



First Aid Policy

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The Governors and Head Teacher of Moorside Community Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Purpose

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good first aid cover is available in the school and on visits.

Guidelines

New staff are made aware of this policy when they are appointed as part of their induction. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Moorside Community Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks by Calderdale Council and undertakes a risk assessment of the first aid requirements of the school as changes arise.

First Aid Policy Guidelines

Training

All staff are offered emergency first aid training and all staff undertake a rolling program of retraining.

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DFE 'Guidance on 'First Aid for schools'.

The appointed person: currently Lisa Farrell will regularly check that materials and equipment are available and that new materials are ordered when running low. The appointed person is responsible for the arrangement of adequate First Aid Training for staff.

Lists of trained first aiders and the location of first aid equipment are detailed on the Health & Safety noticeboard in the staffroom; in each classroom, the hall and school office.

First Aid Kits are available in KS1 & KS2 playgrounds. Kits are also available in each classroom and the hall. A main supplies cupboard is in the Pastoral office and the sports store houses **emergency first aid kits** which **must be carried on all out of school visits**.

It is the responsibility of staff last accessing First Aid Kits to notify the appointed person if stocks are running low.

Each class has a labelled Medical box which houses labelled inhalers and Epi-pens for identified children with administration cards available in Class SEN folders. The Pastoral Office houses a medicine fridge where prescribed and labelled medicine for pupils is stored. A notice board details daily time and dosage requirements for individual pupils which is administered by the appointed person.

Cuts

The nearest adult should deal with small cuts. All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing.

Minor cuts should be recorded in an accident record book, severe cuts should be recorded in an accident record book, on CPOMS and parents should be informed. A major incident needs to be reported to the appointed person and Head Teacher immediately and should be appropriately recorded with copies available for parents.

ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR PROTECTIVE GLOVES. All blood waste should be placed into the appropriate labelled bin in the Pastoral office for safe disposal.

Head Injuries

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given an advisory 'Bumped Head' wrist band. The class team should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident record book and on CPOMS.

Parents should be called if the child has a serious cut on the head, a large bump (egg) or there are obvious signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital.

Allergic Reaction

Staff working closely with a child who experiences serious allergic reactions will receive training to recognise the signs of a serious allergic reactions and in the administration of Epi-Pens. In case of a less serious allergic reaction a first aider should examine the child and follow care plan instructions. Please also see the section on 'Arrangements for administering medicine in school'.

Record Keeping

Accident Record books are located with each First Aid kit and should be completed for every incident where first aid is administered. Completed accident books should be returned to the appointed person and kept together for a period of 3 years as required by law. The school follows the HSE guidance on reportable accidents/incidents for children and visitors.

For major incidents such as a severe cut, head injury or broken bones; the Head Teacher or (person in charge) and appointed person need to be informed immediately. A HS1 and RIDDOR form must be completed as soon as possible after the accident. These are available from the school office. The Head Teacher will also inform Ofsted within 14 days via the Ofsted Online notification of Early Years Provision incident where required.

For incidents involving Early Years Pupils: Gill Holden, Senior Quality Improvement Office should be contacted: 394193/07824474471

For incidents involving KS1/KS2 Pupils: Gary Laird, Health and Safety Officer should be contacted: 394086

The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek First Aid from any qualified First Aider. All First Aid treatment to staff should be recorded on an accident form that can be obtained from the office and reported to the appointed person. In case an accident/incident results in the individual being taken to hospital, where they receive treatment and are absent from work for 3 days or more, the appointed person needs to be notified. The appointed person and the Head teacher will review the accident/incident and will decide if it needs to be reported to the HSE.

Calling the Emergency services

If an ambulance is required the Head Teacher or (person in charge) and appointed person need to be notified immediately, even if the accident/incident occurs on a school trip or journey.

If the casualty is a child, their parents/carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Dial 999, ask for an ambulance and be ready with the following information:

1. Your telephone number: 01422 365236
 2. Give your location as follows: Moorside Community Primary School, Keighley Road, Ovenden, Halifax
 3. State that the postcode is: HX2 8AP
 4. Give exact location in the setting: Moorside Community Primary School is on the right after Beechhill GP Practice.
 5. Give your name:
 6. Give name of child and a brief description of child's symptoms:
 7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.
- IT IS IMPORTANT TO SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED

Arrangements for administering Medicine in schools

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions are copied for Class SEN files and First Aid posts around school.

Children with Medical conditions require a Medical Care Plan incorporating requirements recommended by medical professionals and signed by parents/guardians. These need to be checked and reviewed regularly. Medications kept in school for children with medical needs are stored in the Pastoral office, clearly labelled and recorded with administration details. For further information please see the 'Supporting Children with Medical conditions policy'.

Asthma

Children with Asthma do not require a Medical Care plan but must have a completed Asthma Care Card if they require the use of an inhaler in school. It is the parent/carers responsibility to provide the school with up-to date Asthma information for their children. Adults in the classroom should check the expiry date on inhalers at the end of each half-term and inform parents if inhalers have expired or run out. Inhalers should be kept in the class medical box clearly labelled and should travel with the class when not in the class room. Only reliever Asthma inhalers should be kept in school. Emergency inhalers can be sourced from the Pastoral medical store.

Head lice

Staff should not touch children and examine them for head lice. If we suspect a child or children have head lice their parent/carer should be informed discreetly and a standard letter

should be sent home with all the children in that class where the suspected head lice incidence is. The Pastoral team/school nurse can be asked to examine children and provide advice and guidance to parent/carers on how best to treat head lice with parental consent.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox, measles, etc; we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it is ok to look.

For the inspection of other rashes the same procedures should be followed. If we suspect the rash to be contagious (such as scabies, impetigo, conjunctivitis, etc) we need to inform parents and request that children are treated before returning to school. In most cases once treatment has begun it is safe for children to return to school. If more than one child is suspected to have the same disease/rash in one class a letter should be sent home to all parents in that class, to inform and allow problems to be spotted early and treatment begun, thus avoiding the further spread of disease/rash.

It is the Head Teacher's duty to decide if there is an outbreak of infectious disease and whether there is a need to report it to the local HPU (Health Protection Unit).