



Bramley Church of England Primary School

First Aid Policy

APPROVED AND ADOPTED

Written by: S. Moore

Date: September 2017

Governors Signed _____ Date: _____

Staff Signed _____ Date: _____

Next Review Date

September 2018

Policy Statement

Bramley CE Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Bramley CE Primary School is held by the Head teacher. The responsible manager is the Deputy Head Teacher.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements are achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our school
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The Children's Services First Aid Needs Assessment Form (CSAF-002) is used to produce the First Aid Needs Assessment for our school.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Training:

Appointed Persons

At Bramley CE Primary there are 3 appointed persons who are in the following roles:

- Julie Francis - Administrative Officer.
- Lisa Hodgkinson - Head Teacher
- Julia Vinton - Senior Midday Supervisor.

Through law the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. These 'Appointed persons' are in place to

take charge of first aid arrangements including looking after equipment and calling emergency services.

Appointed Persons are not necessarily First Aiders and should not provide any first aid for which they have not been trained.

School First Aid Trained Staff

At Bramley CE Primary School there are 14 school first aid trained staff in the following roles:

- All Class Teachers.
- All Learning Support Assistants.
- All Midday Supervisors.
- All Office Staff.
- Caretaker.
- This bespoke training for school staff assists Bramley CE Primary School in meeting its own duty of care towards its pupils. It is part of the HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training has been provided because it is considered to enhance the role of the First Aiders in order to provide first aid to children.

Emergency First Aid at Work

At Bramley CE Primary School there are 2 emergency first aiders in the following roles:

- Office Manager
- Site Manager

These staff are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

Qualified First Aiders (*First Aid at Work*)

At Bramley CE Primary School there are 3 qualified first aiders in the following roles:

- Office Staff

They are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There are other duties and responsibilities which are identified and delegated to these first aiders (eg. first aid kit inspections).

Paediatric First Aid Trained Staff

At Bramley CE Primary School there are 9 paediatric first aid trained staff in the following roles:

- Early Years Manager
- Early Years Teacher
- Early Years Support Partners
- Learning Support Assistants
- Senior Lunchtime Supervisor

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

Equipment Organisation

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 5 first aid kits on the premises
 - These first aid kits are situated in:
 - The School Medical Room
 - Year 5/6 corridor
 - Year 3/4 corridor
 - KS1 Corridor
 - Caretakers Room.

The contents of these first aid kits are:

No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		1
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		20+
3	Sterile eye pads	2		2
4	Individually wrapped triangular bandages (preferably sterile)	4		4
5	Safety pins	6		6
6	Medium individually wrapped sterile unmedicated wound dressings	6		6
7	Large individually wrapped sterile unmedicated wound dressings	2		2
8	Pair of disposable gloves	1		20+

- 4 travel first aid kits for taking out on trips and visits
 - These travel first aid kits are stored in:
 - The School Medical Room.

The contents of these first aid kits are:

No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		1
2	Individually wrapped sterile adhesive dressings	6		6
3	Individually wrapped triangular bandages	2		2
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		1
5	Safety pins	2		2
6	Individually wrapped moist cleansing wipes (alcohol free)	2		2+
7	Pair of disposable gloves	1		2+

It is the responsibility of the Appointed Persons in consultation with the Qualified First Aiders to check the contents of all first aid kits every 3 months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). These completed checklists are stored in the School Medical Room.

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

First Aid Kit Checklist for Bramley CE Primary School

To be completed using Children's Services Safety Guidance Procedure No. 08/07 (First Aid)

First Aid Kit Checklist

Location of First Aid Kit/Box	
Vehicle & Registration No. (if applicable)	
Identity No. of First Aid Kit/Box (if applicable)	
Date of Initial First Aid Kit/Box Check	
Name of Assessing First Aider	

Contents Check

No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		
6	Individually wrapped moist cleansing wipes (alcohol free)	2		
7	Pair of disposable gloves	1		

Additional Checks

1	Are all items of first aid within expiry date?	YES	NO
2	Are all items of first aid in good, undamaged condition?	YES	NO
3	Is the first aid kit/box in good condition & undamaged?	YES	NO
4	Is the location of the first aid kit/box clean and accessible?	YES	NO
5	Is the first aid location sign present & in good condition?	YES	NO
6	Is the list/sign of trained first aiders present & upto-date?	YES	NO

