

# First Aid Policy

## Rowner Junior School

Approved by:	Primary Phase SLT	Date:	October 2021
Maintained by:	Primary Phase SLT	Next review due:	October 2022

*To be greater and to aspire further*

<b>Aim &amp; Objectives</b>	<b>1</b>
<b>Roles and Responsibilities</b>	<b>2</b>
<b>Staff Training</b>	<b>2</b>
<b>Facilities</b>	<b>3</b>
<b>First Aid Kits</b>	<b>3</b>
<b>Emergency First Aid Kit</b>	<b>3</b>
<b>Contacting Emergency contacts</b>	<b>4</b>
<b>Records</b>	<b>5</b>
<b>Asthma</b>	<b>5</b>
<b>Allergies</b>	<b>5</b>
<b>First Aid Procedure</b>	<b>5</b>

## **Aim & Objectives**

We are committed to the safety of our school community and as such we aim to take all reasonable actions to prevent injuries occurring and to deal with them immediately when they happen. Our First Aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premise
- Ensuring that there are a sufficient number of trained first aid staff on duty
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

## **Roles and Responsibilities**

Day-to-day decisions are delegated from the Executive or Associate Headteacher to the recognised First Aiders, whilst overall responsibility for putting policy into practice remains with the Executive Head Teacher.

The school has at least one qualified First Aider on site, who is qualified to more than just a basic level, when the children are present. There may however be short periods when the school has to be covered by those with basic qualifications only. To help ensure this presence of First Aiders we have two enhanced First Aid practitioners. Many other members of staff have a basic qualification in First Aid.

When the recognised First Aiders are in any doubt they should always seek the advice of the most senior member of staff available.

Parents and carers of children with medical conditions must supply the school with all relevant information in writing for the school to respond to. Any information regarding a medical condition affecting a child should then be shared with all adults in school responsible for the child's welfare.

In cases where there is the possibility of an emergency situation arising all staff will be informed of what action to take should that occur.

Upon being contacted in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured

*To be greater and to aspire further*

person, they are to administer appropriate first aid care and make a balanced judgement as to whether there is a requirement to call an ambulance.

There may also be other duties and responsibilities which are identified and delegated to the appointed person. It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits every School term and record findings. Completed check lists are stored in the medical files in the school office. Each inhaler and auto-injector held onsite is checked at the beginning of each month by the first aider. Its condition and date of expiry are checked and recorded in the medical files kept in the school office.

## **Staff Training**

All recognised First Aiders receive basic emergency aid training, and enhanced first aid training at least every three years, with all other qualifications being renewed as required.

The recognised First Aiders are all trained in the use of epi-pens and each year training is given to all new members of staff – including the TAs - in their use.

## **Facilities**

The First Aid room is to be used for treatment, sickness and the administering of first aid care. The first aid room will have the following facilities: bed, running water, First Aid kit, chair, fully accessible w.c.

## **First Aid Kits**

Kits are kept in the following locations:

- First Aid Space - tray located in disabled toilet by reception to be used in suitable space
- Breakfast and after school club
- School Kitchen
- Green first aid packs for off-site visits are kept in the cupboard in the first aid room along with water ropes/aids
- The Hive
- Music Room

## **Emergency First Aid Kit**

Additionally as a school, an emergency first aid kit is kept in the school office. This includes:

*To be greater and to aspire further*

- An emergency inhaler
- An emergency auto-injector
- A pack of razors (for the defibrillator)
- A can of coke
- A packet of dextro tablets
- Aspirin

Parents of children identified as having asthma are asked to provide consent for the school's inhaler to be used in an emergency. Parents of children identified with anaphylaxis are asked to provide consent for the school's auto-injector to be used in an emergency. Consent is recorded in the medical files in the school office.

### **Contacting Emergency contacts**

In the event of an injury involving a child, where appropriate, it is our policy to always notify parents/carers of their child's injury if it:

- is a nose bleed
- is considered to be a serious (or more than minor) injury
- requires more than minor first aid treatment
- requires attendance at hospital
- If there has been an injury to the head

Our procedure for notifying parents will be to use telephone numbers available for emergency contacts in priority order and to leave a message should they not be contactable. In the interim, we will ensure that the qualified First Aider, appointed person or another member of staff remains with the child until the parents or carers can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

In any case requiring transport to hospital an ambulance will be called. (Staff transport would only be used if an ambulance was unavailable and 2 members of staff would travel with the patient in those circumstances).

In any serious case (and certainly those involving a hospital) the First Aider will inform the Executive or Associate Headteacher as soon as possible after the patient has been treated and is safe.

*To be greater and to aspire further*

In the case of any knocks to the head or accidents that may need further monitoring they will also telephone and speak to a parent/carer and/or send a text or a letter .

If the child returns to class the First Aider will inform the teacher if they are concerned that the child needs to be monitored, and certainly do so when the child has had their head knocked, or if the child will find it difficult to express their own concerns to the teacher.

If the child has had a nose bleed but has been able to return to class, a text message will be sent to inform the parents/carers and their child's teacher told. If the nose bleed continues for longer than 15 minutes the same protocol will be followed to notify parents/carers as above.

## **Records**

All accidents requiring first aid care are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc.)
- Cause of accident
- Care provided and action taken

A medical event entry should be made using the school's online system Arbor. Where this isn't possible the paper version of the accident records should be completed, these are stored in the school's first aid room.

All medical records, records of administered medicines, risk assessments, records of asthma and allergies, consent for emergency medicines are kept in the files stored in the school office.

## **Asthma**

If children suffer from Asthma their asthma pumps are kept with the child (in class). The pumps are to be clearly marked with the child's name in a green bag and easily accessible. Inhalers are to go with the child/children should they attend a PE lesson or an offsite school trip/visit.

## Allergies

If children suffer from allergies their photo is displayed in the kitchen with the required information to inform the servery. Other information regarding children who suffer from allergies are kept in a file in the school office – staff are aware of this and access accordingly. To safeguard children’s information it is not on public display here.

Children who require an auto-injector for anaphylaxis, store these in the school office, unless agreed otherwise.

Auto-injectors are to go with the child on school visits or off site trips.

## First Aid Procedure

When an incident requires First Aid , one of the recognised First Aiders should immediately be sent for. The First Aider will decide on what care is necessary and who should be contacted. The First Aider will always seek extra help if unsure of the required care, and if necessary call for an ambulance.

### **It should be mentioned that:**

- Plasters will not be used if the child’s emergency forms have not given permission.
- When using an ice pack, it will be covered with a white cloth to prevent ‘cold burns’.
- Ointments will not be kept in the first aid kit or be administered as part of first aid unless prescribed.
- Prescription medicines must be given by parents or carers to the staff at the office with all paperwork completed for the first aider to administer medicines as required. These will not be returned via the pupil, only given to a parent or carer at reception by a member of staff.