

# REDCOURT ST ANSELM'S



## POLICY FOR

### FIRST AID POLICY

[Including EYFS, KS1 and KS2, Before and  
After School Care]

REVIEW DATE: October 2018

R Jones  
September 2017

**This policy has been produced in consultation with the  
Governors and Staff at Redcourt in reference to  
our Mission Statement:**

It should be read in conjunction with the policy on children with specific medical conditions.

***“Growing Together in God’s Love”***

**References**

Guidance documents published by:

- The Health and Safety Executive (HSE)
- The Department for Children Schools and Families (DCSF)
- The Department of Health (DH)
- Medical Officers of Schools Association (MOSA)
- The Independent Schools’ Inspectorate (ISI)
- The Office for Standards in Education (OFSTED)
- Wirral LEA School Nurse Service
- Education Act 2002
- 0-25 SEND Code of Practice 2014
- KCSiE 2016 Part 1 including Annex A

**Read this policy with reference to:**

School Mission Statement

Reaching Our – Essentials of an ER Education

SEN-LDD Inclusion Policy

Health and Safety Policy

Suncare Policy

Child Protection and Safeguarding Policy

Equal Opportunities Policy (Part 1)

PE Policy

Policy for School Visits

Risk Assessment School Visits Document

Diabetes Policy

Anaphylaxis and Severe Allergy Policy

Safe Disposal of Nappies and Medical Dressing Policy

IHCP Document

Risk Assessment – Visitors to Redcourt Policy

Children with Specific Medical Conditions Policy

PHSEE+C Policy

Whistle Blowing – Raising Reasonable Concerns about Professional Malpractice Policy

Automated External Defibrillation (AED) Policy

*Redcourt St Anselm's seeks to promote fundamental British values at every opportunity having due regard for the need to prevent people being drawn into radicalisation and terrorism.*

## **INTRODUCTION**

### **1 Aims**

Despite the best precautions or attention given to health and safety accidents do happen or children become ill. First aid can save lives and prevent minor injuries becoming major ones. The aim of this policy is to provide a framework to ensure that any persons injured or taken ill whilst on the school or off premises on school visits or other school activities, whether they are pupils, staff or visitors, receive the quickest most effective care and attention.

### **2. Responsibilities**

#### **(a) The Governing Body**

The Governing Body is responsible in law for the safety of all persons on the school premises or whilst involved on school activities. The Governing Body will ensure that :-

- (1) the first aid policy is kept up to date, in line with existing legislation and reviewed annually or whenever required;
- (2) insurance policies are maintained to provide full cover for claims arising from actions or staff, or any insurance policies required by law;
- (3) the statutory requirements for first aid (see below) are met;
- (4) that appropriate training is providing;
- (5) the correct procedures are followed including suitable and sufficient risk assessment of first aid provisions.

#### **(b)The Headmistress**

The Headmistress is responsible for putting the Governing Body's policy into practice. She will :-

- (1) select a competent Appointed Person to be in charge of the day to day implementation of the first aid policy;
- (2) ensure the Appointed Person has sufficient time to undertake such training as is required to carry out the tasks competently;
- (3) ensure that time is allocated to carry out the tasks
- (4) ensure that parents and pupils are aware of the first aid policy including arrangements for first aid such as location of equipment, facilities and first aid personnel;
- (5) evaluate the success of this policy and review the schools first aid needs in tandem with the Appointed Person.

**(c)The Appointed Person will:**

- (1) ensure she receives sufficient training including refresher training to be competent in undertaking her tasks;
- (2) undertake a risk assessment (see below) of the school's first aid needs; she will need details of any pupil's specific needs of illnesses to undertake this task;
- (3) ensure the staff first aiders receive sufficient training including refresher training to be competent in undertaking their tasks;
- (4) ensure that first aid notices are displayed in prominent positions and regularly updated to inform staff and pupils of first aid procedures;
- (5) be responsible for the security, quantity and quality of the first aid equipment; this includes first aid on any school visit or events including stocking of minibuses (see below). Please also see the School Visits Policy for further information.
- (6) ensure the level of care provided to staff, pupils and visitors does not fall below acceptable standards;
- (7) ensure that parents provide contact numbers (including mobile numbers) in the case of an injury to a pupil;
- (8) ensure there is a suitable room for first aid to be administered;
- (9) keep a record of all first aid administered to pupils. The record will include :-
  - date, time and place of accident
  - name of injured or ill person
  - details of injury/illness and nature of first aid
  - what happened to the person immediately afterwards
  - name and signature of the first aider
- (11) liaise with the Headmistress (about reporting of accidents);
- (12) ensure that all first aid provision and equipment is easily identified.

