

Dame Janet Primary Academy

First Aid Policy



Date Policy Issued/Last Reviewed:	July 2021
Review Due:	July 2022
Name of Responsible Manager Executive Headteacher: Mr S Atkinson Head of School: Mrs G Sherwin	

Policy Statement

The school will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure 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 is held by the Headteacher.

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

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Ensuring that there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises in accordance with our First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with our First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

A designated member of staff will ensure that appropriate numbers of qualified First Aiders, an appointed person and paediatric trained staff are nominated, that they are adequately trained to meet their statutory duties and undertake refresher training when necessary.

Qualified First Aid Staff

There are qualified First Aiders across the academy (see Annex 2 for complete list of names and location). 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 may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Early Years First Aid Trained Staff

There are a number of Paediatric First Aid trained staff in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

First Aid Provision

- First aid equipment is stored throughout the school. All clearly indicated with a First Aid symbol. Small 'travel' First Aid kits are allocated to First Aiders for use throughout the school day, including break and during lunchtime periods. There are also First Aid grab bags in every classroom.
- First Aiders are responsible for checking their kits are in date and replenished regularly and requesting stocks to be replenished if necessary. The designated member of staff is responsible for replenishing all other First Aid supplies as they are requested. First Aiders/staff must take their class First Aid equipment, PEEPs and individual pupils' medical provisions with them on any evacuation of the buildings (in the event of a fire, emergency, serious occurrence or fire drill).
- First Aid Travel kits and individual pupils' medical provisions must accompany groups of children on all educational school trips.

- Inhalers must be in their original pharmacy packaging; they are kept in a Medicines container in the classroom. They should be taken to the swimming pool and outside if lessons are taking place elsewhere on the site. They must always be taken on school trips.
- Disposable (latex free) gloves are available in each class and teaching base and should be used whenever dealing with bodily fluids.
- Children should not be asked to care for an injured peer where there is a likelihood of contact with bodily fluids.

Emergency Arrangements

Upon being summoned in the event of an accident, the First Aider/an appointed person is to take 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. A member of the Headship team must be informed in the event of all serious accidents/injuries.

Do not move the patient if there is any concern that there may be a serious injury. Only move the patient into the recovery position if there are respiratory difficulties. Ensure the area is clear of spectators and obvious hazards, keep the casualty warm and remain on the scene until assistance arrives.

Contacting Emergency Services (see Annex 2)

The First Aider/an appointed person is to 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 person becoming unconscious
- Whenever the First Aider is unsure of the severity of the injuries
- Whenever the First Aider is unsure of the correct treatment

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 attendance at a hospital

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 cannot 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, an 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 cannot 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.

In the event of a head injury (bump on head) a sticker and a standard letter with advice will be sent home with the child.

Records

All accidents to pupils requiring first aid treatment are to be recorded in the Pupil Accident Books with the following information:

- Name and age of injured person
- Name of the qualified First Aider/staff member
- Date of the accident
- Type of accident (eg. bump on head etc)
- Location of accident
- Treatment provided and action taken

All accidents to staff and visitors requiring First aid treatment, and any accident to a pupil requiring further attention, are to be recorded in the Accident Book (Upper or Lower) and reported to HSE, if appropriate, under RIDDOR.

The Accident Books and Pupil Accident Books will be reviewed annually as part of the academy Health & Safety inspection and retained for three years.

Related policies: Drugs, Educational visits, Health and Safety, Supporting Pupils with Medical Conditions, Medicine- Administration to children

ANNEX 1: CONTACTING EMERGENCY SERVICES

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number: 01843 591807
2. Give your location as follows: Upper/Lower etc
3. State that the postcode is: CT12 6PR Lower, CT12 6QY Upper
4. Give exact location in the school/setting (insert brief description)
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the location
8. Check details of any medication/copy of Medical Health Care Plan is provided to the ambulance crew

Speak clearly and slowly and be ready to repeat information if asked

ANNEX 2: FIRST AIDER LIST

Lower
<u>FAW</u>
Trish Amos
Lorraine Court
Terry Humphreys
Michelle Owens
Dave Stokes
Jayde Storey
<u>Paediatric</u>
Trish Amos
Melissa Chatfield
Jo Evans
Rebecca Furner
Katie Jarvis
Kat Robson
Emma Tilley
Upper
<u>FAW</u>
Tracey Driscoll
Louise Manning
Vicki Shayler
Gemma Stupples
<u>Paediatric</u>
Alex Bole
Sue Brown
Sarah Hutley
Callum Martin
Tracey Morgan
Cath Solly
Nikki Wood