



Holywell Church of England Primary School

First Aid Policy

Date Reviewed:

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Written By:

Abi Sharp

INTRODUCTION

The Local Authority (Cambridgeshire County Council) is the employer and its Policy Statement for First Aid is as follows:

Schools have a responsibility to ensure that adequate and appropriate equipment and facilities are provided to enable first aid to be rendered to employees who become ill or are injured at work. It is reasonable to expect this responsibility to include children, adult learners and visitors to school.

The amount of first aid provision will depend on the nature of the establishment, in particular:

- *The number of people using the premises*
- *The nature of the hazards*
- *The geographical layout*
- *Accessibility to assistance / NHS facilities*

Each Centre must have access to at least 1 first aid box and 1 Appointed Person. Every member of staff should be aware who the first aider is and the location of the facilities.

Arrangements should be made for activities taking place in the evenings, at weekends and during school holidays.

The first aider or an appointed person is responsible for checking and replenishing first aid boxes on a regular basis. A first aid box must be available for groups taking part in activities off-site.

The function of first aiders is to preserve life and minimize the consequences of illness in an emergency until further help is obtained. If a first aider is not available and immediate first aid treatment is required, the necessary action should be taken by a responsible person that is available at the time.

RATIONALE

In accordance with the Health and Safety Regulations (First Aid) 1982 and in line with the Cambridgeshire County Council policy Statement (as outlined above), the staff of Holywell of E Primary School will abide by this policy in situations where it is considered first aid is required.

It is the policy of Holywell C of E Primary School to provide emergency first aid to staff, children and visitors to the school site; or to any pupil, member of staff or volunteer on an educational visit taking place in a location away from the school site.

THE WORKING DAY

The school is open to staff and delivered from 7am and usually closed at 6pm. There are occasional evening meetings and lettings. The schools must ensure there is first aid provision throughout that time.

At times where there are few members of staff (early mornings, late afternoons, governor meetings, lettings and events) it is sufficient to have an Appointed Person (all members of Holywell Staff are first aid trained), a first aid kit (located in the stock cupboard), and access to a phone.

APPOINTED PERSON

The school will identify a person to be the 'Appointed Person' who will take charge of any emergency situation, arrange for First Aid and/or call an ambulance, and inform parents where necessary. The name of the 'Appointed Person' is available in the School Office and

this is included in the induction pack for each new member of staff.

In the absence of this person, the Head of School or Caretaker (after hours) will assume this role.

Their responsibilities as an 'Appointed Person' include:

- Arranging the maintenance of first aid stocks and equipment.
- Informing all staff who the first aiders are in school (every member of staff) and their location.
- Keeping records of first aid training undertaken by all first aiders and emergency aiders (with expiry dates) and organising the refresher courses.
- Arranging for the recording of accidents (and near misses) on the on-line accident reporting system IRF96.
- Assessing the number of first aiders required determined by the number of people on site at any one time.

THE ROLE OF A FIRST AIDER (CERTIFIED WITH 3 DAYS TRAINING)

There are some members of staff who are certified 3 day first aiders.

Their main duties of a 'first aider' are:

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards in school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Advise the parent or next of kin of the situation.

The names of all the certified 3 day first aiders can be obtained from the School Office Manager and are listed in the locked Medical Cabinet located in the Staff Room.

TRAINING OF FIRST AIDERS

Staff appointed to provide first aid will be given HSE recommended training known as 'First Aid in the Workplace'. The school will ensure such a course includes resuscitation of children. Successful members of staff will receive a first aid certificate. Refresher training will then take place every three years.

In order to meet the requirement of children's individual care plans/medical needs appropriate numbers of first aid personnel will be included in any training organised in school to cover children's individual care to ensure emergency aid can be provided where 'Appointed Person' is absent. Information sheets on these children can also be found in the Medical File for information if required.

Records of training will be kept in personnel files and the Office Manager can advise who can be called to address particular illnesses/reactions.

THE ROLE OF AN EMERGENCY AIDER (CERTIFIED WITH 1 DAYS TRAINING)

An emergency first aider can assess an injury and decide, in locos parentis, if it warrants treatment or if it is sufficient for the injured person to rest and recuperate.

The emergency first aider would typically be the classroom Teaching Assistant or Midday Supervisor on first aid duty.

Where treatment is applied, records of the treatment must be logged in the 'Accident Record' Book. All staff are aware of where this book is stored and how to access this. A copy can then issued to parents.

TRAINING OF EMERGENCY AIDERS

All members of staff are provided with one day emergency first aid training. Refresher training for these members of staff will be arranged every three years.

