

Britannia Primary School and Nursery



First Aid Policy

‘Developing responsible citizens, confident individuals, and independent learners’

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<i>Committee</i>	Full Governing Body
<i>Signed by Chair of Committee</i>	J Rogers
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Definition of a Parent

- All biological parents, whether they are married or not.
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Our Aims

The aims for our first aid policy are to:

- Ensure that all children and adults in our care receive good quality first aid provision.
- Ensure the health and safety of all staff, pupils, and visitors.
- Ensure that all staff and governors are aware of their responsibilities concerning health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, decide to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept.

- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

Roles and Responsibilities

At Britannia, we always ensure that at least, one member of staff with current first aid training is on the premises at any one time. This first aid qualification includes training for infants and young children.

Our First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is adequate supply of medical materials in first aid kits and replenishing the contents of these regularly.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Acting as first responders, to any incidents- they will assess the situation and provide immediate and appropriate treatment.
- Assessing and sending pupils home to recover.
- Contacting parents when a child receives a serious injury or any injury around the head area (anything above the neck)
- Filling in an accident report after an incident.
- Ensuring all medical details are kept up to date and presented to other staff members.
- On a regular basis, review First Aid records to identify any trends or patterns and report to the Health and Safety committee.

The school currently has 38 Emergency first aiders with valid certificates; there are posters around the school displaying the names and locations of our current paediatric first aiders.

Parental responsibility

Parents/Guardians have the prime responsibility for their children's health, and they should provide any medicines or equipment that is required for their child.

Parents should:

- Complete the schools medical forms, which are sent out yearly, accurately and in full detail and will inform the school of anything that changes as soon as possible.

- Ensure that any emergency contact details are kept up to date and that they are always contactable.
- Supply the school with their child's medication and/or equipment at the beginning of the school year or as and when required during the school year.
- Replace any medication before the date of expiry as soon as possible as requested by the school.
- Keep their child at home when they are presenting as unwell (In children, a temperature of over 37.5C is classified as high)
- Keep their child at home for 48 hours following a last episode of vomiting and/ or diarrhoea.
- Inform the school immediately if their child has a contagious and spreadable illness such as chicken pox, hand, foot, and mouth or Covid 19.

The Governing board

The Chair of Governors has ultimate responsibility for health and safety in the school, but delegates responsibility for the strategic management of such matters to the school's governing board. The governing board delegates operational matters and day-to day tasks to the Head of the school and the staff members.

The Head of School

The Head of School is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in the school.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

Staff

Our school staff are responsible for

- Ensuring they follow our first aid procedures.
- Ensuring they know who the school's first aiders are.
- Completing accident reports on the first aid form situated on the google drive, for all incidents that they have dealt with, and ensuring that, they contact the pupil's parent/carer if a head injury (anything above the neck), bite or sting occurs.
- Completing a full bump note with relevant information, regarding their accident, to send home with the child.
- Contacting the parents when a child obtains a head injury (anything above the neck), either by ParentMail or phone call, depending on the severity.
- Administering medicine to a pupil, at the written request of a parent, they must ensure the medicine is stored safely and away from children and only administer the required dose.
- Informing the head teacher or their line manager of any specific health conditions or first aid needs.

First Aid Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury, and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the relevant member of staff will contact parents immediately.
- The first aider/relevant member of staff/student will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

Off Site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone.
- A portable first aid kit, one for each member of staff.
- Information about the specific medical needs of pupils.
- Access to parents' contact details.
- If travelling via coach, each coach will require a larger first aid kit to be kept on the coach.
- Any medical equipment required for pupils with medical needs, including inhalers, epi-pens and other emergency medications (Failing to produce this medication on the day of the trip will result in the child staying in school and not going on the trip).

Risk assessments will be completed by the lead trip person, prior to any educational visit that necessitates taking pupils off school premises. These are checked by a member of the Senior Leadership Team and signed off by the Head of School.

There will always be at least one first aider on school trips and visits.

First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

All medicine is to be stored in the office and in the locked medicine cabinet in Early Years. It can only be given to the child if written permission is obtained from the parents / carers.

- First aid kits are stored in First Aid boxes. They are situated in each of the main corridors (outside classrooms), and in the main communal areas (hall, library, ICT suite and office)
- There is a first aid room, situated by year 2, this is continually being re-stocked for use.

