



## Orchard Fields Community School

### Policy for First Aid

The Governors and Head teacher of Orchard Fields Community 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.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The Head teacher shall make an assessment of first-aid needs appropriate to the circumstances of the school.

The Head teacher will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision.

The Head teacher shall ensure first aiders are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. All designated first aiders must re-qualify every 3 years.

It is the responsibility of the Head teacher to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available. The aim of first-aid is to reduce the effects of injury or illness suffered at work, either caused by the work itself or by some other factor. There must be sufficient first-aid personnel and facilities to:

- give immediate assistance to casualties with common injuries or illness and those likely to arise from specific hazards at work;
- summon an ambulance or other professional help.

First Aid legislation applies only to employees but under the overall duty of care, we are required to provide first aid provision. The amount will depend on the risk, but it should be ensured that there is adequate cover as part of any customer care strategy to pupils, visitors and contractors. Where additional or replacement material or equipment is required, first aiders should speak to the allocated first aider liaison

about ordering more items immediately. The first aider liaison will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis i.e. termly.

First aiders shall take responsibility for ensuring their first-aid box/bag contents are sufficient before attending an off-site visit.

## **PROCEDURES**

### **Pupils**

Any pupil complaining of illness or who has been injured will be seen by an appropriate qualified first aider(s) to inspect and, where appropriate, administer appropriate first aid. Constant supervision will be provided. Should the child be deemed too ill to stay at school authorisation from a member of the Senior Leadership Team must be given for the office staff to contact parents requesting their child be collected and taken home.

If a child is injured the adult initially present looks after the injured party until a first aider arrives. No medicines are administered but appropriate first aid is administered, unless the child has a care plan for a specific condition (e.g. diabetes, anaphylactic) in place - then this must be adhered to by the appropriate trained member of staff. The child should be returned to their activities when possible and practical. All accidents are recorded in the accident report book by the first aider. A wrist band will also be given to a child if they receive an injury to the head and the parent/carer will be notified. If this is a serious injury to the head, (visible lump/bruising) then the parent/carer will be called immediately. The original accident report (recording details of the incident/actions taken) is sent home and a copy is kept in the injury file in the office.

More serious injuries (those which necessitate hospital treatment) will:

- Require further investigation and an Accident and Witness Statement will be completed by the First Aider
- Be logged on OCC portal and if necessary-
- RIDDOR procedures followed.

Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of appropriately, (please refer to Handling and Disposing of Infectious Waste below).

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called without delay. The parent/carer will then be contacted.

If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then a member of staff will drive the child and a first aider to hospital. The child will be transported in the back seats of the car with the appropriate booster seat, their seat

belt on and the first aider will sit in the back with the child. Every attempt to contact the parents will be made by the school. Two members of staff will stay with the child until the parents arrive.

If at any point the first aider is uncertain about what to do in a non-emergency circumstance then the 111 service will be contacted.

## **Staff**

If a member of staff is injured during their working activities the adult initially present looks after the injured party until a first aider arrives. No medicines are administered but appropriate first aid is administered, unless the staff member has a care plan for a specific condition (e.g. diabetes, anaphylactic) in place - then this must be adhered to by the appropriate trained member of staff. Medication for staff is stored securely in the school office. All accidents are recorded in the accident report book by the first aider and Oxfordshire County Council (OCC) accident procedures are followed.

Serious injuries (those which necessitate hospital treatment) will

- Require further investigation and an Accident and Witness Statement will be completed by the First Aider
- Be logged on OCC portal and if necessary-
- RIDDOR procedures followed.

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called without delay. The next of kin will then be contacted.

If the member of staff needs hospital treatment in a non-urgent situation, the next of kin will be contacted to accompany the member of staff to hospital. If the next of kin can't be contacted, then a member of staff will drive the member of staff to hospital.

## **Visitors**

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

## **First Aid Boxes and Medication**

First aid boxes are kept in each of the year group areas and each first aider is responsible for their box, injury book and resources. Additional first aid boxes can be found in the staffroom and the school office.

