



First Aid Policy



First Aid Policy

Introduction

Our policy is based on the guidance contained in the 'LGSS First Aid in Schools Document – July 2015'.

The legislation specific to 'First Aid at Work' does not require employers to make provision for anyone other than employees but in line with DFE recommendations our policy also applies volunteers, pupils and visitors requiring first aid for any reason.

1. Assessment of need

Millbrook Junior School has carried out a risk assessment of our First Aid needs to ensure that sufficient provision is made for;

- First aid materials and equipment
- First aid facilities
- First aid personnel

The risk assessment will be reviewed annually and will take into account;

- Identified risks and hazards (including curriculum and extra-curricular activities), site maintenance works, special needs/behavioural issues of pupils, out of hours use of school premises etc.
- The number and nature of pupils and staff including known medical needs
- Offsite activities and residential trips
- Work patterns of both first aiders and non-first aiders to include early / late working and working during weekends / holiday periods
- The size layout of the school
- Leave / absence of first aiders

The current list of first aiders is displayed by the medical cabinet in each of the year group areas as well as in the school office. This list is updated when changes in staff personnel arise.

2. First aid materials and equipment

First aid materials are located in the medical room in Year 5. Details of children with medical conditions are located in class folders along with medicines in this room. The only exception to this is lifesaving medical equipment such as epi-pens of which two pens must be in school. These will be located in the classroom. Details of all current first aiders along with incident reporting book is

kept in the medical room. Each incident is recorded in this book showing the date, the name of the child, details of the incident and the initials of the first aider who dealt with the incident. PPE must be used at all times, stocks of PPE are kept in this room and the medical room has its own handwashing facilities. A medical file containing information on all year groups is also kept in the school office.

The contents of the medical room are examined frequently and restocked where necessary. The monitoring of first aid consumables is carried out by a designated person with responsibility for first aid. This person is also responsible for re-ordering replacement stocks as required and safely discarding items after the expiry date has passed.

Travelling first aid kits

Travelling first aid kits are located in the cupboard in the medical room. A travelling first aid kit, including an emergency asthma inhaler, will always be taken on an off-site visit. The designated person is also responsible for ensuring the travelling first aid kits are fully stocked. After an individual has used a travelling first aid kit, he/she should flag to designated person any items likely to require ordering.

Offsite activities

A first aider will be required to be present for every off site activity or school trip whether this takes place during the normal school day, or after school, including residential trips. If travel is by coach, there will be a first aider present on each coach. Each school activity requires an individually tailored risk assessment which will detail first aid arrangements. This risk assessment will also detail the medical needs of the children attending the trip to ensure that all lifesaving medication is taken on the trip.

Provision does not necessarily have to be made by the school, if for example, the organiser of the activity / event is doing so, but the school must ensure that it is being made and is to a suitable standard. However, first aid provision would still need to be provided by the school if pupils were to be transported to the activity.

Whenever an off-site activity takes place the group leader will be allocated a school mobile phone which will allow them to contact both the school and the allocated base contacts (who will also be allocated a school mobile phone) outside of school hours. All relevant numbers will be programmed into the school mobiles and will be recorded in the individually tailored risk assessment.

3. Blood-borne viruses and first aid

Blood-borne viruses are mainly transmitted by direct exposure to blood or other body fluids contaminated with infected blood.

Managing the risk

To minimize the risk first aiders should;

- Cover any cuts and abrasions to the skin with a waterproof dressing
- Wear suitable disposable single-use gloves when dealing with blood or any other body fluids
- Use suitable eye protection and a disposable plastic apron where splashing is possible
- Use devices such as face shields when giving mouth-to-mouth resuscitation, but only if trained to use them
- Washing hands before and after administering first aid

Action to be taken after possible infection with a blood borne virus

- Wash splashes off skin with soap and running water
- If skin is broken, encourage bleeding but do not suck or scrub, rinse thoroughly under running water, dry and cover with a dressing or plaster
- Wash out splashes to eyes, nose or mouth with tap water – do not swallow the water
- Record the source of contamination
- Report the incident to the headteacher
- Take early medical advice from A & E as treatment would need to be started promptly to be effective

4. First aid facilities

We have a designated first aid room in the which has a medical bed. Clinical waste is disposed of in a yellow medical waste bin which is collected and emptied by an outside contractor. We do not currently have needles within the school but should we do in the future these would be disposed of in a sharps box which has already been purchased.

