

Saltersgate Junior School



First Aid Policy

PERSONS RESPONSIBLE FOR POLICY:

MRS M E OXER: HEADTEACHER
Mrs A Webber: CHAIR OF GOVERNORS

Revision Date	Revision Version	Previous Revision Date	Previous Version	Summary of Changes
08/03/2010	1			New Policy
04/04/11	2	08/03/2010	1	Minor Changes
06/12/11	3	04/04/11	2	Minor Changes
12/02/13	4	06/12/11	3	Minor Changes
Spring 2015	5	12/02/13	4	None
Spring 2016	6	Spring 2015	5	Minor to include CPoms
June 2016	7	Spring 2016	6	Addition of medical emergencies, including head injuries (to reflect LA request)
Spring 2018	8	June 2016	7	Minor Changes

Designated Safeguarding Persons:
Mrs M Oxer (Headteacher)
Mrs A Webber (Chair of Governors)

First Aid Policy

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment given

Responsibilities

The responsibility for Health and Safety, which includes First Aid, rests with the Governing Body. The Head Teacher is responsible for putting the policy in place, including informing staff and parents. All staff, and those parents with responsibility for children in school, should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings.

Adequate First Aid cover will be provided in all school buildings, as well as during break times. If a staff member is alone on a trip or during a PE lesson then they must have access to a telephone in order to summon help.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge. The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so (See Administering Medicines Policy). Those who dispense it should have a reasonable understanding of what is involved. First Aiders can use EpiPens if trained to do so.

It is the responsibility of the Head Teacher, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school. All staff should have First Aid training. Details of staff with First Aid responsibilities and/or appropriate training are made available to colleagues and visitors. First Aid Cabinets are situated in the kitchen and office. First Aid Kits are available for use during Design and Technology, Science and P.E. lessons and also on educational visits.

The contents of the First Aid Cabinets/Kits are to be regularly checked and maintained by the named person. These are also included in the Annual Health & Safety Inspection.

Reporting & Recording of Accidents

Saltersgate Junior School recognises that:

We have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution. Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

Procedures

At Saltersgate Junior School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur. All accidents to pupils, staff, parents and visitors, no matter how small will be reported to the Head Teacher as soon as possible after the accident took place. The First Aider present will deal with the accident and treat any injuries as required. Once the individuals have been treated, all details regarding the accident, will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

The First Aiders should complete an incident log on CPoms giving as much detail as possible including any after care. Records should be stored for three years. All accidents / near misses will be reported to the Governors at the policy review date or as requested.

The Head Teacher will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the appropriate form.

The Appointed Person.

This person has the responsibility of taking charge during an incident and summoning help if needed. At Saltersgate Junior School, each member of staff is able to assume the responsibilities of the Appointed Person.

The maintenance of the First Aid Cabinets / Kits is the responsibility of:

Mrs Emma Tarran (Senior Clerical Officer)

Mrs Leanne Watkinson (Clerical Officer)

Medical Emergencies (Including head injuries)

(The Medical File contains additional information to support dealing with specific medical conditions/emergencies)

This is when an injury/illness requires immediate medical help or further assessment by doctor.

- When a pupil requires further hospital treatment but it is **not** an emergency. The parents will be contacted and asked to their child to take to hospital. If the parents are not available then two members of staff will escort the pupil to hospital, one to drive and one to look after the child. Senior management will be informed.
- When an ambulance has to be called other people also need to be contacted: Ideally the person who is at the scene of the accident should contact 999 /112 so clear accurate information can be given. See Ambulance Information Sheet (Appendix 2).
- Parents to be alerted.
- Senior management to be alerted.
- Site manager / Office staff to be alerted.

The accidents/incidences warranting emergency care are situations such as:

- Head injuries where there is a loss of or suspected loss of consciousness.
- Sudden collapse.
- Major wounds needing medical attention.
- Suspected fractures.
- Spinal injuries.
- Use of an Epipen
- Major Asthma, Diabetic, Seizure event.