Record keeping, reporting and treatment

Adults

- An adult involved in an accident, near accident or incident must report this to the head teacher and then record it on an incident form available at the school office.
- An injury sustained by a bite requires the employee to seek medical intervention.
- Ingestion of another's bodily fluids requires the employee to seek medical intervention.
- Any member of staff carrying medication for their own use must ensure that it is kept on their person or in an area not used by pupils.

Pupils

- Injuries requiring treatment, must be logged on the first aid form on the google drive and a note sent home with the child.
- The school office holds all contact details / medical information of pupils and employees. The nursery holds data of pupils on its register.

Head injuries, stings and bites

For all pupils, head injuries (anything above the neck) must always be:

- Monitored.
- logged on the First Aid form.
- a 'bump sticker' put on the child.
- a 'bump note' written and sent to the class teacher who will then send it home in the child's book bag.
- For ALL pupils, contact should always be made with the parent/carer when a head injury (anything above the neck) is reported.

If the child begins to display symptoms such as nausea, drowsiness or distress the parent/carer must be informed, so that the parent can decide whether the child needs to be picked up from school.

- A child sustaining a bite must be sent immediately to the first aid station to be assessed for medical intervention. If the bite breaks the skin, the child must go to hospital to seek further assistance.
- A child sustaining a wasp/ bee sting must be closely monitored and the parents/carers informed. If the sting is still within the body, it must be removed as soon as possible.

Asthma

- Inhalers for asthma will be kept in the child's classroom during lessons and the class teacher will accept responsibility for keeping the inhaler in class.
- Inhalers will be taken onto the playground/field (within the green bags) during lunch and break-times.
- Children taking part in off school site activities must keep their inhalers on their person. With young children it may be appropriate for an adult to take responsibility for a child's inhaler.
- Inhalers MUST be taken into (PE and games lessons) To all lessons that are not in class, on all school trips or visits outside of school and to all after school clubs.
- The school actively encourages pupils to take responsibility for their own inhalers, ensuring that pupils themselves, involved in any after school clubs take them to all activities.
- Each child should have a care plan to follow in guidance with their asthma.

Diabetics and Epilepsy

All children with diabetes and epilepsy must be listed on the MEDICAL-AT-RISK register and for staff to be aware.

A snack in case of a hypo should be always kept in school for pupils suffering with diabetes and the class teacher who has the day-to-day care of a diabetic child should ensure that this is always available. In addition, a care plan needs to be written for these children.

A representative from the School Nursing Services updates all staff in school on a regular basis to ensure that there is good familiarity with procedures for dealing with children suffering from diabetes and epilepsy.

Severe Allergies

All children with severe allergies that might require the administration of an epi-pen must be listed on the MEDICAL-ATRISK register kept in the First Aid area.

All children with conditions that might require the administration of an epi-pen must have details provided by their parent/carer, which identify the child and their condition; these details will be kept with the Medical At-Risk Register.

Parents/carers will always be contacted in the following circumstances.

- Head injury (anything above the neck)
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe hypoglycaemia for pupils, staff, or visitors with diabetes
- Severe asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the pupil is generally unwell

The first aider who has administered the first aid check will inform parents of any accident or injury sustained by the pupil, and any first aid treatment given, on the same day.

As much detail as possible should be supplied when reporting an accident. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years (in accordance with regulation 25 of the social security regulations 1979) and then securely disposed of.

Reporting to the HSE

The First Aid Officer will keep a record of any accident, which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Head of School will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs, and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done.

Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

Reporting to Ofsted and child protection agencies

The Head of School will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head of School will also notify the relevant Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff can undertake first aid training if they would like to. All first aiders must have completed a training course and must hold a valid certificate of competence to show this.

The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid. At all times, there will be at least 1 staff member on site with a current paediatric first aid (PFA) certificate which meets the requirements and is updated at least every 3 years. Staff will have Basic First Aid Training, which will be updated every three years. New staff will complete this training as part of their induction and within 6 months of beginning their role if they do not hold a relevant certificate from a previous employer.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Supporting Pupils with Medical Conditions Policy (Medical needs Policy)

Monitoring and review

The implementation of this policy will be monitored by the Heads of School, who will make an annual report to the Local Governing Body of the school.