

Billesley Primary School First Aid Policy

Monitoring and Review of Policy:

Review January 2021

All staff at Billesley Primary School have a duty of care to the children in our school.

This policy is based on the statutory framework for the Early Years Foundation Stage advice from the Department of Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which states that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training,
- The Reporting of Injuries, Diseases and Dangerous Occurrence Regulation (RIDDOR) 2013 which states that some accidents must be reported to the health and safety executive (HSE) and set out the time frame for this and how long records of such accidents must be kept
- Social Security (claims and payments) Regulations 1979, which set out rules in the retention of accident records.
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils. This policy complies with funding agreements, and articles of association.

Responsibility

The Governing Body has responsibility for First Aid at Billesley Primary School. The Executive Principal is responsible for putting the governing body's policy into practice and for developing detailed procedures. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site. We all have a responsibility to assess a child's injury, provide care for minor cases and call for the assistance of a qualified First Aider if we judge this to be necessary.

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. At Billesley Primary School we have drawn up an annual checklist and risk assessment to ensure we are meeting our statutory duties.

First-aid provision at Billesley Primary School as follows:

- Suitably stocked first-aid containers in all rooms;
- 1 designated First Aid equipped area i.e. the Main Office;
- First Aid travel bags for trips;
- 48 qualified First Aiders (Paediatric or First Aid at Work);
- Midday Supervisors have portable first aid kits which fit around their waist.
- Midday Supervisors undergo annual basic first aid training.
- Staff on playground duty have portable first aid kits which fit around their waist

First Aiders' Main Duties:

First aiders must complete a training course approved by the Health and Safety Executive (HSE). At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.
- Filling in an accident report on the same day.

Appointed Person(s): An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment eg: restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

The appointed person(s) are Wendy Lune and Julie Williams.

Risk Assessment / Assessment of need

The Senior Management will make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. First Aid Provision will be reviewed annually to monitor the effectiveness of the provision and ensure standards are being met.

Procedures – (See: Appendix A – Flowchart)

All children who feel unwell or who have had an accident should, if possible, be brought to the Main Reception Office; where it is unsafe to move the child, a 'help hand' should be sent to Reception Office for assistance.

Staff who are qualified in First Aid will initially assess the child's need and apply basic first aid; a second opinion should also be sought from a member of SLT or another qualified first aider.

For minor injuries, Reception Office will issue a 'bump' note, as appropriate and these notes are then passed on to parents at the end of the day, together with a verbal explanation by a member of staff. If there is even the slightest concern that the injury may be more serious, parents will be contacted immediately.

For serious incidents/medical emergencies then an ambulance will be called immediately. The decision to call an ambulance is usually the responsibility of the Executive Principal or Principal; however, in a

genuine emergency the Receptionist will phone directly and inform the Executive Principal once this is done.

Body spillages, including vomit

No adult in school should remove any body spillages, including vomit. If a child is sick in the classroom or other shared space, the vomit should be covered by a chair and paper towels, if available, and children removed from the area. The Office will contact the BSS on duty and he will clean the area.

Lunchtimes

Lunchtime Supervisors carry portable first aid kits, so give first aid at the site of the accident. If a child needs to sit down they are brought to the chairs outside the main reception area. Any incident is recorded in the lunchtime incident books and a lunchtime note handed to school Reception office. Classroom staff will then assess the appropriate course of action in consultation with a qualified first aider if necessary.

Inhalers and Epi-pens

Named and labelled inhalers and Epi-pens will be kept in a box in the Reception Office AND in classrooms.

Physical Education

- All asthma inhalers should be taken with the children to the Physical Education lesson.
- If an accident occurs, the pupil needs to be assessed by the teacher and sent to a qualified first aider, if required.
- The incident should be recorded, including the time and what happened.
- A first Aid Kit is available from the school Reception Office and an ice pack is kept in the fridge in the kitchen and in the Reception Office.
- Portable first aid kits should be taken to all off-site events, together with inhalers and Epi-pens.

Educational Visits

The extent and nature of first aid provided will depend on the type of the visit and the risks identified. Organisers should undertake a risk assessment which will identify the level of first aid needed and make appropriate arrangements for pupils with special medical needs.

- A good knowledge of first aid and an adequate first aid box are required for all visits.
- Information about specific medical needs of pupils
- Parents contact details
- In more remote locations, one of the teachers should be a fully-qualified first aider. First aid equipment carried should reflect specific hazards identified and the availability of professional medical help.

Minimum first aid provision is:

- stocked and checked first aid box, appropriate to the nature of the visit and the numbers in the group; - a teacher appointed to be in charge of first aid arrangements.

- There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:
 - a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);
 - individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
 - sterile eye pads;
 - individually wrapped triangular bandages, preferably sterile;
 - safety pins;
 - large sterile individually wrapped unmedicated wound dressings;
 - medium-sized sterile individually wrapped unmedicated wound dressings;
 - disposable gloves (for advice on latex gloves please see Selecting latex gloves)

Arrangements to support trips and out of hours activities:

- The school is covered by the Elliot Foundation insurance providers: 'Marshes Insurance' and only uses accredited training providers.

Specific medical conditions

All children with specific and significant conditions eg. Asthma, epilepsy will have a Care Plan which is written by the School Nurse. Whole school information is stored in medical folders (kitchen, office, RH office and playcare), which can be accessed by all members of staff. Class information is stored in the class file, kept in desk drawers, which are locked when unattended. Appropriate medication should be with the child and in classrooms at all times,(eg: inhalers and Epi-pens); a spare should also be kept in Reception Office.

Medicines in school

School staff are willing to administer basic medicines in school eg. Antibiotics, cream provided that this has been prescribed by a doctor and that a consent form is completed by the parent, together with dosage directions. (See 'Managing Medicines in School' policy).

Record keeping and reporting

An accident form will be completed by the first aider on the same day or as soon as possible after the incident resulting in an injury.
 As much detail as possible should be supplied when reporting the accident.

Reporting to HSE

The business manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation.

Qualified First Aiders are:

Hold First aid at work Qualification	Hold Paediatric First Aid Qualification
Adell Gardner	Asima Iqbal
Anne- Marie White (Hana)	Beth Blythe
Ben Buswell	Bryony Maddocks
Carol Jay	Craig Deakin
David Reeves	Craig Forty
Donna Rafter	Dale James
Eleanor Morrow	Elizabeth Payne
Ellie Moule	Ellie Carolan
Jayne Brown	Hannah Lippett
Julie Leach	Helen Griffin
Julie Williams	Karen Trinder
Kerry Cockayne	Kate Russell
Kirsty Mclachlan	Laura Fearn
Laura Butler	Nabiya Bi
Lucy Thomas	Niall Connolly
Megan Bisseker	Sarah Cutler
Michael Grimmett	Sarah McInerney
Michael Mountford	Shannon Rice
Michelle Miller	Sobia Durrani
Hannah Qamar	Sophie Green
Rekha Maher	Tracy Vickers
Sue Owen	Victoria Atherton
Stephanie Cole	
Lydia Spinks	
Vicky Boardley	

Appendix A

Medical Emergency