First Aid resources are kept in the staff room and the Food Tech Room (ice packs only).

**A locked medicine cupboard is also located in the main school office.**

**Medicine – Please refer to 'Administering Medicine Policy'.**

### **Asthma Inhalers**

Asthma is a life threatening disease and attacks can start very rapidly. It is therefore vital that the asthmatic person has instant access to their inhalers. It is entirely reasonable to allow people/pupils to keep their inhalers on their person, in their classroom or their school bag.

A register of children with asthma is held in the school office.

### **Children with Diagnosed Medical Conditions**

Pupils and staff with diagnosed medical conditions each have a care plan. Details of the plan are shared with the relevant staff and the necessary details are recorded on Scholarpack. When children need specific treatment e.g. anaphylaxis training is provided by the Oxfordshire nurse team.

### **Allergies**

Details of pupils and staff with diagnosed allergies are recorded on Scholarpack.

### **Precautions for Offsite Activities**

Classes leaving the school premises take a first aid bag and a sick bucket containing essential cleaning aids. At least one person trained in first aid should accompany the children on all visits.

### **Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures at all times. The five steps to good hand hygiene are: wet; lather; scrub; rinse; dry. Regular hand washing, particularly before and after certain activities, is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. Hand washing is essential when dealing with first aid situations.

Single use disposable gloves are to be used in any treatment involving blood or other bodily fluids.

Wounds/grazes should be cleaned with cleansing wipes and if they continue to bleed, a waterproof plaster should be used.

For pupils with chronic conditions, please refer to their care plan to understand any additional requirements to managing infection.

## **Handling and Disposing of Infectious Waste**

When cleaning and disposing of potentially infectious waste such as blood or body fluids, or items containing these products, such as blood stained or soiled clothing, the following steps should be taken;

- Wear disposable powder-free latex or vinyl gloves, and a plastic apron if necessary.
- For blood and body fluid spills, absorb the bulk of the spill with disposable materials such as paper towels. Special care should be taken if waste contains sharp material such as broken glass.
- Clean the spill with warm water and the appropriate cleaning fluid or use granular formulations depending on extent of spillage.
- After cleaning disinfect the area with the appropriate disinfectant and leave to dry. For small spills a cleansing wipe may be sufficient.
- The appropriate cleaning equipment such as mops and buckets should be cleaned with warm water and the appropriate cleaning detergent and stored dry.
- Remove and dispose of gloves and other waste such as paper towels into a sealable yellow plastic bag. Dispose of the sealed bag in the sanitary waste bins in the adult toilets. Wash hands thoroughly with soap, water and dry.

## **Safeguarding**

Safeguarding procedures will be followed at all times when dealing with injuries and administering first aid. If a member of staff has any concerns about a child's presentation, unexplained marks, bruises or soreness for example whilst dealing with a first aid incident they will immediately report concerns to the Designated Safeguarding Lead.

First Aiders - See Appendix below

Date adopted by the Governors May 2017

Date reviewed: February 2019

Date of next Review: February 2020

## APPENDIX - LIST OF FIRST AIDERS

Staff name		Paediatric/School
Erika	Benham	Paediatric
Vicky	Hudson	Paediatric
Gill	Tagg	Paediatric
Phil	Baldwin	Paediatric
Rebecca	Wiley	Paediatric
Sheralee	Broughton	Paediatric
Kirsty	Sims	Paediatric
Dawn	McLeod	Paediatric
Laura	Morgan	Paediatric
Nicola	McLennan	Paediatric
Sue	Cross	At Work
Amy	James-Gascoigne	Paediatric
Ann	Kibblewhite	Paediatric
Sam	Browne	Paediatric
Tracey	Ellis	Paediatric
Tracy	Simms	Paediatric
Caroline	Clarke	Paediatric
Jo	Aleksic	Paediatric
Sam	McLeod	School
Carolyn	Capel	School
Kate	McKeever	School
Bernadette	Stuart	School
Deb	Northam	Paediatric
Rebeka	Elkes	Paediatric
Claire	Wheeler	Paediatric
Dawn	Shilston	At Work