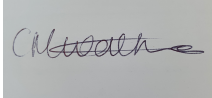


Shirley Warren Primary and Nursery School	Effective Date:	July 2022
Policy and Procedure Statement		
<u>First Aid Policy</u>	Revision Date:	July 2023
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	Approval by the FGB	
	Signed...  (Co-chair of Governors)	
Head Teacher	Mrs Zoe Newton	
Business Manager	Claire Hughes	

This policy must be read in conjunction with the schools Supporting Children with Medical Needs policy.

Policy Statement

Shirley Warren Primary & Nursery 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 at Shirley Warren Primary and Nursery School is held by the Headteacher - *Zoe Newton* who is the responsible manager. Day to day organisational responsibility is the School Business Manager - *Claire Hughes*.

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:

- 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, appointed persons and paediatric trained staff (if appropriate) are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

Qualified First Aid Staff

At Shirley Warren Primary & Nursery School there are TWO fully qualified first aiders:

- Claire Hughes
- Debbie Bowers

They 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 (eg. first aid kit inspections).

Appointed Persons (Emergency First Aid trained staff)

At Shirley Warren Primary & Nursery School there are TWENTY appointed persons (School First Aid trained staff) who are as follows:

Amy McCubbin
Catherine Stacey
Alex Adlam
Dreamer Foreman
Jade Sexton
Wendy Hallett
Nina Cookson
Ross Linklater
Melanie Sails
Michelle Allen
Melissa Bedwell
Louise Butt
Rachel Head
Jo Coak
Alison Jenkins
Pushpa Bhakar
Kerry Mabey
Wendy Northover
Melanie Sails

Helen Ratcliffe

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/facilities and calling the emergency services .

Paediatric First Aid Trained Staff

At Shirley Warren Primary & Nursery School there is one main paediatric first aid trained staff who are as follows:

Shelly D'Souza

There are SEVEN emergency paediatric First Aid Trained Staff:

Rosy Cutler

Wendy Davies

Amy Hurst

Di Johnson

Nicky McCoughlin

Emily Nicholls

Graznya Wilk

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

First Aid Provision

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

- SIXTEEN first aid kits on the premises - one in each classroom PLUS medical supplies in the office.
- TWO playground first aid boxes (one for each of the playgrounds)
- TWO travel first aid kits for use off site.
 - o These travel first aid kits will be located in the school office in the main school but must be taken out on every off-site visit.

It is the responsibility of the office staff to check the contents of all first aid kits every term and record findings on the First Aid kit checklist. Completed checklists are to be stored in the office.

The contents of first aid kits are listed under the 'required quantity' column on the checklist itself. They will also contain PPE - face mask, apron, gloves.

The school office is designated as the first aid room for treatment, sickness and the administering of first aid to serious cases. The first aid room will have the following facilities:

- A bed, running water, first aid kit, telephone, chair, privacy, pillow/cushion.

N.B. If any child is exhibiting symptoms of Covid 19 - they will be accompanied to the Isolation Room before first aid is administered and parents called to collect them.

A letter will be given to the parent advising them on procedures to follow next. If an adult is exhibiting symptoms of Covid 19, they should leave the building and go home.

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. If the injury is deemed serious, another First Aider will be called and consulted.

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
- In the event 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 at the earliest opportunity, of their child's accident if it:

- any kind of head injury, however minor
- is considered to be a serious (or more than minor) injury (e.g. where a bite breaks the skin)
- requires first aid treatment (rather than TLC)
- 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 at least every few minutes. 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). Should the injury be minor and dealt with in school a phone call will be made to parents. a note will be completed detailing the injury and subsequent treatment (even if this is TLC) in the case of any head injury. This will be sent home with the child at the end of this school day. Every effort will be made to speak to parents about the injury.

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
- Name of the qualified first aider/appointed person
- Date of the accident
- Place of accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

All accidents involving members of staff should be recorded in the Accident Book.

HSE Reporting

Serious accidents involving pupils or adults may need to be reported to the Local Authority and HSE. Statutory RIDDOR reporting regulations will be followed in this instance.

Any of the following are reportable and can be done so using the online form on the HSE RIDDOR website:

- any accident or incident which results in a death other than by suicide
- any work-related accident or incident which results in a serious injury
- any injury to a worker which results in them being unable to work for more than seven days
- any injury to a member of the public which results in them being taken to hospital for treatment (NB if someone is taken to hospital as a precaution this is not reportable)
- the diagnosis of certain occupational injuries
- certain dangerous occurrences
- in the case of Covid 19 - PHE guidance on reporting arrangements will be followed.

Children becoming ill during the school day

It should be recognised that close contact between children is inevitable and consequently contagious illnesses are quickly passed on. Basic hygiene is taught and includes the use of a handkerchief and the importance of washing hands.

However, it is inevitable that, from time to time, some children will develop an illness during the course of a school day. Whilst sometimes all that is needed is a rest and some TLC, occasionally it may be necessary to send a child home or to the named emergency contact. The decision to send a child home must only be taken by a senior member of staff in consultation with one of the school's named first aiders. Emergency contact details should be checked with parents at least annually.

Children returning to school after illness

School is a place where children are engaged in busy and sometimes strenuous activities. Therefore, parents should not allow their children to return to School after illness until they are fully fit. Office staff will advise parents on incubation periods. This information is posted periodically in the school newsletters.

Asthma

Each child with diagnosed Asthma has an individual asthma care plan, A copy of this plan is kept in the school office. The instructions with how to treat each child and to administer inhalers are kept with the inhaler in the classroom.

Inhalers will always be taken with the child, should they be in a different part of the building e.g. for PE or when on a school trip.

There is an emergency inhaler kept in the school office, this will be administered to a child diagnosed with asthma and if there has been written permission from a parent/carer.

Epi pens

All Epi pens are kept in the classrooms in the class medical box with instructions of how to use it. Any child needing to use an Epi pen will have an Individual Health Care Plan.

All staff receive Asthma and Epi pen training yearly.

Diabetes

If a child joins the school or is diagnosed with diabetes, an individual Health Care Plan is put in place with the SENCO and parents. The Diabetic Nurse for that child will come into school and meet with the SENCO and any staff who will be working with that child to train them in the diabetic care

