



## FIRST AID POLICY

<b>Person responsible for the policy</b>	<b>Shabana Khan – Head Teacher</b>
<b>Date reviewed</b>	<b>March 2017</b>
<b>Date to be next reviewed</b>	<b>March 2018 or as changes occur to staff or procedures</b>
<b>Date ratified by the Governing body</b>	<b>26/4/17</b>
<b>Date shared with staff</b>	<b>24/5/17</b>

<b>Signed by Chair of Governors:</b>	<b>Signed by Head Teacher:</b>

## The Policy

The health and safety of all members of the school community and visitors to Vicarage Primary is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, pupils and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

This policy is created and maintained by Vicarage's governing body with the assistance of the head teacher and school business manager, and is put into practice in conjunction with the school's **health and safety policy**. The school expects all staff and pupils to be familiar with this policy, as with all of Vicarage's policies. The governors will ensure that this policy and all individual healthcare plans will be reviewed regularly and be readily accessible to parents and school staff.

Vicarage Primary's arrangements for carrying out the policy include nine key principles:

- It places a duty on the Governing body to approve, implement and review the policy
- Places a duty on the Head Teacher to be responsible for first aid in school and to delegate such responsibilities accordingly
- Places individual duties on all employees
- To report, record and where appropriate investigate all accidents
- Record all occasions when first aid is administered to employees, pupils and visitors
- Provide equipment and materials to carry out first aid treatment
- Make arrangements to provide training to employees annually, maintain a record of that training and review
- Establish a procedure for managing accidents in school which require First Aid treatment
- Provide information to employees on the arrangements for First Aid
- Undertake a risk assessment of the first aid requirements of the school

The head teacher (Shabana Khan) and the Health & Safety officer (Sandy Tomlinson) have overall responsibility for Health & Safety including first aid in Vicarage.

**Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.**

## First Aiders

All of the Teaching assistants and Mid-day staff at Vicarage have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in First Aid at Work [FAW]/Emergency First Aid at Work [EFAW]. First aiders receive updated training every 3 years and they must make sure that their certificates are kept up to date through liaison with the school first aid coordinator. First aiders are required to give immediate first aid to staff, pupils and visitors to the school when it is needed and ensure that emergency services are called when necessary. **First aiders are not paramedics.**

The current FAW (3 day trained) first aiders are:

[Mrs Dennett](#)

[Miss Clitherow](#)

[Miss Flores](#)

[Miss L. Begum](#)

[Miss B. Iqbal](#)

[Mrs Vasiloiu](#)

Mrs Kim Shukla will be at least one FAW first aider on the school site when children are present. Pupils will be made aware of which members of staff are designated first aiders, and will be notified of any changes to who holds these positions when they occur.

## School staff

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's **health and safety policy**, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the school's first aid policy and standard procedures
- keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in school that they are supervising or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury
- co-operate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.
- be aware of the needs of pupils with medical conditions that they teach
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- where appropriate to the needs of the pupil, teachers and other school staff may be asked to provide support, including the administering of medicines for pupils with individual healthcare plans. Where this is the case, staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions

Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's health and safety policy and procedures.

## Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school **health and safety policy**. Names of school first aiders are displayed in each building.

First aiders will ensure that if they are dealing with a pupil of the opposite sex then a first aider of the same sex should be found, however, where this is not possible then two first aiders should be present with the pupil during an examination.

***Emergency administration of first aid should not be delayed by waiting for a member of staff of the same sex to arrive.***

## Arrangements for First Aid

### 1. First aid boxes

First aid boxes are located in the KS1 building at the end of the corridor:

- The main office and at the end of the KS1 hall
- Lower KS2 Hall
- Upper KS2 hall
- Sports halls (1 each)
- Library & PPA rooms
- EYFS building

All first aid areas will be supervised by at least 2 first aiders.

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'. First aid logs and wrist bands are supplied at each area.

If a child has an incident during KS1 play or lunch times they must go to the nearest first aid station which is in the KS1 building nearest to the hygiene room. Children in EYFS will have access to their own first aiders in Early years building. KS2 children should go to the first aid station in the LKS2 hall.

If a child falls ill or has an incident during class then the first aid trained teaching assistant should attend to that child. If further help is needed then the TA should find a 3-day trained first aider.

