




Policy	First Aid Policy
Ratification date	7th September 2023
Last reviewed on	September 2023
Next review date	September 2024
Signatories	 Acting Headteacher

The governing body has delegated approval to the Headteacher as of 08.03.2023

Introduction

The Local Authority (Cambridgeshire County Council) is the employer and its Policy Statement for First Aid is as follows:

Schools have a responsibility to ensure that adequate and appropriate equipment and facilities are provided to enable first aid to be rendered to employees who become ill or are injured at work. It is reasonable to expect this responsibility to include children, adult learners and visitors to the school. The amount of first aid provision will depend on the nature of the establishment, in particular:

- The number of people using the premises
- The nature of the hazards
- The geographical layout
- Accessibility to assistance / NHS facilities

Each school must have access to at least 1 first aid bag and 1 Appointed Person. Every member of staff should be aware who the first aider is and the location of the facilities. Arrangements should be made for activities taking place in the evenings, at weekends and during school holidays. The first aider or an appointed person is responsible for checking and replenishing first aid bags on a regular basis. A first aid bag must be available for groups taking part in activities off-site. The function of first aiders is to preserve life and minimize the consequences of illness in an emergency until further help is obtained. If a first aider is not available and immediate first aid treatment is required, the necessary action should be taken by a responsible person that is available at the time.

Rationale

In accordance with the Health and Safety Regulations (First Aid) 1982 and in line with the Cambridgeshire County Council policy Statement (as outlined above), the staff of Wheatfields Primary School will abide by this policy in situations where it is considered first aid is required. It is the policy of Wheatfields Primary School to provide emergency first aid to staff, children and visitors to the school site or to any pupil, member of staff or volunteer parent on an educational visit taking place in a location away from the school site.

Wheatfields Primary Working Day

The school is open to staff and deliveries from 7am and is usually closed by 6pm. There may be occasional evening meetings and lettings. The school must ensure there is first aid provision throughout that time. At times where there are few staff on site (early mornings, late afternoons, governor meetings, lettings and events) it is sufficient to have an appointed person (who does not have to be first aid trained), a first aid kit and access to a phone.

Appointed Person

The school will identify a person (or persons) to be the Appointed Person who will take charge of an emergency situation, arrange for first aid and/or call an ambulance and inform parents. In the absence of this person, The Headteacher, Deputy Headteacher or Caretaker (after hours) will assume this role. An Administrator will be responsible for stocking and ordering of first aid provisions. The School Business Manager will ensure training records are kept up to date and will be responsible for reporting any incidents via the on-line reporting system IRF96.

The role of a First Aider (3 day certificate)

The main duties are:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards in school
- When necessary, ensure that an ambulance or other medical professional help is called
- Advise the parent or next of kin of the situation

The names of all the qualified first aiders can be obtained from the School Business Manager.

Training of First Aiders

Staff appointed to provide first aid, and other members of staff who are willing to provide first aid will be given HSE recommended training known as First Aid in the workplace. The school will ensure that such a course will include resuscitation of children. Successful members of staff will receive a First Aid Certificate. Refresher training will be arranged every 3 years. In order to meet the requirement of the children's individual care plans appropriate numbers of first aid personnel will be included in any training organized in school to cover children's individual care to ensure emergency first aid can be provided where the 'named Child Teaching Assistant' is absent. Records of training will be kept.

The role of an emergency Aider (certified with 1 days training)

An emergency first aider can assess an injury and decide, in loco parentis, if it warrants treatment or if it is sufficient for the injured person to rest and recuperate. This would typically be the teaching assistant for the child's class. Where treatment is applied, records of the treatment must be logged in the record book.

Training of emergency Aiders

All members of staff are provided with one day emergency first aid training. Refresher training for these members of staff will be arranged every 3 years. The 'Appointed Person' (SBM) will maintain records of members of staff trained and arrange refresher training before the current qualification expires.

First Aid Boxes

Each class has its own first aid bag.

Further First Aid bags can be found in:

- Admin kitchen
- KS1 nurses room
- KS1 Hall
- KS2 Hall
- Kitchen
- Each classroom

Supplies for the first aid bags are held in the admin kitchen area and stationary cupboard. The Teaching Assistant from the class is responsible for ensuring that their bag has the necessary equipment.

Plasters are available from the school office and are contained in each class first aid bag. Prescribed medication and Inhalers that are kept in class are stored in their own individual bag with consent form and administration form in the class cupboard. Epipens are kept in the class cupboard in a box with the child's photo on with consent form and administration form.

Training will be provided to key support staff working with children with specific conditions to ensure the school's responsibilities identified through individual care plans can be met.

