



# **First Aid Policy**

**March 2019**

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**WIMBORNE FIRST SCHOOL**  
**FIRST AID POLICY**

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy should be read in conjunction with the DfE Guidance on First Aid in School – A Good Practice Guide.

**Aims**

To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999 (amended in 2003 & 2006)

To ensure that first aid provision is available at all times while people are on the School premises and while on school visits.

**Objectives**

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 via Dorset Council.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.
- To undertake a risk assessment of the first aid requirements of the school.

**Personnel**

The LA and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

- The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.
- In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Locum Parentis'
- A list of First Aiders and Appointed Persons are kept with this policy

## **Duties of an Appointed Person (Guidance on First Aid DfE)**

Takes charge when someone is injured or becomes ill

- Looks after the first-aid equipment e.g. restocking the first aid container, ordering equipment.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- *In addition to the above, First Aiders are required to follow the procedures outlined in this policy.*

\*Although Appointed Persons do not have to be first aiders, it is the policy of Wimborne First School that Appointed Persons have completed Paediatric First Aid Training and Emergency First Aid Training.

## **Main Duties of a First Aider (Guidance on First Aid DfE)**

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.
- *In addition to the above, First Aiders are required to follow the procedures outlined in this policy.*

## **First Aid Equipment and Facilities**

The Appointed Persons, directed by the Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary. (Record of this will be kept within the First Aid Kits)

- All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DfEE Guidance on First Aid for Schools). First aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- A list of the location of First Aid boxes is kept with this policy and signposted within school.

## **Information on First Aid arrangements**

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.
- In addition the head teacher will ensure that signs are displayed throughout the school providing the following information:
  - names of employees with first aid qualifications.
  - location of first aid boxes.
- All members of staff will be made aware of the school's first aid policy.

## **Pupil accidents involving their head**

The School recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. Where emergency treatment is not required, all bumps to the head will be reported to parents with a letter (see below Procedures, Record Keeping and Reporting Accidents) and the child will receive a wristband detailing the date and time of the injury.

### **Procedures, Record Keeping and Reporting Accidents**

The school has the following set procedures in place

- At the start of the academic year all parents are requested to complete a medical information form. Such forms are kept in central file in the school's medical room.
- Any important information on the medical information form such as allergies or illnesses are noted and records are kept in the First Aiders' folder. The information is recorded by class for easier access. Where a child has an allergy or asthma or other illness a photograph is taken of the child and places in the First Aiders folder.
- There is also a central file for the medical administration forms which are completed and this are filed in alphabetical order. The folder is located in the school's first aid room. A copy of the form is also kept with the medication held
- All minor injuries and first aid treatments given are recorded in the treatment folder kept in the school's first aid room. All information is recorded in class order and give the following details:
  - (1) name of child
  - (2) time of incident
  - (3) area where incident occurred (a map of the school is displayed in the school's medical room and each area of the outside of the school has a designated zone)
  - (4) action taken
  - (5) tick if H & S acc form has been completed
  - (6) initial of First Aider
  - (7) what happened next, to include, if parents called, message left, time and if going home early
  - (8) details of any telephone conversations with a parent/guardian
- Parents are notified by letter if any significant first aid has been administered.
- Parents may be contacted by telephone with a follow-up letter if a child has received a bump to the head, a wasp or bee sting or a significant incident.
- Parents are notified by letter of a nose bleed stating how long the nose bleed has lasted
- Parents are notified by letter if a child has felt unwell (in an incident where a child has vomited or has diarrhoea the parents are contacted immediately and asked for the child to be collected. In these incidences a child should not return to school until 48 hours after their last episode of illness)
- Parents are notified by letter if nits have been discovered in a child's class
- Parents are notified by letter where an inhaler has been used when not at the request of the parent (see asthma treatment and inhalers below)
- For more serious injuries, a Dorset County Council Accident Form is completed (ARP3)
- In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.
- The records of all minor injuries are regularly transferred to a central file located in the school's first aid room
- When a child sustains an injury that results in parents being called and the child goes home early, the most senior member of staff in school that day must be informed.