5. Site access for emergency vehicles

There is a double gate from the staff carpark onto the playground which can be used in an emergency. The area in front of the gate is identified by yellow hatched markings to ensure that it is always kept clear. There is also access onto the field from the main car park. In the event of an ambulance needing to use these gates they would have to be unlocked by the site supervisor or other key holder or by office staff using the keys stored in the key safe. In the event of an ambulance being required a member of staff would dial 999 from the office and a designated member of staff would wait outside the school to direct the ambulance when it arrived at the school. If it was necessary it would be possible for the air ambulance to land on the school field. In the event of any emergency vehicle being called to the school the school would be placed in partial lock-down

with pupils kept inside for their own safety. School radios would also be used to enable school staff to communicate with each other.

6. First aid personnel

In all cases employees who administer first aid will receive suitable and sufficient information, instruction and training to carry out their duties

The main first aid qualification in schools are as follows

- The first aid at work certificate (an initial three day course), and
- The emergency first aid at work qualification (a one day course)

In addition we also have first aiders trained in pediatric first aid at our school.

Selection of first aiders

When selecting first aiders the following need to be taken into consideration;

- Reliability, disposition and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties, which should be such that they may be able to respond immediately and rapidly to an emergency.

7. Transferring pupils to hospital

When a pupil suffers an injury or ill-health occurrence, either on school premises, or during an off-site activity, a decision will need to be made on what action is required. First aid will usually be adequate in the majority of cases but in some circumstances, further treatment at a hospital or other medical facility may be necessary.

In an emergency;

- If it is deemed an 'emergency' or an otherwise serious injury the office will call for an ambulance. In these circumstances the pupil should not be taken to hospital in a private vehicle.
- The parents/guardians will be contacted using the emergency numbers stored on sims and will be advised to come to school or advised to go directly to a specified hospital

If a parent/guardian is able to accompany the pupil in the ambulance, school employees will not usually need to be further involved. If however a parent/guardian will be meeting the pupil at hospital a school employee will need to accompany the pupil in the ambulance. Pupils should not be left unaccompanied at the hospital and therefore the school employee will only be able to return to school when the pupil has been transferred into the care of a parent/guardian.

Non-emergency situations

In less serious situations where paramedics or an ambulance is not required but it is still considered that a visit to hospital or other medical facility is needed, schools should contact the pupil's parents/guardians to inform them of the situation and request that they arrange to collect their child from school and transport them accordingly.

8. Post-accident / information to parents/guardians

When a pupil has an accident or suffers ill health at school or during an offsite activity, the school will inform the child's parents/guardians.

Information will cover the following;

- Any first aid / emergency medication administered
- The potential for delayed reaction and / or requirement for monitoring the child especially in relation to head injuries
- Any follow-up action required by the parents if symptoms persist or give further concern (e.g. consult GP, NHS direct etc.)
- Any action that the school will be taking for example investigation

This information will usually be conveyed in a phone call or in person if the parents/guardians need to collect their child. In the case of a bumped head the incident will be recorded in the child's planner and a 'bumped head' letter (Appendix 1) describing the common symptoms of more serious head injuries for parents/guardians to look out for will be sent home with the child.

9. Accident/incident reporting

Accidents involving pupils should be recorded on a Millbrook Junior School Accident Report form (Appendix 2) and retained on site. In addition, accidents occurring to employees and any other person except pupils should be recorded on the generic County Council accident/incident report form and forwarded to the LGSS Health and Safety Team. Further information regarding accident and incident reporting in schools is provided in '**A Quick Guide to accident and incident reporting in schools**' (Appendix 3) - a copy of this can be found on the school office noticeboard.

Appendices to First Aid Policy

Bumped Head Letter – Appendix 1

Accident Report - Appendix 2

A quick guide to accident and incident reporting in schools – Appendix 3