***At no time should an injured child be sent by themselves to the main office to seek first aid.***

### 2. The Appointed Persons:

Currently the Appointed person is Sandy Tomlinson (SBM). Day to day responsibility for first aid has been delegated to the school's first aiders.

There are two first aid co-ordinators (Chris Watts & Claudette King) whose responsibility it is to ensure first aid boxes are fully stocked at the start of each week, that all items are in date and that the school has a reasonable stock for replenishing. The appointed person is responsible for the arrangement of adequate First Aid training for staff.

A checklist of items and instructions for use must be in each first aid box so staff are clear on what to use and when. A First aid flowchart is also displayed at each station; any major incidents must be reported to the appointed person.

#### **4. Procedure in the event of an illness**

If a pupil falls ill while in a school lesson they should immediately tell their teacher, who will assess the situation and decide the best course of action. They will be accompanied to the first aider if appropriate. Pupils who are clearly in pain, are distressed, or are injured will never be required to go to the First aid unaccompanied.

The First Aider will administer the appropriate first aid, and parents will be called to collect their child if they are too unwell to complete the rest of the school day. If a parent or carer is unable to get to the school to pick up the child, the child will remain in the main office until they are able to get there at the end of the school day or arrange for another family member or carer to collect them.

If a child who is sent home early is still too unwell to attend school the next day, parents should follow the procedure outlined under the subheading below. The school aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is risk. Staff will work with pupils who have missed classes to ensure that they are able to catch up on all the classwork that has been done in their absence.

If a member of staff is unwell, he or she should ensure that their manager is aware should they need to go home and if so for class cover that has been arranged or needs to be arranged either for a single lesson or for a prolonged period of time.

##### **Reporting continued absence due to illness**

Majority cases of absence due to illness are short term, but parents will need to make a phone call to alert the school on the first day of absence. When the child returns to school they should bring a note from their parent explaining the absence – this is for the school records.

For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card, or a prescription paper.

#### **5. Procedure in the event of an accident or injury**

In the case of an accident or injury, the nearest first aider in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. The Appointed Person should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

##### **Cuts**

Any first aider can deal with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any first aider can also treat severe cuts, however a fully trained first-aider must attend the patient to give advice. Minor cuts should be recorded in the first aid log. Severe cuts should be recorded in the

accident file and parents informed by phone call. A major incident form needs to be filled out by the first aider dealing with the injury and given to the parents. Major injuries need to be reported to Mrs Tomlinson.

**ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.**

### **Head injuries**

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Children should receive an 'I BUMPED MY HEAD' wrist band. The adults in the child's class-room should keep a close eye on the child if the child does not need to go home. All bumped head accidents should be recorded in the first aid log and in the accident file if a child is sent home. Children with a bumped head must be given a head injury letter to take home.

Parents must be called if the child has a serious cut on the head, a large bump (egg) or there are obvious signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital. Head injuries with no visible signs must not be ignored as there could be serious internal injury; first aiders must check with a 3 day qualified first aider before a child is sent back to class. ALL head injuries must be reported to parents either via the office at the time it happens or by a letter sent home in the afternoon.

If the child's injury is such that the child needs to be sent home, then the parents must be contacted as soon as possible with the correct information. A slip is completed and given to the adult collecting the child with the details of the child's injury and the first aid given.

Please note that any injury above the neck is considered a head injury.

If necessary and depending on the injury, an investigation may be carried out by Mrs Watts or Mrs Tomlinson and a summary included with the accident form.

### **Allergic reaction**

Some staff are trained in recognising the signs of serious allergic reactions and in the administration of epi-Pens. In case of a less serious allergic reaction a first aider should examine the child and follow care plan instructions. 'Arrangements for Medicine at school' are in a separate Medicine policy. The medical policy also outlines the procedure to deal with epi-pens and asthma pumps.

There is trained staff in school to administer epi-pens if required:

- Roxanna Vasiloiu
- Karen Dennett

Asthma pumps for KS1 and EYS are kept in the main office and the EYS office, for older children the pumps are kept in their possession.