Summary of Actions

FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED	YES	NO
Actions required if 'NO'		

Name of Assessor	Signature of Assessor	Assessed Date
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Follow-up Actions

REQUIRED ACTION IMPLEMENTED/SHORTAGES REPLENISHED	YES	NO
Name	Signature	Date

Note: Minimum Required – Minimum contents required in any first aid kit under ACPH (legal) guidance
 Required Quantity – Your own contents requirements based upon your selected size of first aid kit
 Actual Quantity – Actual contents noted at the time of the periodic check of the first aid kit
Quantities are to be locally inserted before the form is issued or used

Designated Rooms

The School Medical Room is designated as the first aid room for treatment, sickness and the administering of first aid during the school day, with The Music Room being designated as the first aid room for treatment, sickness and the administering of first aid during lunchtime.

The first aid room has the following facilities:

- Running water, first aid kit, and chairs.

First Aid – Sequence of Events

Upon being summoned in the event of an accident, the first aider/appointed person takes charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services operator and give the following information:

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- Injury to the head
- requires attendance at hospital

Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

Epileptic

Asthmatic

Have severe allergies, which may result in anaphylactic shock

Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

All these children have specific 'Medical Information Cards' which are kept in the School Medical Room.

An individual health care plan is drawn up by the School Nurse in consultation with the school, the child and their parents/carers and the child's GP. This helps our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical conditions prior to starting school. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The school nurse also provides additional background information and practical training for school staff in understanding and using the Individual Healthcare plans, providing help and advice and providing epi-pen training for all staff.

The school follows Hampshire County Council's policy on administering adrenaline through the use of epi-pens. If children who have registered care plans, due to severe allergy reactions and the need to use an epi-pen, suffer an allergic reaction at school, there is an emergency yellow bag in the School Medical Room containing a universal epi-pen and antihistamine tablets. Training from the school nurse, in the use of this emergency pack, is followed when dealing with these individual children and their specific needs.

First Aid out of school on trips or residential visits

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/Carers are also informed by the school office.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought.
- Gloves are ALWAYS worn when treating ANY injury.
- Any accident or incident is reported back at school and an 'Incident in school' form filled in accurately and as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor and with a signed and dated 'Administration of medication in school' form. NO other medication MUST be given by anyone.
- For any head injuries the school and the parents are informed immediately by telephone and a 'Head bump' letter sent home with the child.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- TWO pre-determined members of staff accompany the child in the ambulance, whilst the school contacts the Parents/Carers and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.
- For all incidents the school's 'Emergency Procedures for trips/visits away from school' as outlined in every risk assessment, will be followed.

Residentials Specific

- First Aid should only be carried out by qualified First Aiders.
- First Aid should be undertaken in the presence of another qualified First Aider.
- All First Aid incidents should be logged in the Medical Incidents Book.
- Medicines of any description (including Pain Killers) are **NOT** be administered to ANY child by ANY adult unless they are the designated person responsible and that they have a written signed consent form stating dose and frequency.
- Class teachers remain as the designated persons.

Record Keeping

All accidents requiring first aid treatment are recorded with the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Administering Medicines in School

Prescribed medicines may be administered in school (only by the nominated member of staff for administering medicine- currently Mrs. Orriss-McArthur) where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours. Wherever possible, the pupil will administer their own medicine, under the supervision of this member of staff. In cases where this is not possible, the staff member will administer the medicine.

If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

In all cases, we must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in the Admin Office. Staff will ensure that records must be kept, detailing the background of any medicine, which has been given.

All inhalers held in school must be of the blue type.

Non-prescribed medicines may not be taken in school.

More detailed information can be found in the 'Administration of Medicines in school Policy.'

Storage/Disposal of Medicines

Medicines are stored either in School Medical Room fridge, as per storage instructions. The exception to this rule are inhalers, which must be clearly labelled with their name and kept in the child's classroom; where they can be easily reached where necessary.

It is the responsibility of the parents to collect unused medicines from the school and dispose of them accordingly.