Travelling First Aid Bags

For visits, off-site activities and residential trips the Teacher or trip organiser must assess the level of first aid provision and number of qualified staff required. Staff will have a mobile available to them to make emergency calls and will be aware of any care plans for children attending the visit. For each individual trip/visit, which takes place off site, the school will provide a first aid bag and this bag will contain as a minimum (equivalent or additional items are acceptable; additional items may be necessary for specialized activities):

- Allergy/Medical condition list for the children out on the visit
- 6 individually wrapped sterile un-medicated wound dressings
- 1 large (18cm x 18cm) individually wrapped sterile un-medicated wound dressing
- 2 x Gloves (In bag – keep bag)
- A pack of individually wrapped tissues
- 1 x Finger dressing
- 2 x individually wrapped triangular bandages
- 1 x Sterile cleansing wipe (alcohol free)
- Yellow plastic waste bags
- Sick bags and/or bowls
- 1 x Microporous tape
- 1 x Dressing pad 5 x 5cm
- 5 x Gauze packs (5 in pack, use separately)
- 1 x Resuscitation face shield
- 2 x Instant ice pack (emergency back up only)
- Method of recording first aid & Bumped Head stickers / Letter– see Appendix 1
- 2 sealed bottles of water / cups

The first aid bags will be fit for purpose, maintained in good condition and readily available. This is to be checked and topped up regularly by the 'Appointed Person' during general first aid stock checks.

First Aid Stations

Wheatfields has a dedicated area which is the area outside Larch class and the KS2 dining room. For more serious incidents where emergency trained first aiders have made a referral, pupils will be moved to the area by the admin office and reception desk, where there is access to toilet, sink and also a fridge for medicines. Ice packs are available from Admin kitchen area and first aid station in the coolbox.

Hygiene Control

All staff are expected to follow basic hygiene procedures. Single use disposable gloves are provided and handwashing facilities are available. Staff must take care when handling blood and other body fluids. If they are in contact with blood or body fluid and believe there is a risk to their health they must report this immediately to the Headteacher and via the County's On-line reporting system.

Illness procedure

- ***Pupils***

When a child feels unwell, the teaching assistant attached to the class, in liaison with the class teacher, should contact the office to arrange for parents/carers to be contacted to collect the unwell child, if deemed unwell enough to be sent home.

- ***Staff and other adults***

Members of staff or other adults (other adults include parents, governors, visitors, contractors, students on work experience and any other adult authorized to be on the school premises) who are taken ill at school should liaise with the Appointed person (SBM) to either seek medical attention or go home, accompanied if appropriate. In an emergency, an ambulance would be called and, for staff members, the next of kin contacted. Details of staff member's next of kin numbers are available from the school office.

Accidents & Minor Injury Procedures

- ***Pupils***

Superficial injuries such as small bumps, scratches and grazes can occur regularly with children as part of normal play. This type of injury should be cleaned up and attended to by the designated first aider for that class or the first aider on duty (break and lunchtime).

Emergency First Aiders have the responsibility to make a judgement at the time of the incident as to whether the injury requires more intensive medical attention before sending for a First Aider and contacting the office. They are advised to act in loco parentis and decide, if it were their child, would they apply first aid or comfort and distract them from the incident. Where the child is treated/cleaned up and judged to require no further attention but is fit and happy enough to remain in school, the accident book will be filled in and outline details of the injury, child's details and any treatment given. If a head bump (see Appendix 1 below) has been attended to then the child will receive a sticker to highlight the incident. If the injury is substantial, the matter will be referred to the first aid station and the parents will be contacted by phone to warn them that their child has been in an accident and given treatment.

Where a child has received a substantial bump to the head, the child will be treated by a trained first aider, a sticker given and a head bump letter (see Appendix 1 below). Parents /carers will be contacted where the injury is causing concern or, if appropriate, emergency medical treatment sought. Where an accident is judged to be of a serious nature, first aid will be provided and the child comforted whilst the parent/ carer is contacted and /or the emergency services called. This may mean calling an ambulance (where the child would be accompanied to hospital by a familiar adult) or the child would be taken by car to Hinchingsbrooke Hospital for treatment (accompanied by a driver and a carer).

The attending first aider will decide whether it may be appropriate to accompany the child back to the classroom and/or to the school office to ensure information about any injury is passed on to another first aider or the responsible adult e.g. class teacher, so that monitoring can take place. Where a child requires first aid but has refused, the parents must always be informed at the time and a conversation had with them about whether or not they wish to attend school to do this.

- ***Staff and other adults***

Where a member of staff or other adult (other adult includes parents, governors, visitors, contractors, students on work experience and any other adult authorised to be on the school site) is involved in an accident at school, first aid will be provided and the next of kin contacted for members of staff. Where time is of the essence, an ambulance will be called or the casualty will be taken to a Health Centre or Hinchingsbrooke Hospital for treatment.