***First aiders are not paramedics, and if the first aider feels they cannot adequately deal with the injury then they should arrange for access to appropriate medical care without delay.***

### **Emergency services**

**An ambulance should always be called by staff in the following circumstances:**

- a significant head injury
- fitting, unconsciousness, or concussion
- difficulty in breathing and/or chest pains

- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive.

Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents and injuries must be reported. For reporting procedures, please see section 8.

## **6. Procedure in the event of contact with blood or other bodily fluid**

Vicarage understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other pupils and staff:

- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or other bodily fluids
- Wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- report the incident to a First Aider and take medical advice if appropriate. The First Aider will then arrange for the proper containment, clear-up and cleansing of the spillage site.

## **7. First aid in PE and off-site provision**

The risk of injury is increased during increased physical activity. It is the responsibility of the head of PE (Farzana Hussain) to ensure that staff in this department are aware of the first aid policy and where the first aid boxes are stored, what should be in them, and appropriate use.

**Signs alerting all members of staff to where these first aid boxes are kept should be displayed within the sports halls.**

**For off-site activities and away fixtures**, first aid boxes will be taken from their main office and returned back to the same place. These will be taken on any off-site activity and should be signed out and in from the office. The first aid boxes within the school's physical education department are for use in school only and should not

be removed from the site. This is to ensure that boxes are always where they are expected to be in case of an emergency.

It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host that there is adequate first aid provision in place and risk assessments should be carried out. If an accident or injury does occur, first aid should be sought from the host first aiders in the first instance. If the student must visit the host nurse's office or be given first aid treatment elsewhere, a member of staff from our school should be with them at all times. Where necessary in an emergency situation, students should be taken to the nearest Accident and Emergency Department.

Injuries that occur off-site should be reported to our H&S officer/ appointed person on return to the school, who will arrange first aid follow-up care where necessary.

Where pupils have individual healthcare plans, sufficient active support will be provided to permit them to take part within sporting and off-site activities as fully as possible. Pupils will be encouraged to participate according to their own abilities and reasonable adjustments will be made ensure that this is practicable. A separate risk assessment will be carried out as appropriate prior to off-site activities and consultation will take place with appropriate parties (pupils, parents, health specialists) during this process.

## **8. Reporting accidents, emergencies, and first aid administration**

Any first aider who has administered first aid or medication for a major incident such as broken limbs, open wounds, fractures etc, (see list on page 7) must fill out an **incident report form**. These are stored in the main office and are used to record all major incidents. Each page is used for a separate incident and stored securely in the school's health and safety file according to the Data Protection Act 1998. All members of staff supervising at the time of the incident should make a separate report. An incident log is completed for all incidents, major or minor, with the following information the date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered and by whom.

***Blank forms can be obtained from the main office.***

Accidents that fall under health and safety issues and that are reportable, should also be reported in line with procedures outlined in the school **health and safety policy**.

All injuries that have occurred, and first aid that has been carried out both on and off-site should be reported to the H&S officer, no matter how minor the injury. The H&S officer is responsible for ensuring that all incident report forms are filled out accurately, and stored properly. The H&S officer will annually review the health and safety file to ensure that it is an effective method of record keeping, and that all incidents are being recorded as is school policy. A written record should also be kept of all medicines that are administered to children, including those prescribed for pupils with individual healthcare plans.

The head teacher is also responsible for ensuring that parents are kept up to date as is appropriate regarding the health of their child in school, injuries that they have sustained, and medical treatment that they are receiving. In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practicably possible.

Major incidents will also be recorded, and reviewed by senior leaders. The governing body of Vicarage will review cases of major incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.



The First Aiders should report to the H&s officer/appointed person on the effectiveness of the first aid provision, to ensure that the school is continuously on top of first aid best practice and incidents and accidents can be avoided as far as is reasonably practicable.

## **Reporting to HSE**

Vicarage is legally required to report all major injuries/incidents, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the London Borough of Newham on 020 8430 2000. All other reportable injuries should be reported online NPW on 020 8249 6900.

It is the responsibility of the H&S Officer to report to the HSE when necessary. Incidents that need to be reported include but are not limited to:

### **Involving staff**

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- cases of work related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health).

### **Involving pupils, parents, or school visitors**

- accidents which result in the death of a person that arose out of or in connection with the school's activities
- accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital.

### **Incident investigations**

An investigation may be launched by the Local Authority in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

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