



# Chapel St Leonards Primary School

## First Aid Policy

### **Management of First Aid**

First aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

Contractors who work on site must provide their own first aid.

To ensure that the arrangements are appropriate for a specific establishment, the Headteacher must undertake a first aid risk assessment. This risk assessment should be reviewed if there is any significant change at the school, and at a nominal yearly interval. A Checklist and Risk Assessment Form has been provided in the attachments.

### **Qualifications and training**

All first aiders must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation.

#### ***All Staff:***

- **Schools First Aid** - A 1-day course in first aid delivered by St Johns Ambulance. Certificates are valid for 3 years.

#### ***At least 3 members of staff:***

- **Paediatric First Aid (EYFA)** - A 2-day course specialising in first aid for children aged up to 5 years. This qualification is required in addition to the standard first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years. Certificates are valid for 3 years.

### **Number of First Aiders**

The number of qualified first aiders necessary for an educational establishment will depend upon the size and layout of the premises, the number of people it accommodates and the nature of the activities carried out.

There must be a sufficient number of first aiders strategically located to ensure that first aid treatment will be provided quickly in an emergency. The number must also be sufficient to ensure provision will be maintained during both planned and unplanned absences such as leave and sickness, and to accommodate off-site activities such as educational visits and sporting fixtures. First aid duties can be shared between qualified staff provided the appropriate level of provision is maintained.

### **Children in the Reception Class**

Educational establishments with children under 5 must also meet the first aid requirements of the Early Years Foundation Stage Statutory Framework. At all times when children under 5 are at the establishment,

or on an off-site visit organised by the establishment, there must be at least one person present who has a current early years first aid certificate (paediatric first aid certificate).

### **Contacting first aiders**

The Headteacher must ensure that everybody on the premises knows how to summon a first aider in an emergency.

### **Appropriate practice**

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help.

If the first aider is in any doubt whether a casualty requires professional medical assistance, he or she should refer to the First Aid Manual, call 999 or phone NHS 111.

**Urgent treatment should not be delayed in order to consult with parents or carers.**

### **Head bumps and Minor Injuries**

Children often incur minor bumps, grazes or cuts or bump their heads without further consequences but parents should be informed so that they can look out for signs that the injury could be more serious. The first aider will complete a Minor Injury Form and send home with the child. Minor Injury Forms are located with all First Aid Kits in school.

### **Calling the emergency services**

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance.

Calling 999 should not be delayed - let the emergency services decide the appropriate course of action based on the information that you give them.

### **Pupils with medical conditions**

First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. Pupil health care plans must be available to first aiders, and a copy should be provided to any medical practitioner providing emergency medical

### **Hygiene and infection control**

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste. The Bodily Fluids Clean Up Box is kept in the cabinet in the first aid room.

### **Record keeping**

All first aiders should ensure that a record is made of all first aid treatment they give. This must include:

- the date, time and place of the injury or illness occurring;
- the name of the injured or ill person and their status, such as employee, pupil, client, visitor;
- details of the injury or illness and what first aid was given;
- what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and

- the printed name of the first aider or person dealing with the casualty.

Records should be kept according to the following schedule:

- pupils - 6 years from the date of 18th birthday
- employees and others - 6 years from the date of the accident.

This means you should record first aid provided to pupils separately from that provided to employees and others. You must also ensure that records are protected from unauthorised access.

### **First aid materials, equipment and facilities**

There must be an adequate level of first aid materials, equipment and facilities in every establishment, to ensure that an injured person can be treated quickly in an emergency. The number and content of first aid kits will depend upon risk assessment.

### **First aid kits**

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits.

First aid kits must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background.

The contents of the first aid box should be checked regularly to ensure there is adequate stock and to replenish out of date items. These checks will be conducted 6 times a year at the end of each term by the TA responsible for First Aid.

There is a new British Standard for the First Aid box contents. All new kits should conform but existing kits conforming to the previous standard do not need to be replaced until new kits are required.

### **Mini buses**

It is a legal requirement for all minibuses to carry a first aid kit.

### **Medical accommodation**

Schools must have accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed.

It must be well lit and also contain a washbasin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles.

You should equip the room with adequate first aid facilities and equipment. It would be reasonable to expect:

- a sink with hot and cold running water; soap and paper towels;
- disposable gloves;
- drinking water and disposable cups;
- a range of first aid equipment (at least the contents of a standard first aid kit);
- apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag;
- a sharps container if it is foreseeable that sharps will be used; ☑ a couch with waterproof protection, clean pillows and blankets;

- a chair;
- a telephone;
- a record book for recording the first aid given;
- a current edition of the First Aid Manual;
- a copy of the Health Protection Agency poster 'Guidance on Infection Control in Schools and other Child Care Settings'.

Educational establishments other than schools are not normally required to provide medical accommodation.