The 'Appointed Person' will maintain records of members of staff trained and arrange refresher training before the current qualification expires.

FIRST AID BAGS

The school has 2 first aid bags which are green and marked with a white cross. These are kept in the stock cupboard and both contain the following:

- A leaflet offering general advice for first aid.
- 20 individually wrapped sterile adhesive dressing (assorted sizes)
- Micropore tape
- 2 Sterile eye pads
- 2 individually wrapped triangular bandages
- 6 medium (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- 2 large (approximately 18cm x 18cm) individually wrapped sterile un-medicated wound dressings
- Yellow waste disposal bag
- Disposable gloves
- 2 sealed bottles of water
- 1 pair of scissors

The first aiders will also have access to yellow plastic bags for the disposal of used dressings, swabs, etc. and a protective resuscitation aid. These are both available and clearly visible in the stock cupboard.

In each classroom there is a small first aid bag which contains a selection of plasters, small bandages and tissues for minor injuries. Each classroom also has a sheet (or book) for recording the first aid administered in this setting.

This is located in the cupboard marked with a first aid cross.

INDIVIDUAL MEDICATION

A list of all medical conditions, including allergies, can be found on the online register system and in the 'Medical' folder in the school office.

For each child who requires individual medication, the parent/guardian will be asked to fill out a 'Parental Agreement for Medication'. (See Administration of Medicine Policy). This will determine where the medication is stored and other details of administration.

Each classroom may have a small box which contains any inhalers for the children in the class, if the parent/guardian wish for it to be kept there. This is located in the cupboard marked with the first aid cross.

All other medication, both prescribed and over the counter (including Epi-Pens) that a child requires will be stored in the locked medical cabinet located in the Staff Room. This is recorded in the 'Medical' file in the school office, and on a sheet inside the locked cabinet. Training will be provided to key support staff working with children with specific medical conditions to ensure the school's responsibilities identified through individual care plans are met.

The 'Appointed Person' and/or the School Office Manager are the designated persons to administer medication as per the medication agreement. There can be exceptions to this in staff absence. But any staff who administers medication must have the signature of their witness recorded alongside their own.

The school holds a spare Junior Epi-Pen, Epi-Pen, and inhaler with a spacer. In the event of an emergency, and when directed by a health care professional, these may be used. These are stored in the locked medical cabinet in the Staff Room.

TRAVELLING FIRST AID BAGS

For visits, off-site activities and residential trips the EVC (Education Visits Co-ordinator) must assess the level of first aid provision and number of qualified staff required. Staff will have a school mobile available for them to make emergency calls and will be aware of any care plans (or medical conditions) for the children attending the visit.

For each individual trip/visit off site, the school will provide a mobile first aid bag and this bag will include as a minimum (equivalent or additional items are acceptable; additional items may be necessary for specialised activities):

- Allergy/Medical condition list for the children out on the visit
- Leaflet with advice on general first aid
- 6 individually wrapped sterile un-medicated wound dressings
- Micropore tape
- 1 large (18cm x 18cm) individually wrapped sterile un-medicated wound dressing
- 2 individually wrapped triangular bandages
- A pack of individually wrapped tissues
- 1 pair of disposable gloves
- Yellow plastic waste bags
- Sick bags and/or bowls
- 2 instant ice packs
- Method of recording first aid & Bumped Head stickers
- 2 sealed bottles of water
- 1 pair of scissors
- 1 spare inhaler/spacer (where necessary)

The first aid bag will be fit of purpose, maintained in good condition and readily available (it will be stored in the stock cupboard).

This is to be checked and topped up regularly by the 'Appointed Person' during general first aid stock checks.

PLAYGROUND FIRST AID

A mid-day supervisor will be equipped with a first aid bag which enables him/her to treat minor injuries suffered by children on the playground/playing field. All serious injuries should be referred to the 'Appointed Person'.

Any soiled/dirty equipment must be placed in a yellow clinical waste bag, and placed into the clinical waste bin at the end of playtime/lunchtime. The main clinical waste bin is located in the staff toilets.

FIRST AID STATIONS

There is a designated area which is immediately outside the School Office and opposite the Staffroom for the more serious incidents where emergency trained first aiders have made a referral. A washbasin is accessible from the toilets immediately round the corner from this first aid station.

A fridge to store medicines, the locked medication cupboard and a freezer to maintain a supply of ice packs is located in the staffroom.

There is a shelf in the fridge designated for medication.

HYGIENE CONTROL

All staff are expected to follow basic hygiene procedures. Single-use disposable gloves are provided and handwashing facilities are available.

