



First Aid Policy

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Other related academy policies that support this First Aid Policy include Asthma policy, Child Protection, Supporting Children with Medical Needs, SEND, Educational Visits, Health & Safety and Administering Medicines in School – short term medical conditions.

Purpose

The Health and Safety (First Aid) Regulations 1981 sets out first-aid provision in the work place, and require employers to provide adequate and appropriate equipment, facilities and qualified first-aid personnel. The school also has a duty of care for the welfare of pupils and other site users should they become injured or ill.

First Aid Definition:

- 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 Definition:

- A person who holds a valid first aid at work certificate or equivalent qualification

Designated First Aiders

The school has several staff who are trained first aiders and some staff who are paediatric first aid trained. An up to date list of trained first aiders and paediatric first aiders is on display throughout the whole school.

Training will be provided for all staff on a regular basis not exceeding a three-year interval.

Office Manager's/ Admin Team's Responsibility

It is the schools DSL's responsibility to;

- Look after the first-aid equipment e.g. restocking the first-aid cupboard and checking expiry dates of equipment;
- ensure that an ambulance or other professional medical help is summoned when appropriate and in their absence a member of the school office will take this role.
- Dispose of expired equipment appropriately
- Maintain an up to date designated first aider and paediatric first aiders list
- Maintain an up to date Asthma/Inhaler Register
- Ensure Designated First Aiders first aid training is up to date/renewed every 3 years

Categories of Injuries

Minor Cuts and Bruises

In the case of a child sustaining a bruise or minor cut a designated first aider will;

- Clean the cut using a sterile wound cleansing wipe
- Apply hypoallergenic plaster if first aider feels necessary
- Staff should ensure bruises are monitored for swelling and apply an ice pack if needed

- Complete an accident report form
- Ensure parents are informed via the accident report form

Sprains/Bruises

In the case of a suspected sprain designated first aiders will;

- Rest, elevate and use an ice pack/cold compress
- Provide continual observation
- Notify parents via telephone and advise them to collect their child to seek professional medical attention
- Complete an accident report form

Stings and Bites

In the case of a child being stung or bitten designated first aiders should;

- Remove the sting by scraping it out sideways with something with a hard edge. Tweezers or fingers should not be used.
- Clean the sting or bite with soap and water
- Apply a cold compress or ice pack for 10 minutes
- Elevate effected area, if possible, to avoid swelling
- Complete an accident report form
- Inform parents using the accident report form

Serious Accidents and Injuries

In the case of a serious accident, injury, eye injuries or suspected broken bone designated first aiders should;

- Keep the child as comfortable as possible and settled using reassurance
- Inform parents immediately via telephone
- Keep the child under close observation until parents/carers arrive
- Advise parents/carers to seek immediate professional medical attention
- Complete an accident report form

Head Injuries

Staff must follow these procedures for head injuries:

Minor head injuries – minor head to head collision:

- Provide first aid by appropriate first aid trained staff
- Complete the pupil accident report form
- Ensure parents are informed via the accident report form
- Ensure teaching staff are informed to monitor for any signs of dizziness/sickness
- Child returns to class after playtime or lunchtime

Moderate head injuries - major head to head collision/impact with light object:

- Provide first aid by appropriate first aid trained staff
- Call parents and ask that they collect their child
- Advise that they monitor child/may want to get medical opinion from GP or A&E

- Complete the pupil accident report form and return to the office

Significant Head Injuries - heavy impact with hard surface/wall/floor/object:

- Provide first aid by appropriate first aid trained staff
- Call an ambulance
- Call parents
- Complete the pupil accident report form and return to the office

Parents should be contacted by telephone when head injuries are sustained, providing information on how it was caused, the first aid treatment carried out and whether subsequent medical advice is recommended.

Emergency Services

An ambulance should always be called by staff in the following circumstances;

- A significant head injury
- Fitting, unconsciousness, or concussion
- Difficulty in breathing and/or chest pains
- A severe allergic reaction
- A severe loss of blood
- Severe burns or scalds
- The possibility of a fracture
- In the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid

In the event of an ambulance being called a member of staff should accompany the child to hospital unless their parents/carers are able to reach the school site in time to go with their child themselves. The staff member must ensure they have a mobile phone with them to be able to be contact or to give updates if needed. Ambulances will not be delayed for waiting for parents/carers to arrive at school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

Staff should not delay action when dealing with the above serious accidents and incidents. Senior Leadership Team must be informed immediately of any major injuries and accidents.

On rare occasions, staff may agree to take the child to Accident and Emergency in a private car. If this is the case staff will ensure;

- The headteacher or member of SLT in their absence has given consent
- It is on a voluntary basis
- A second member of staff is present to provide supervision for the injured child and
- The driver has appropriate insurance to cover such journey (Business Insurance)

First Aid Supplies

- First aid equipment is stored in the medical room which is located next to the school disabled toilet. The medical room is to be used for more significant First Aid only.
- All designated First Aiders are provided with First Aid Bags for playground and external use and are stored in the classroom to which they are based (at least 1 per classroom)
- The contents of the first aid bags will be in accordance with HSTS advice and the designated first aiders are responsible for checking the contents.
- Medical bins are provided in the disabled toilets for the disposal of clinical hazardous waste.
- Disposable Gloves are to be worn when dealing with all incidents involving blood or other bodily fluids and are kept in the Medical Room.