**(d) First Aiders**

Routine first aid is usually administered by either the Pupil Welfare Officer or the School Secretary. Other first aiders are volunteer members of staff who should :-

- (1) administer first aid to staff, pupils and visitors to an acceptable standard;
- (2) undertake such training including refresher training to be competent in undertaking their tasks;
- (3) comply with the school first aid procedures and this policy including any reasonable requests from the Appointed Person;
- (4) Keep a record of first aid delivered where necessary.
- (5) Advise the Appointed person if stock is getting low.

**(e) Staff**

All staff including non first aid staff have responsibilities. These include ensuring that :-

- (1) pupils are sent to a first aid room if there is any reasonable concern about an injury or illness. Safety is paramount at all times;

- (2) pupils are aware of the first aid procedures;
- (3) parents are informed as quickly as reasonably practicable where necessary about any injury or illness to pupils. If necessary, the staff (including any first aiders) will ensure that notes are provided to parents about the injury/illness and first aid administered.
- (4) Advise the Appointed Person of any intended off site visit (see External Visits Policy).
- (5) Advise the Appointed Person of any stock used during a visit or from the minibus which needs replacing.
- (6) Any PE/Games Staff must have access to a First Aid Kit which must be kept well-stocked.

#### **(f) Training**

All staff have received Emergency First Aid Training in order that there is always a qualified person to deal with any incidents. This Training will be updated every 3 years. A significant number of staff have received paediatric training. Some staff have been trained specifically in Asthma, Defibrillator and Epipen techniques and care of Diabetics

#### **(g) EYFS**

All EYFS are to be trained in paediatric first aid. In addition there must be one person with this level of training on the premises at all times and on outings.

### **3. Risk Assessment**

The Appointed Person shall undertake an annual risk assessment to determine the necessary first aid provision for the school. In preparing the risk assessment, the Appointed Person will consider :-

- (1) the size and nature of the school premises;
- (2) location of school;
- (3) any specific hazards or risks both in time and place;
- (4) specific needs such as epileptic, asthmatic, diabetic and anaphylactic pupils;
- (5) accident statistics to try to reduce accident numbers;
- (6) numbers of first aid personnel required both in time and place

### **4. First Aid Stock**

The Appointed Person will ensure that the first aid container always contains at least the following :-

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive, hypo-allergic dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approximately 12 cm x 12 cm) individually wrapped sterile

- unmedicated wound dressings
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves.

In addition the Appointed Person will ensure that there is sufficient first aid equipment to respond to any specific risks. The Appointed Person will check the container on a regular basis to ensure it is adequately stocked.

The Appointed Person will also ensure that any off school activities take a first aid container, and that this travelling first aid container contains at least the following :-

- a leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive, hypo-allergic dressings
- 1 large sterile unmedicated wound dressing (approximately 18cm x 18cm)
- 2 triangular bandages
- 2 safety pins
- individually wrapped moist cleansing wipes
- 1 pair or disposable gloves
- An asthma care kit is also provided

Furthermore, the Appointed Person will ensure that all minibuses have the following first aid provision :-

- 10 antiseptic wipes – foil packaged
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive, hypo-allergic dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rust-free, blunt-ended scissors

### **Access**

(i) First Aid Kits are readily available in key areas.

- 1) New Extension
- 2) Secretary
- 3) Middle Landing
- 4) Basement
- 5) Kitchen
- 6) Hall

(ii) Children needing medication – all medication, including inhalers, is stored in the Welfare Office

- (iii) A list of children with specific medical conditions is circulated to all staff.

A few children have very specific medical conditions and these details are posted in key areas (e.g. Head's Office, Welfare, Staff Room).

- (iv) IHCPs are kept in the Welfare Room.