The above list is not exhaustive.

In the event of the emergency services being contacted the below must be considered:

- Parents must be contacted to ascertain when they can join their child and their wishes with regard to treatment should they be delayed.
- Legally pupils must be sixteen to be given medical treatment without medical consent.
- As per the school's terms and conditions, the Head teacher may agree to emergency medical treatment if the parent/guardians cannot be contacted.
- **A member of staff must accompany and stay with the pupil until the parent(s)/guardian arrives.**
- Contact details must be taken to the hospital.
- Once at the hospital, and the pupil is registered it is then the hospital responsibility for further medical contact with the parents.

See Appendix 1 for contents.

**Saltersgate Junior School
First Aiders
2018 – 2019**

Emma Tarran (June 2018)
Alex Thomas (November 2019)
Leanne Watkinson (February 2021)

The following staff have an Emergency Aid Qualification

Tom Brown
Nicola Jones
Suzanne Lindley
Katy McKie
Kerry McLaughlin
Julie McNeal
Sara Monteith
Helen Thomas
Sally Wild
Laura Worthington

If the First Aid Cabinets/Kits need additional supplies please contact:

Emma Tarran/Leanne Watkinson

Appendix 1

Contents of school first aid kits

Leaflet for First Aid advice
Accident / Injury Record book
20 assorted plasters
2 sterile eye pads
4 triangular bandages
6 safety pins
6 Medium wound dressings
2 Large wound dressings
1 pair of disposable gloves
1 packet of Antiseptic Cleansing wipes

First Aid Travel Pack

Recommended Contents

First Aid Guidance leaflet
1 pair disposable gloves
6 Individually wrapped wipes
10 Adhesive plasters (sterile)
1 Eye Pads (no 16)
2 Triangular bandage
1 Large dressing (no 9)
4 Safety pins
1 Resuscitation aid

Packs should be signed for every time and contents checked on return.

RIDDOR – Incidents to be reported

Accidents resulting in death or major injury
Accidents which prevent normal duties for more than 3 days
Loss of consciousness due to asphyxia or absorption of harmful substances
Fractures / Dislocations
Amputation
Loss of sight – temporary or permanent
Chemicals or hot metal burn to eye
Penetrating eye injury
Electric Shock
Injury leading to hypothermia
Unconsciousness needing resuscitation / hospital admission for over 24hrs.

Appendix 2 Ambulance Information Sheet

AMBULANCE INFORMATION

Dial 999, or 112 (Mobile Phones) ask for an ambulance and be ready with the following information.

1. Telephone number: 01302 782100

2. Give your location as follows:

Saltersgate Junior School,

Barnsley Road,

Scawsby,

Doncaster.

3. State that the postcode is: DN5 8NQ

4. Give exact location in the school where the incident has occurred

Ambulance to come to (... state location) and a member of staff should be there to meet them

5. Give your name

6. Give name of pupil and a brief description of the pupil's symptoms.

If ANAPHYLACTIC SHOCK state this immediately, as this will be given priority.

7. Give any medical history and known medications that you know this pupil may take.

Refer to the Medical Alert list

8. If you are unsure of how to manage the Casualty you can keep the Ambulance Operator on the telephone and get them to talk you through what you should be doing.

OR you can ring them back at anytime.

REMEMBER TO SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED

POINTS TO REMEMBER

- **Get help**

- **If called for an ambulance then inform:**

Office Staff (although at least will be involved as designated first aider), headteacher (or DHT, SLT if absent) and give CLEAR details of where the Ambulance is coming to.

- **Member of staff to meet the Ambulance crew.**
- **The head will inform the parents.**
- **Any witnesses to the accident need to stay, be reassured and available to give details to the ambulance crew or to the member of staff managing the incident.**
- **An Accident Form/Cpom must be filled in and informing RIDDOR must be considered.**