First Aid Bum bags

First aid bum bags should always contain as a minimum;

- First aid guidance leaflet
- 6 x plasters (hypoallergenic, blue for food industry)
- 2 x Triangular bandage
- 1 x Wound dressing medium
- 1 x Wound dressing large
- 6 x Safety pins
- 1 x Disposable gloves (pair)
- 2 x Alcohol free wipes

Ice Packs

Reusable ice packs are used for the treatment of injuries including sprains, strains, head injuries and bruises and are kept out of children's reach. These are stored in the large fridge/freezer in the dining hall.

Use of ice packs

Ideally an ice pack should be applied within 5 -10 minutes of the injury occurring. The pack must be wrapped in an icepack sock, cloth or paper towel to prevent cold burns and applied to the injured area for 20 minutes and repeated every 2 to 3 hours for the next 24 – 48 hours. First aid givers must check the colour of the skin after 5 minutes of applying the pack. The area should feel very cold and may feel numb / uncomfortable. The area should be very pink when checked and should never have a bluish tinge.

Ice packs will not be used:

- Over areas of skin that are in poor condition/broken.
- Over areas of skin with poor sensation to cold.
- Over areas of the body with known poor circulation.
- In the presence of infection.
- on the upper part of the body if the patient has a heart condition.

Medicines

Medicines will be administered in accordance to the schools 'Administering Medicines in School – Short Term Medical Conditions' policy.

Special Medications

Epi-Pens

Epi-Pens should be stored in the classroom, clearly marked with the name of the child. They should be kept in a suitable location out of reach of children and their location should be clearly labelled using a green square/white cross sign.

From 1st October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injectors (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis, but their own device is not available or not working (e.g. because it is broken, or out-of-date). The school's spare AAI, if available, should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided.

The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. This is kept in the locked drawer in the medical room. They can be accessed in the school office.

Inhalers

- Inhalers should be kept in the child's classroom and their exact location should be identified using a green square/white cross first aid sign and inhaler image. Children in need of inhalers should notify a member of staff and a member of staff should complete and sign the Inhaler Log Sheet.
- Staff are responsible for ensuring the child uses their inhaler and not someone else's.
- The child is responsible for administering their own inhaler with assistance if necessary.
- A spacer should be used when inhalers are administered
- During P.E. lessons all pupils' inhalers from the class should be taken to the area in which their P.E. lesson will take place i.e. The field, Playground or Hall
- All inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc.
- An emergency inhaler, if available, can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty).

Sun cream

When UV levels are high, parents should:

- Apply a 'once-a-day' sun protection product (e.g. P20) to their child before school. These products claim to provide 10 hours of sun-protection and are supported by many reviews on the internet.
- Ensure their child wears a hat.
- If parents wish to send a normal sun-cream with their child it should be clearly labelled in their bag. The children will however have to take responsibility for their sun cream and for applying it themselves; teachers cannot be held responsible for looking after their creams nor ensuring that they have applied it correctly.

Accident Recording and Reporting

Accident recording and reporting records must be kept of all injuries receiving first aid treatment. Blank forms to record pupil accidents are kept in the medical room and once completed, the right side of the form should be sent home with the child for parents/carers and the left side should be placed in the completed tray.

The accident book for adults is kept in the office and is to be completed following all injuries, no matter how minor.

It is recommended that parents be informed by telephone of the injury if marks are visible.

Lunchtime

Lunchtime Supervisor's are responsible for ensuring accident forms are completed when a child sustains an injury during lunchtime break and class teachers are informed by the Lunchtime Supervisor reporting the incident/injuries sustained during the midday break, so that the condition of the child can be monitored.

External Trips

On external trips, an appropriate first aider is responsible for ensuring forms are completed, the office notified if parental contact is required and the completed form is returned to the office on return. A trained AAI First Aider must accompany children on the trip who may need an AAI.

All completed forms will be monitored by the school office staff for nature and regularity of accidents and data securely stored to comply with GDPR. Assessments of the cause of any significant accident in order to prevent any further injuries will be performed and immediate actions may be necessary and appropriate: e.g. fencing off part of the premises; restricting access to an area; prohibiting an activity.

Local Authority/RIDDOR Reporting

All accidents or incidents requiring pupils to go straight to hospital from school must be reported to the St Cuthbert's Trust Estate Manager – Jason Foster.

The school also has a legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report any accident or incident that happens to pupils or visitors, if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).
- In determining whether the incident is in connection with a work activity, the school will consider whether the incident was caused by:
 - a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
 - the way equipment or substances were used (e.g. machinery); and/or
 - the condition of the premises (e.g. poorly maintained or slippery floors).
- In addition, the following accidents must be reported if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:
 - accidents which result in death or a specified injury must be reported without delay.
 - accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

The council's online Accident Incident Form must be used for reporting all accident and incidents suffered as a result of work activities and on council premises, including incidents of violence and aggression.

A separate Near Miss Report should be used for recording all incidents which had the potential to cause loss or damage to life or property.