## **5. Body Fluid Spills**

Where possible, direct skin contact with body fluids should be avoided. Disposable gloves should always be worn if there is any likelihood of contact, e.g. nose bleed. Excess fluid (blood) and gloves should be double-bagged and disposed of in the appropriate bin (white bin in FS Welfare Room). Other bodily fluids should be double-bagged and placed in the appropriate bin for collection.

## **6. Ambulance**

A decision to send for an ambulance will be taken by the First Aider and/or Senior Staff/Head. Cuts requiring stitches, concussion, limb breakages, eye injuries etc. will necessitate an ambulance.

All accidents are recorded with serious accidents reported to RIDDOR once the incident has been investigated.

## **7. Evaluation**

The Appointed Person shall evaluate this policy with the Headmaster at least annually and whenever necessary. A report shall be provided to the Governing Body reviewing the policy and making such amendments as is seen fit. It is envisaged that the report evaluating this policy shall be delivered to the Governing Body at the same time as the risk assessment for the forthcoming year (see above).

## **First Aid Risk Assessment**

The nearest hospital is about four miles away.

Redcourt School occupies a large Victorian building in Oxton, Birkenhead. Approximately 280 Children ages 3-11 attend. There are 4 storeys. There is a large playground and Early Years Adventure Playground with some garden areas.

Children use 3 of the 4 main entrances / exits to the building using the main staircase to access higher storeys. There are no lifts.

The main playground is fenced off from the pedestrian and vehicle routes around the site. There is a perimeter wall around it also.

The site is considered safe, presenting low level natural hazards and these reduced further by the strong security, Health & Safety and supervision guidelines.

In inclement of incident weather, outdoor facilities are withdrawn from use. The school employs an 'outdoors man' to ensure that leaves and other tree debris are kept to a minimum

All staff are given copies of Emergency Planning and are regularly trained in basic First Aid, Health & Safety and Fire Safety.

Five members of staff hold the Paediatric qualification and there is an Appointed First Aider.

Miss Y Gilbert is the Welfare Officer who deals with sick children and routine First Aid.

The school reviews its General Risk Assessments annually and specific on or off site activities are risk assessed.

**NB This policy will be reviewed by the Welfare Officer annually**



## Redcourt - St Anselm's

**NAME OF CHILD** \_\_\_\_\_ **FORM** \_\_\_\_\_

The above child has been seen by a First Aider at approximately \_\_\_\_\_  
for the following reason:-

\_\_\_\_\_ and was:-

- Treated and returned to classroom / playground
- Treated and kept near the office for observation
- Treated and parents informed
- It is suggested that he / she visits your GP
- Copy to Form Teacher
- Copy to Parent(s)

(If your child sustains a bump to the head, even if the knock appears to be of a very minor nature, if he/she should then suffer from vomiting, drowsiness, dizziness or double vision, you are advised to contact your doctor or the casualty department of your local hospital immediately).

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

## Redcourt - St Anselm's

**NAME OF CHILD** \_\_\_\_\_ **FORM** \_\_\_\_\_

The above child has been seen by a First Aider at approximately \_\_\_\_\_

for the following reason:- \_\_\_\_\_  
and was:-

- Treated and returned to classroom / playground
- Treated and kept near the office for observation
- Treated and parents informed
- It is suggested that he / she visits your GP
- Copy to Form Teacher
- Copy to Parent(s)

(If your child sustains a bump to the head, even if the knock appears to be of a very minor nature, if he/she should then suffer from vomiting, drowsiness, dizziness or double vision, you are advised to contact your doctor or the casualty department of your local hospital immediately).

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

# Contacting Emergency Services

Form 7

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

1. Your telephone number. **652 5228**
2. Give your location as follows.

insert school address and postcode

**REDCOURT ST ANSELMS  
7 DEVONSHIRE PLACE  
OXTON, PRENTON,  
NIRRAL. CH43 1TX**

3. State the postcode.
4. Give exact location in the school of the person needing help.
5. Give your name.
6. Give the name of the person needing help.
7. Give a brief description of the person's symptoms  
(and any known medical condition).
8. Inform ambulance control of the best entrance and state  
that the crew will be met at this entrance and taken to the pupil.
9. Don't hang up until the information has been repeated  
back to you.

**Speak clearly and slowly**