Staff must take care when handling blood and other bodily fluids. If they come into contact with blood or other bodily fluids and believe there to be risk to their health, they must report this to the Head of School and via the County's online reporting system.

ILLNESS PROCEDURE

PUPILS

When a child feels unwell, the teaching assistant nearest to the class, in liaison with the class teacher, should bring the child to the School Office where either themselves, or the School Office Manager, will contact the parents to make arrangements for them to be sent home. Contact numbers are available from the School Office.

STAFF AND OTHER ADULTS

Members of staff or other adults (other adults include parents, governors, visitors, contractors, students on work experience or training, and any other adult authorised to be on the school site) who are taken ill at school, should liaise with the 'Appointed Person' and Head of School to either seek medical attention or go home, accompanied if appropriate. In an emergency, an ambulance will be called, and for staff members, the next of kin contacted. Details of staff member's next of kin numbers are available from the School Office.

ACCIDENT/MINOR INJURY PROCEDURE

PUPILS

Superficial injuries such as small bumps, scratches and grazes can occur regularly with children as part of normal play. This type of injury should be cleaned up and attended to by the teaching assistant or teacher for that class (or mid-day supervisor on first aid duty where incident occurred during a lunchtime).

All first aiders have the responsibility to make a judgement at the time of the incident as to whether the minor injury requires more intensive medical attention before contacting the 'Appointed Person' or sending the child to the School Office for first aid treatment. They are advised to act in loco parentis and decide, if it were their child, would they apply first aid or comfort and distract them from the incident.

Where a child is treated/cleaned up and judged to require no further attention (but is fit and happy enough to remain in school), a first aid advice slip will be completed. If a child has sustained any injury to the head a medical slip will be sent home informing the parent/carer of the treatment given and the child will wear a sticker to highlight to their parents that there was a minor incident.

Where the injury is substantial, the matter will be referred to the 'Appointed Person' and the parents will be contacted by phone to warn them that their child has been in an accident and to inform of any treatment given.

Where an accident is judged to be of a serious nature, first aid will be provided and the child comforted whilst the parent/carer is contacted and/or the emergency services called. This may mean calling an ambulance (where the child would then be accompanied to hospital by a familiar adult) or the child will be taken by car to Hinchingbrooke Hospital for treatment accompanied by a driver (who had the appropriate business insurance cover) along with another member of staff.

STAFF AND OTHER ADULTS

Where a member of staff or another adult (other adult includes parents, governors, visitors, contractors, students on work experience and any other adult authorised to be on the school site) is involved in an accident at school, first aid will be provided and the next of kin contacted. Where time is of the essence, an ambulance will be called or the casualty will be taken to Hinchingbrooke Hospital for treatment.

MAJOR ACCIDENT CHECKLIST

In the case of a major accident where the 'Appointed Person' has assessed the needs of the pupil/adult as needing URGENT hospital treatment, the following should take place:

- First aid administered if appropriate
- An ambulance called immediately
- The Head of School is notified, even when off-site
- Parents/Carers/Next of kin are informed and asked to meet where appropriate (either at school or at hospital depending on timings)
- A member of staff accompanies the pupil/adult in the ambulance
- The incident is recorded in the accident reporting book and on the County 'on line reporting system' as soon as possible or within a school working day of the accident
- The school makes follow-up calls to the parents/carers
- The school investigates the incident to establish the need for changes to avoid a similar accident

CARE PLANS / FOOD ALLERGIES

Children with known medical needs will have a plan in the 'Medical' file in the School Office. This can be easily accessed by any member of staff. The 'Appointed Person' also knows all of these children and reviews their plans regularly to keep informed on how to manage the medical needs.

Their emergency prescribed medicine is to be stored in the medical cabinet in the Staff Room, or classroom cupboard for some medication as required.

RECORD KEEPING

The carbon copy of the first aid advice slips will be logged in the school Accident Books for pupils. An IRF96 folder will be maintained for adults and serious pupil incidents.

These will record the following:

- Date and Time of incident
- Name of child/adult
- Name of person providing treatment
- Details of treatment

ONLINE REPORTING

The 'Appointed Person' will arrange for the accident to be logged on the County's online accident record system IRF96 where the accident/incident meets certain criteria.

The link to the online system is - <https://www.reportincident.co.uk/cambridgeshire>

The carbon copy in the accident book should be annotated to indicate this accident has been reported to the county. A copy of the online record should be printed off and kept in the 'Medical' file in the School Office. These will be kept for a minimum of eighteen years in archive storage.

Record books should be reviewed termly by the 'Appointed Person' to identify any recurring accidents which should then be highlighted to the Head of School.

