HOURS AND OFF-SITE ACTIVITIES

Some school activities take place outside of normal school hours and/or off site. First aid provision is available at all times while people are on the school premises and when on school trips or visits. All staff attend a minimum of 3 hours first aid training every three years to ensure provision of basic emergency aid at all times.

FIRST AID KITS

First aid kits are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. The contents of the first aid kits may vary depending on the particular needs in each location. Bursar will supply first aid kits as appropriate. They are currently situated in:

- School Secretary's office (including four travel bags which must be taken on school trips and other off site activities)
- Gym
- Dining hall
- Kitchen
- Nursery and kindergarten kitchen area
- Registrar's office
- Science lab
- Art room
- Playground use – located in gazebo
- PE staff have a first aid kit which must be taken to all games lessons, practices, swimming lessons and matches.

The Bursars assistant is responsible for the checking and restocking of first aid kits. This is usually carried out for the beginning of each half term. The Bursars assistant should be notified when items have been used so they can be replaced without delay.

INFORMATION

This first aid policy is located on the school website and school intranet and as such is available to parents and staff. Information on how to obtain emergency aid is also included within the staff and pupil handbook.

New staff are briefed on the first aid policy and procedures as part of the induction process and new pupils are briefed by their teacher when they start school. The briefing should include:

- Location of Medical Room
- What to do in an emergency
- Names of qualified first-aiders
- Location of first aid kits

Information and photographs of pupils with medical conditions are posted in the staff room and medical room.

First aid notices are posted in the staff room. Notices are recognisable through the use of the standard first aid symbol (white cross on green background) and include information on:

- Names, location and telephone numbers of qualified first aiders.
- Location of first aid boxes.
- Emergency telephone numbers within the school.
- Arrangements for obtaining emergency aid outside normal hours, e.g. how to call an ambulance.

Rooms where first aid kits are located are clearly marked with a sign.

All first aid notices are checked termly for accuracy and amended as necessary.

EXCLUSION PROCEDURE FOR ILLNESS/COMMUNICABLE DISEASE

<u>DISEASE / ILLNESS</u>	<u>MINIMAL EXCLUSION PERIOD</u>	<u>NOTIFIABLE DISEASE</u>
Antibiotics prescribed Temperature/Vomiting	First 2 days at home. If sent home ill, child must be off for 24 hours.	
Conjunctivitis	Kept at home for 2 days, thereafter until eyes are no longer weeping	
Diarrhoea	24 hours	
Chickenpox	7 days from appearance of rash	
Gastroenteritis, food poisoning, Salmonellas and dysentery	Until authorised by the doctor to return	√ (food poisoning)
Infective hepatitis	7 days from onset of jaundice	√
Measles/German measles	7 days from appearance of rash	√
Meningococcal infection	Until recovered from illness	√
Mumps	Until swelling has subsided and in no case less than 7 days from onset of illness	√
Whooping Cough	21 days from onset of paroxysmal cough	√
Poliomyelitis	Until appropriate medical treatment has been given and in no case for less than 3 days from the start of treatment	√
Tuberculosis	Until declared free from infection by the doctor	√
Typhoid Fever	Until declared free from infection by the doctor	√
Impetigo	Until the skin is healed	
Pediculosis (lice)	Until appropriate treatment has been given	
Planter warts	No exclusion – should be treated and covered	
Ringworm of scalp	Until cured	
Ringworm of body	Seldom necessary to exclude provided treatment is being given	
Scabies	Need not be excluded once appropriate treatment has been given.	

- √ Diseases notifiable (to Local Authority Proper Officers) under the *Public Health (Infectious Diseases) Regulations 1988*

The above list is not exhaustive and parents should inform the school of any illnesses the child may have contracted.

TRAINING

A **qualified first aider** is someone who holds a valid certificate of competence in First Aid at Work. The certificate must be issued by an organisation approved by the Health and Safety Executive, such as St John's Ambulance, and must be renewed every three years. The Bursar will arrange for staff to attend the First Aid at Work course as required. In the school two people hold this qualification – Mrs Shirley Partridge and Mrs Vicki Lamb.

A **paediatric first aider** is someone who holds a valid paediatric first aid certificate. Such training is given by an organisation approved by the local authority and consistent with the guidance set out in the *Practice Guidance for the Early Years Foundation Stage*. In the school four people hold this qualification – Mrs Shirley Partridge, Mrs Vicki Lamb, Miss Amanda Engley and Mrs Zoe Matthews.

All staff are encouraged to attend a minimum of three hours emergency life support training every three years. This training is provided by St John Ambulance. Records of attendance are maintained by the Bursar.

Pupils are encouraged to learn first aid skills through St John's Ambulance Young Lifesaver which they complete during the summer term in year 6.

EMERGENCY PROCEDURES

Depending on the severity of the injury or illness the casualty should:

- See a member of staff at the next appropriate opportunity.
- Call for a Qualified First Aider to attend if the casualty is too unwell to go to the Medical Room. In this instance the member of staff should use the CARD system to summons help from the school secretary:

RED CARD: School Secretary being a Qualified First Aider will attend the casualty immediately – or call other Qualified First Aider to assist
School secretary to call Bursar or another deputy for assistance prior to leaving her post
Bursar:
 Call ambulance
 Send member of staff to gate to guide ambulance into school
 Telephone parents
Two responsible adults will accompany the casualty to hospital in the event of the parents being unavailable

YELLOW CARD: Send for Qualified First Aider

GREEN CARD: Send another member of staff to assist

- Teachers who teach children in a remote location eg on the school field **must** take their mobile or the school mobile with them in case of emergency.
Children up to the age of 7 must never be taken by a teacher in sole charge to a remote location. An assistant must always be present to help deal with any emergency.

Children in Years 3 – 6 are taken for PE on the school field with the teacher in sole charge. Children of this age are able to assist in calling for help using the card system.

- The emergency services should be called when in the opinion of the attending first aider the accident requires it. **IF IN DOUBT CALL AN AMBULANCE.** Ring 999 or 112 if using a mobile.
- If the emergency services are called to the school to attend to a casualty that person must obey the advice of the attending paramedics.

REPORTING AND RECORD KEEPING

All accidents should be reported immediately. The Accident Report Book is kept in the School Office and includes:

- Date, time and place of incident.
- Name of casualty.
- Details of the injury/illness.
- Treatment and/or advice given.
- Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc).
- Name and signature of person dealing with the incident.

Any visitor to the school who has an accident will receive a follow up call as to their welfare.

Once complete the accident form is passed to the Bursar for review and filing. Accident reports are reviewed by the Governor responsible for Health and Safety at least once a term. Accident records must be kept for a minimum of three years.

Records are kept in the Medical Room of all treatments given in the school medical treatment book. See also Medicine Administration Policy.

In accordance with Health and Safety law – specifically under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) some accidents and illnesses must be reported to the Health and Safety Executive (telephone 0845 300 9923). A list of the incidents which require reporting is kept by the Bursar.

MONITORING AND REVIEW OF POLICY

First aid arrangements are reviewed annually to ensure the provision is adequate and effective by the Health and Safety Committee. Additional reviews will take place following any significant changes in structure, such as new buildings, relocation or changes in staffing and/or pupil numbers.

A weekly review meeting is held during term time between the qualified first aiders to discuss current issues.

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