

ST BARNABAS CE PRIMARY SCHOOL

FIRST AID POLICY

INTRODUCTION

St Barnabas CE Primary 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 provision at St Barnabas is held by the Headteacher who is the responsible manager. This is delegated to the Teachers, Teaching Assistants and other nominated staff. All first aid provision is arranged and managed in accordance with the LA's Guidance for First Aid in Schools.

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

PURPOSE

The purpose of first aid is to ensure that any immediate danger and discomfort is alleviated. First aid is intended to be the minimum level of care, and any further diagnosis or extended care should be passed on to medical professionals. This policy aims to ensure that everyone concerned with first aid, whether practitioner or recipient, is kept safe.

PRACTICE

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- 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
- 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 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
First Aid Training

The responsible manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

Qualified First Aid Staff

Staff will be 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).

The qualified first aider is someone who has been trained and holds a First Aid At Work certificate gained from a 3-day HSE approved course.

Appointed Persons

At St Barnabas Primary School there are 8 appointed persons who are as follows:
Katie Gray, Diana McLaughlin, Paula Faletas, Martin Cumming, Lorraine Blows
Sam Dessi (Paediatric First Aid), Janet Bradley (Paediatric First Aid)

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment and facilities, **calling the emergency services when required** and taking charge when someone is injured or falls ill during the short-term, unplanned absence of the qualified first aider. There may also be other duties and responsibilities which are identified and delegated to the appointed person (e.g. first aid kit inspections).

First Aid Provision

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

- 1 first aid kit in the **School Office**
- 1 first aid kit in the **Playgroup**
- 1 first aid kit in the **Library Area**
- 'Portable' first aid kits to be taken on trips / visits.

It is the responsibility of a nominated first aider/appointed person to check the contents of all first aid kits every half term and restock as necessary.

Children With Illnesses

A list of children with illnesses that may require first aid treatment is distributed to all teachers.

Hygiene Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Letters Home

A letter should be sent home (**see appendix A**) in the event of an injury being sustained and first aid being administered. In the case of a bump to the head, this is an **ESSENTIAL** requirement, and parents are asked to confirm that they were notified.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/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. The first aider/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 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

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 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, 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.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- Whether a letter was sent home (**see appendix A**)
- Name of the qualified first aider/appointed person

REVIEW

This policy will be reviewed annually, or as necessary in the light of new advice and legislation. It is reviewed in the Autumn Term.

Signed: _____ **(on behalf of the staff)**

Signed: _____ **(on behalf of the governors)**

DATE: April 2015

APPENDIX A – Letter to be sent home to parents in the event of an accident

Date

Dear Parent,

Your child, _____, was involved in an incident at school today as follows:

TIME: _____

We have taken what we consider to be appropriate first aid measures and did not feel that the injury warranted further action at this time. However, should you have any concerns or if your child's condition deteriorates please contact your Doctor, Health Centre or local Accident & Emergency Department.

The injury included a **BUMP TO THE HEAD** , and whilst he/she has been well enough to continue in school, please watch out for any signs or symptoms which may indicate a more serious injury, including:

- Drowsiness
- Vomiting or feeling sick
- Blood or watery fluid from nose or ears
- Headache
- Blurred or double vision

IF ANY OF THESE SIGNS DEVELOP, SEEK MEDICAL ADVICE FROM YOUR G.P. OR HOSPITAL.

FOR BUMPS TO THE HEAD ONLY: PLEASE RETURN TO SCHOOL

I confirm that I have received a letter informing me of my child receiving a bump to the head.

NAME OF CHILD: _____

SIGNED: _____

DATE: _____