SCHOOL ACTIVITIES – AFTER HOURS

Schools will ensure a first aider or staff member with emergency first aid training is on site for all pupil 'after school' clubs and activities. This is usually the 'Clubs Coordinator' but if not available a substitute will be appointed.

For adult after school activities including staff meetings, parent evenings, adult learning workshops, parent information evenings, governor meetings and any other activity taking place outside the school's core hours, a member of staff will be nominated as the 'Appointed Person', with access to a first aid bag and a phone line.

Where it is a private or community letting, it is the responsibility of the hirer to ensure they have appropriately trained first aid support and an emergency phone.

FIRST AID FOR LETTINGS

It is the responsibility of the hirer to ensure they have adequate provision, suitable qualified adults for first aid and an emergency phone. First aid bags will be available for them to access.

EMPLOYEE RESPONSIBILITY

Each member of staff at Holywell C of E Primary School is expected to ensure their own safety and the safety of their colleagues by acting responsibly at all times.

In addition, the care and safety of children should be paramount in their working day.

FIRST AID FOR LONE WORKER

Working unaccompanied on the school site should be avoided wherever possible. Where it is essential for an employee to work alone on the school site, he/she will follow the Lone Working guidance in the Health and Safety Policy.

They should have access to the school's phone network or a mobile phone, and a first aid bag.

INSURANCE

In the event of a claim alleging negligence by a member of the school staff, action is likely to be taken against the employer rather than the employee. Cambridgeshire County Council's insurance explicitly states that employees who assist with any medical procedure are acting within the scope of their employment and are indemnified.

ACCIDENT AND EMERGENCY CONTACT DETAILS

NHS Direct: 111

Hinchingbrooke Hospital

Address: Hinchingbrooke Park, Hinchingbrooke, Huntingdon, Cambridgeshire, PE29 6NT

Emergency Department: 01480 428984

Main Switchboard: 01480 416416

Medical Assessment Unit: 01480 416474

GP Out of Hours (18:00 – 8:00): 01480 447800

Our 'Appointed Person' for First Aid and Medical Situations/Emergencies is:

Abigail Sharp (Teaching Assistant and Pupil Welfare)

Our 3 Day Certified First Aiders:

Abigail Sharp (Teaching Assistant and Pupil Welfare)

Helen Harland (Willow Class Teacher)

Megan Harland (Willow Class Teaching Assistant & After School Club)

Katherine Mullee (Teaching Assistant & Breakfast and After School Club Manager)

Our Emergency Aiders:

Paul Baddeley (Head Teacher)

Helen Sharp (School Office Manager)

Becky Cooper (Finance Administrator)

Mary-Jane Jennings (Year 1 Class Teacher & Deputy Head)

Ceri Fear (Year 1 Class Teacher)

Liz Eddy-Mulcahy (Year 2 Class Teacher)

Natalie Williams (Class Teacher)

Janet Nicolson (Year 3 Class Teacher & Deputy Head)

Nicky Drysdale (Year 4 Class Teacher)

Louise Alexander (Year 5 Class Teacher)

Louise Davies (Year 6 Class Teacher & Deputy Head)

Sally Purell (HLTA)

Sue Sketchley (Teaching Assistant)

Carmen Wager (Teaching Assistant)

Sharron Besley (Teaching Assistant)

Deborah Chapman (Teaching Assistant)

Janos Kadar (Caretaker)

Hayley Swales (Midday Supervisor)

Liz Burdett (Midday Supervisor)

Stephanie Brooks (Cleaner)

Appointed Person to Perform First Aid whilst another is on duty:

(See email guidance)

Alison Thompson (Midday Supervisor)

APPENDIX 2 – COVID-19 GUIDANCE

First Aid Requirements

This document supplements the existing first aid arrangements for your school. Where the school follow CCC/PCC arrangements these will be outlined in the following:

- First Aid Compliance Code
- First aid needs assessment and guidance form

Specific considerations relating to management of first aid is covered in COVID-19 Guidance for all education settings.

Practicing First Aid

Safe Working arrangements

Avoid close contact in the first instance. Consider where you may be able to instruct a person about what to do, or pass them items that they need in order to treat minor injuries. Stand at a distance if this is age-appropriate.

If a person has suspected COVID-19, wherever possible, ask them to move to a location away from others. If there is no physically separate room, or the individual is not able to move to another room, ask all other persons not required to assist in first aid provision to leave the vicinity.