- When calling parents regarding an injury and the child needs collecting: Ensure you leave a message asking the parent to call. If you can't get hold of the parents ask the office team to continue trying.
- When sending children home, check the pick up list to ensure they are permitted to collect the child.
- Telephones; there are 2 lines out of school. When a continual beep can be heard when attempting to call out, this means both lines are being used.
- If you have called a parent regarding a poorly child, please inform the office team and also where the child will be, if not in the medical room. If a parent calls back this saves time if the office are aware of the situation.
- A folder containing copies of the school's policies and other relevant documents for referral to are held in a file located in the school's medical room
- A First Aider's folder is located in the school's first aid room which holds the following information
  - (1) class lists for each class
  - (2) details of any important medical information as stated above
  - (3) photographs of children who have allergies
  - (4) details of first aiders, qualification held and date of qualifications
  - (5) master copies of letters sent home to parents.
  - (6) all master copies of first aid documentation
  - (7) a list of all first aiders

### **Statutory requirements for Accident Reporting**

The Governing body will implement the LA's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.
- The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.
- An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven days)
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.
- For non-employees and pupils an accident will only be reported under RIDDOR:
  - where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
  - It is an accident in school which requires immediate emergency treatment at hospital
- For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

### **Transport to hospital or home**

The head teacher will determine what is a reasonable and sensible action to take in each case. Where the injury is an emergency, an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child. If the

parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital. Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

### **Children with Medical Needs**

- Children with medical needs have the same rights of admission to a school as other children.
- Most children with medical needs can attend school and take part in normal activities, sometimes with support.
- Parents/carers have the prime responsibility for their child's health and should provide school's with information about their child's medical condition.
- An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.
- All children with significant medical needs will have their photograph and a brief description of their needs displayed in the school staff room, with the person who has had specific training identified.

### **Administering medicines in school**

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

**If a child is taking a prescribed medicine it is the parent's/carer's responsibility to come to school and administer the medicine.**

- In exceptional circumstances, e.g. if anti-biotic medicine has to be taken four times a day, a First Aider will administer prescribed medicine providing that a 'medicine administration form' has been completed and signed. The relevant forms are kept in the school medical room. In this connection all medicine can be handed into the school office or to the First Aider of the relevant year group. All details should be entered in to the appropriate records and the medical administration form should be filled in the appropriate central folder and a further copy placed with the medication. With regard to regular medication especially anti-biotics, The First Aider accepting such medication should record the information in the appropriate folder and they should also record details on the white board in the first aid room stating:

- (1) Child's name
- (2) Dosage and time of dosage.
- (3) The date the medication should start.

The First Aider should also advise the Class Teacher of any medication received. Any medication that needs to be given during the morning before lunchtime or the afternoon after lunchtime, it will be the responsibility of that year groups First Aider to administer it.

All prescribed medicines that are due to be administered must be kept in the school medical room.

- It is the child's responsibility to come to the school medical room for the medicine to be given, the school does not accept responsibility if the child forgets.
- If a child refuses to take the medicine, the parents will be contacted and informed. It is not the responsibility of the first aider to 'force' a child to take medication.
- Records will be kept of all prescribed medicines administered in a specific folder for this purpose. There is an individual sheet for each child requiring medication.
  
- The record should show:
  - (1) Child's name.
  - (2) Medication given.
  - (3) Time given.
  - (4) Dose given
  - (5) Any reactions
  - (6) Signature and printed name of First Aider who administered it.
  
- Non prescribed medicines are not allowed in school.

### **Asthma Treatment and Inhalers**

Asthma sufferers are permitted to bring their treatments (inhalers etc) to school provided a medicine administration form has been completed by the parents/carers. Forms are available from the school office. The form includes the prescribed dosage to be completed by parents.

- A list of asthma sufferers is kept within the School's medical room.
- Asthma treatments for pupils (inhalers etc) are kept in the school medical room in a labelled box with the child's name.
- Asthma treatments are to be administered by the pupil. After a treatment has been administered, the First Aider records this information in a specific folder for this purpose, containing an individual sheet for each child. The record should show:
  - (1) The child's name.
  - (2) Details of medication.
  - (3) Time given.
  - (4) Initial of First Aider present.
  
- Parents are to be notified by letter of any asthma treatment given unless a parent had requested such treatment should be given throughout the day. Such letter should show how many times the inhaler had been used and how many puffs given each time.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

## **Adrenaline Auto-Injector and Anaphylaxis Shock Training**

A list and photograph of anaphylaxis sufferers are displayed in the School Staff room and medical room.

- Adrenaline Auto-Injector, for anaphylaxis sufferers, are kept out of reach in the medical room.
- Adrenaline Auto-Injector can only be administered by members of staff who have received Adrenaline Auto-Injector training.
- Specific staff that have already had First Aid training are trained in the use of Adrenaline Auto-Injector for each individual anaphylaxis sufferer annually.
- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.
- Adrenaline Auto-Injectors and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

## **Administering First Aid Off Site**

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.
- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, a 'medicine administration form will have been completed: see Administering Medicines In School section above.
- A copy of the medicine administration form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.