Major Accident Checklist

In the case of a major accident where the appointed person has assessed the needs of the pupil/adult as needing URGENT hospital treatment the following should take place:

- First aid is administered, if appropriate
- An ambulance is called immediately
- The Head is notified, even when off site
- Parents/carers/next of kin are called to meet at the hospital
- A member of staff accompanies the pupil/adult in the ambulance
- The incident is recorded in the accident reporting book and on the County on line reporting system as soon as possible or within a school working day of the accident
- The school makes follow-up calls to the parents/carers
- The school investigates the incident to establish the need for changes to avoid a similar accident.

Care Plans / Food Allergies

Children with known medical needs will have their name displayed in the admin kitchen and class teachers will be made aware of children with allergies, to ensure swift treatment on any emergency situation. Any emergency prescribed medicine is stored in each classroom cupboard with the relevant pupil's name and photo on the bag or box. Children with dietary requirements or food allergies will have a sticker to identify allergies and foods to avoid. Records will be kept in the school office.

Record Keeping

The 'Appointed Person' will arrange for the accident to be logged on the County's online accident record system IRF96 where the accident/incident meets certain criteria. The link to the online system is – <https://www.reportincident.co.uk/cambridgeshire>

The accident book should be annotated to indicate this incident has been reported to County. A copy of the on-line record should be printed off and kept on the file with the accident details.

Written details of any first aid given will be in the school accident books, for pupils. There will be an accident book for each class and a central one for the first aid stations. These books will be considered confidential information. Record books should be reviewed as they are completed by the SBM, but not later than termly, to identify any recurring incidents which should be highlighted to the Head.

School Activities

School will ensure a first aider or staff member with emergency first aid training is on site for all pupil 'after school' clubs and activities run by the school. For adult after school activities, including staff meetings, parents evenings, adult learning workshops, parent information evenings, governor meetings and any other activity taking place outside the school's core hours, a member of staff will be nominated as the 'appointed person'; access to a first aid bag secured and a phone line provided. Where it is a private or community letting, it is the responsibility of the hirer to ensure they have appropriately trained first aid support and an emergency phone.

Employee responsibility

Each member of staff at Wheatfields is expected to ensure their own safety and the safety of their colleagues by acting responsibly at all times. In addition, the care and safety of the children should be paramount in their working day at Wheatfields.

First Aid for a Lone Worker

Working unaccompanied on the school site should be avoided wherever possible. Where it is essential for an employee to work alone on the school site, he/she will inform the Head, or in the case of the Head, the Caretaker, to make them aware that they are on site and when they expect to leave. They should have access to the school phone system or a mobile phone and a first aid box.

First Aid for Lettings

The school should include a paragraph in the letting agreement regarding first aid provision. However, it is the responsibility of the hirer to ensure they have adequate provision/ suitably qualified adults for first aid and an emergency phone.

Insurance

In the event of a claim alleging negligence by a member of staff, action is likely to be taken against the employer rather than the employee. Cambridgeshire County Council's insurance explicitly states that employees who assist in any medical procedure are acting within the scope of their employment and are indemnified.

Appendix 1

Head Bump Protocol

Protocol to ensure that pupils are monitored for concussion:

- First aid station to be located outside Larch class and KS2 dining room at lunchtime to be manned by a first aid trained employee.
- Completion of accurate paperwork is key to ensure that we have gathered all facts, checked key indicators for concussion and that, if needed, give medical professionals a full and clear account of the incident
- The Head bump pack will consist of:
 - a. Head bump sticker to be placed on child's t-shirt/jumper
 - b. Head bump letter advising parents of the head bump and what to look for in case of concussion
 - c. Concussion Signs and Symptoms Checklist - please use your knowledge and judgement as to whether you feel the head bump warrants this level of 1:1 observation. If in doubt please contact a paediatric first aider (speak to school office) for a second opinion
- Any pupil being sent home should be handed over to the parents/carers/medical professional by the first aider who dealt with the head bump where possible.



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Mrs Emma Verney-Davies
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 Acting Deputy Headteacher
 Kids Club

Wheatfields Preschool

Learn and Grow Together

Date.....time.....

Dear Parent/Carer

HEAD INJURY

Today, your child.....has unfortunately suffered a bumped head at school. This occurred as a result of an incident which we believe was an accident.

Please arrange for a period of quiet rest. However, if you are worried or if you note any of the following you should call your Doctor.

1. *Noisy breathing*
2. *Vomiting*
3. *Fits*
4. *Drowsiness or headaches*
5. *Double vision or speech difficulties*

Yours sincerely

Mrs Emma Verney-Davies
 Acting Headteacher