Where a close contact response is needed (for symptomatic people), the following equipment is required:

- Disposable gloves
- Plastic apron
- Fluid repellent surgical mask
- Disposable eye protection (where there is an anticipated risk of contamination with splashes, droplets of blood or body fluids)
- Resus face shield
- Hand sanitiser
- Two bin bags
- Disinfectant wipes (for cleaning first aid box)

Public Health have confirmed that PPE is not required for first aid for non-symptomatic people.

Paediatric First Aid - The updated guidance states that 'The requirement is modified where children aged 2 to 5 are on site (with no children aged below 24 months) to a best endeavours duty to have someone with a full PFA certificate on site. If all steps set out in the guidance have been exhausted and settings cannot meet the PFA

requirement, they must carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certificate is on site at all times.'

It is the view of the Local Authority that putting in place a risk assessment is unacceptable. We require schools and settings to maintain their current position. Planned training is still in place and we have a number of trained 12 hour Paediatric First Aiders who can support your school or setting if required. The only exemption could be if you have someone with a full First Aid at Work and an Emergency Paediatric First Aider, both on site at all times when you are caring for early years children.

Personal Protective Equipment (PPE) – to support previous guidance

Storing PPE - PPE should be kept in a labelled box or bag with First Aid kits so that it is readily available and can be accessed quickly.

Using PPE - Schools and settings might want to designate particular staff to support children with suspected symptoms but it is vital that any member of staff who uses PPE reads the national guidance (COVID-19 Personal Protective Equipment Guidance) and takes the time to familiarise themselves with the instructions for donning and doffing PPE. We would ask that staff watch this video, and read the guidance note prepared by our Public Health Team, in readiness for responding to a first aid event.

Removal of PPE - Remove PPE when close contact is no longer required by following the sequence for removal included within the guidance note. It is critical that you do this in order to avoid self-contamination. You should not walk through the premises whilst wearing this.

You can use hand washing facilities after you have followed the PPE removal sequence, or hand sanitizer, where hand washing facilities are not in close proximity.

Cleaning - If you provided first aid to a symptomatic person, all surfaces that the person has come into contact with after they developed symptoms should be cleaned following the cleaning requirements which are outlined in the specific guidance document for the school/setting that you work in.

Additional cleaning is not required in areas where a symptomatic person has passed through and spent minimal time (e.g. corridors). If these are not visibly contaminated, they can be cleaned using the setting's usual procedures.

Clothing - You do not need to change your clothing, unless your clothing has become contaminated or soiled as a result of close contact but should change your clothing on arrival at home (after close contact or wearing PPE).

Clothes should be washed separately from other household linen, in a load not more than half the machine capacity - at the maximum temperature the fabric can tolerate, then ironed or tumble dried.

Staff Responsibilities

Headteachers must ensure that:

- The requirements relating to the management of first aid outlined in COVID- 19 Guidance for all education settings have been implemented.
- The additional equipment that is specified within the 'Safer Working Arrangements' section is provided.
- An adequate supply of PPE is available to enable first aiders to familiarise themselves with the equipment, or practice using it as required (for circumstances where they are not otherwise familiar with wearing PPE).
- First aiders take time to practice the use of PPE prior to needing to use it.
- First aiders do not fall into a clinically vulnerable group (unless a specific assessment has been carried out).
- Discuss this guidance with first aiders and ensure that they understand the requirements included within it.

First Aiders must ensure that:

- They familiarise themselves with the guidance and follow these requirements where it is possible to do so.
- They undertake first aid duties applying the principles of social distancing and infection control as much as is possible.
- Where close contact is required they follow the requirements for wearing PPE, specifically paying attention to the sequence for PPE removal in order to avoid self-contamination.
- Ensure that the equipment is ready for use as part of their response arrangements.

Cardiopulmonary resuscitation

If you need to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment and adopt appropriate precautions to reduce the risk of virus transmission. It is acknowledged that you may not have had the opportunity to put on PPE.

In adults, it is recommended that you do not perform rescue breaths or mouth-to- mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as

combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen). The following steps are recommended:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth (unless you are wearing a fluid resistant mask). If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If the individual is suspected to have COVID-19, make the operator aware when you dial 999.
- If there is a perceived risk of infection, first aiders should place a cloth/towel over the victim's mouth and nose (unless the first aider is wearing a face mask) and attempt compression only CPR and early defibrillation until the

ambulance arrives. Put hands together in the middle of the chest and push hard and fast.

- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.
- Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.

We do recognise that some first aiders will still choose to administer rescue breaths or instinctively respond in this way. This is a personal choice.

First Aider Actions

- If you have been in close contact with a person and/or have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days.
- Wipe down the first aid box after use using a disinfectant wipe.
- Replace used PPE so that it is available for the next first aid event
- Follow your normal arrangements for recording first aid and checking stock