

Hutton Cranswick CP School



Together We Achieve

First Aid Policy

Date Completed: September 2018

Review Date: September 2019

Hutton Cranswick Community Primary School
First Aid Policy

Relevant EYFS paragraphs:

3.42 The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

3.48 Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given.

3.49 Registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

PURPOSE

To ensure that children, staff and visitors to the school receive appropriate first aid care in the event of an accident or emergency.

To ensure that clear procedures are in place for the safe storage of first aid equipment, administration of first aid to casualties and recording of accidents and incidents in accordance with LA health and safety guidelines.

To establish clear procedures in the event of children being ill whilst at school.

Personnel

How many first aiders are required?

Early Years Foundation Stage (EYFS): The EYFS Statutory Framework requires that for children aged 0-5 at least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present, and must accompany children on outings.

First aid training must be local authority approved and be relevant for workers caring for young children.

For children over the age of 5

For children who are more than 5 years old, there is no specific requirement for schools to have a paediatric first aider. As a minimum the DfE says schools must have at least one "*appointed person*" to take charge of first aid arrangements. The appointed person need not be a qualified first aider, but is appointed to monitor the first aid equipment, and to take charge in an emergency, ensuring

that medical personnel are called to the school if necessary.

The DfE says: *Appointed persons are not first aiders ... However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate.*

PROVISION OF FIRST AID PERSONNEL IN SCHOOL

Appointed persons: An appointed person is someone who takes charge when someone becomes ill, suffers a minor injury, looks after first aid equipment e.g. restocking after use, or who ensures that an ambulance is called when appropriate. All members of staff are therefore appointed persons but not necessarily first aiders. Members of staff should not give first aid treatment for which they have not been trained.

All teachers and TA's have been trained in Emergency first aid, including basic life support. This was refreshed in the summer term of 2018 with 6 hours of CPD. Emergency first aid training meets the requirements of the Health and Safety (First Aid) Regulations 1981, and equips staff to cope with an emergency and provides them with competence and confidence for emergency situations.

During the school day, many children suffer minor bumps and scrapes in the course of their play in the playground or through other activities. It is normal practice for these to be dealt with by an appointed person in the 'first aid area' (The reception area and photocopier room) at morning play and lunch time; and by the teacher or teaching assistant during lesson time. However, more major injuries need to be immediately referred to a designated school first aider for assessment and care.

School Designated First Aiders: Personnel who have attended further training will be known as the school's designated first aiders. They are known throughout school and all school users informed of their role. They will attend 'refresher' courses to keep their qualification up to date and valid every 3 years. In addition, a staff member in the Foundation Stage will attend the paediatric first aid course to meet the OFSTED requirements for Early Years.

Designated First Aiders: All teaching staff, teaching support staff, kitchen staff and admin staff, as well as all midday supervisors, have completed Emergency First Aid for Baby and Child and Emergency First Aid Awareness courses and can therefore act as designated first aiders.

In addition two members of staff have been trained in 'Paediatric First Aid. Both individuals are full-time and on the premises at all times.

Details of children with specific medical needs (see 'Medical Conditions Policy' which includes information on collection of medical data and administration of medicines.)

During off site activities the staff accompanying the children will act as appointed persons and carry a basic first aid kit. They will also carry a mobile phone to use in an emergency and know the postcode of their location to pass to emergency services in the event of needing to summon help. This will also be included on the risk assessment passed to the Educational Visits Coordinator prior to the trip. If a major medical emergency or accident occurs on a school trip, the school must be informed as soon as possible and the situation managed so that the safety of the group is not

compromised. Children who are known to have potential first aid emergency needs should be identified on the risk assessment with a plan in place to accommodate their needs in the event of an emergency.

Provision of First Aid Equipment

First Aid equipment is located primarily in the photocopying room near the office. There is also a full first aid kit kept in Reception class and in the art area near the Y1/2 classrooms. It is the responsibility of whoever uses equipment to replace it at a convenient time after the needs of the casualty have been met. If items are missing the office must be informed. It is essential that all staff should take precautions to prevent infection and must follow basic hygiene procedures. Single use hypo-allergenic gloves should always be used when dealing with any casualty, hands must be washed and care needs to be taken when dealing with body fluids or blood, and when disposing of dressings or other equipment.

Recording and Reporting Accidents

- In the event of a child bumping their head, or having any kind of impact to the face, receiving first aid treatment or any other significant incident or injury occurring, parents will be informed by phone if necessary and/or a letter sent home. Head injury stickers are also administered so that staff are aware to monitor the behavior of the individual.
- Minor bumps and scrapes (not to the face or head) will be reported by the child or class teacher as necessary. Letter will be sent home.
- Each time first aid treatment is administered, it will be recorded in the 'first aid log' – this also serves as a pupil's minor accident record book.
- In the event of a 'near miss', or more serious accident involving a child or member of staff, please ask Mrs Burkinshaw or another SLT member for guidance – recording is required.

Procedures for Children being ill whilst in school

- A member of staff will contact the parent / carer / emergency contact in the first instance – if it is decided that the child's needs would be better served at home or away from school.
- The child's class teacher should, in the absence of a designated first aider, make the decision to ring home.
- Midday supervisors should consult with teaching staff before ringing.
- If the child is in danger, staff will seek medical advice immediately.
- Staff will report any worries about a child's health to the parents / carers immediately.

If a child is thought to be unwell while at school they will be seen by one of the designated first aiders as the condition of the child will need to be assessed. This should be done in a kind and caring manner. The child may be distressed, so it is important to be calm and reassuring. The child's class teacher or Headteacher should be informed of any sick children.

We understand the needs of working parents and do not aim to exclude children from school unnecessarily. However the decision of school is final when requesting the exclusion of a child for

illness or infection. Decisions will take into account the needs of the child and those of the other children and staff in school.

Children with infectious or contagious diseases will be excluded for certain periods. If staff suspect that a child has an infectious or contagious disease, they may request that parents / carers consult a doctor before returning the child to school and the school will seek advice from the Local Authority.

Local Authority Policy and Procedures for Medical and Illness absence have been produced (January 2014) and these will be referred to for guidance on the above points.

If your child has not been their normal self at home but is not showing signs of illness when brought to school, parents should mention this to staff and ensure that contact details are correct and that they are obtainable.

With all illnesses and infections, the Local Authority Policy and Procedures for Medical and Illness absence will be used for guidance.