



New Marston Primary School

First aid policy

This policy explains how first aid treatment is managed in the school and who is responsible. It also details how specific medical needs are addressed. The policy includes how incidents are recorded and communicated.

First Aid Boxes

These are located in the

- Nursery
- Reception class
- Y1 classroom
- Y2 classroom
- Main Office
- First aid room
- Y3 classroom
- Y4 classrooms
- Y5 classroom
- Y6 classrooms
- After school club room

Responsibilities

- Parents/carers/guardians have the prime responsibility with regard to their child's health and should provide the school with information about their child's medical condition as specified in our policy on supporting medical conditions.
- The RLT and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- In the event of a medical emergency and the school being unable to contact the parents/carers, the Headteacher will act in 'Locum Parentis'.
- All first aiders must have completed a training course approved by the Health and Safety Executive (HSE), and keep this training updated. A record of this training is kept in the office and copies of their certificates are kept in their staff files.
- All employees have health and safety responsibilities on their job description that is reviewed on an annual basis.

Management of First Aid

- The 'Designated First Aider', Rachel Vlachonikolis/Ben Field must have completed the 'First Aid at Work' training course and keep this training updated; they will take charge when someone is seriously injured or ill

- The First Aid co-ordinator is Anna Henry/Donna Grimes and her responsibilities are:
 - first aid boxes; ensuring that there are an appropriate number of first aid containers according to the risk assessment of the site, and ensuring they are stocked as necessary in accordance with the St John recommended contents.
 - keeping the list of first aiders updated
 - informing staff of children with allergies (including to plasters) and health conditions by ensuring that the medical files are kept up to date.

Responsibilities of First Aiders

- Lists of first aiders are located in the office, staff room, first aid room and throughout the school
- Non-first aiders should not give any first aid (covered in all staff induction meetings).
- All first aid treatment given must adhere to procedures recommended by Oxfordshire County Council and St John Ambulance.
- Basic hygiene procedures must be followed by staff administering any first aid treatment
- Ensure parents are contacted for any injuries that may need further investigation
- Ensure that an ambulance or professional medical help is summoned when appropriate.
- Ensure all first aid incidents are recorded in the first aid book
- Make sure phone calls home are made when required.

Precautions to be taken by First Aiders

- Where possible, always wear single-use disposable gloves when administering first aid, especially when dealing with bodily fluids/ blood.
 - Cotton wool should not be used to clean cuts, only water and tissue.
- No creams should be used
- Do not remove any splinters
- Ice packs should be wrapped with clean tissue/ jay cloth before administration
- Ice packs should be wiped after use
- Dispose of any damaged ice packs
 - Photos of children with serious medical conditions with accompanying information are displayed in the staffroom and integris
- Treat bangs/bumps to the head as potentially serious and follow the guidance in the medical room.

Minor / Major Injuries

- If a child needs first aid, they need to be taken to the nearest first aider. This should be the first aid trained staff in the child's classroom. At Break times the first aid trained outdoor supervisors/ staff on duty or the school office.
- If a child or adult suffers a serious injury that results in further treatment outside the school (hospital, doctor, etc.) the Accident/Incident Report Record (completed online via SmartLog <https://sl.safesmart.co.uk/auth/login>) needs to be filled in as soon as possible, on the day of the incident when possible. The form is filled in by the person who witnessed the accident (or the first adult to the scene) and the first aider. Anna Henry and Rachel Vlachonikolis must be informed when the form is completed.
- For serious injuries, parents/guardians must be informed immediately and any problems in contacting the parents/guardians recorded. In the event of not being able to contact parents the headteacher act as 'Locum Parentis'.

Head injuries/ Stings/bites

- Parents should be contacted if a child suffers a head bump that results in a large visible mark or bump or if the child has fall from a height or is presenting with symptoms such as dizziness, headaches or nausea (see sign and symptoms in the office). For minor headbumps with no visible mark, the parent can be informed at handover at the end of the day.
- Parents should be called if their child receives a wasp/bee sting.
 - Please check the medical board in the staff room for children with allergies to bites/stings, as their parents will need to be notified and medication may need to be administered.
 - All first aid incidents should be recorded in the first aid book in the first aid room.
The person who administered the first aid should call the child's parents, if for some reason they can't call the staff member must ask a member of the office staff to call.
- Children must wear a sticker to inform all adults of the head bump or bee sting injury, to ensure they are observed in class by their TA or teacher.

Recording and Reporting Accidents

- All accidents/injuries that occur in school that require first aid must be recorded in the first aid book in the staffroom.
- For serious injuries, a SafeSmart log needs to be completed online by Anna Henry or Rachel Vlachonikolis as outlined above under Major injuries.

Disposal of Waste

- All first aid spillages, such as blood or other body fluids, should be cleaned using a disposable cloth.
- First aid waste such as tissues/gloves should be disposed in an appropriate bin
- Children with bodily fluids on their clothes should change into their PE kit.

Administering Medicines

- Medicines that are administered by the school are usually those prescribed by a doctor.
- We are able to give non-prescribed medicine (Calpol or Piriton) at the Headteacher's discretion provided permission has been given on the admission form or a permission slip has been completed by the parent/guardian/carer. A phonecall before non prescribed medication is given must be made to the parent/carer to check when the child has had any previous doses, and to give verbal permission.
- Medicines need to be clearly labelled with the child's name, the date and the required dosage.
- The parent/guardian of the child needs to complete a form giving permission for the medicine to be given. Medicines are kept in the office; or if necessary they can be kept in a fridge in the staff room.
 - An agreed member of staff (first aid trained) should administer medicines. This should be done in the presence of another adult where possible. Every administration of the medicine must be recorded in the on the medicine administered form.. Once the required course of medication has been completed, the named member of staff must return any remaining medication to the parent.
- For medical conditions requiring specialist medication that needs staff training, Please see the Supporting Pupils with Medical Conditions Policy.

Asthma

- Inhalers for KS1 children need to be labelled and kept in the nearest first aid cabinet
Children should be helped with administration of the inhaler. For KS2 children, inhalers can be kept on the child, but if the child prefers, the inhaler can be kept in the nearest first aid cabinet.
- All children must have a spare inhaler, which is kept in the first aid room clearly labelled with the child's name, date of birth, and expiry date of the inhaler.
- Parents/carers/guardians are responsible for ensuring that their children have 2 inhalers in school at all times.
- Parents/carers/guardians are responsible for ensuring that all inhalers are in date.

Diabetes

- Each child may experience different symptoms; these should be noted and discussed when completing the health care plan.
- Most sufferers show a greater than usual need to go to the toilet or to drink, tiredness and weight loss. These symptoms may indicate poor diabetic control, and staff will naturally wish to draw any such signs to the parents' attention.
- Most children will not require insulin injections to be administered during school hours. However, for those that do it may be necessary for an adult to administer the insulin.
- Staff agreeing to administer the blood glucose test or insulin injections should be trained by an appropriate health professional (school or hospital diabetes nurse) and training should be renewed annually.
- New staff members will be trained in blood glucose testing, when required
- Training for blood glucose testing and administration of insulin must be specific for each child.
- A record of every blood test and insulin injection that is carried out is kept in a special book, which is kept in the child's classroom. These should also be recorded in the communication book for taxi children, if appropriate.
- It is the responsibility of the parent to ensure that their child has the appropriate equipment in school at all times. They must also ensure that everything is in date.

Allergies

- A list and photograph of anaphylaxis sufferers are displayed in the child's classroom, the staffroom and kitchen.
- Epipens, for anaphylaxis sufferers, are kept in the labelled cupboard in the first aid room. ● Each child must have 2 epipens kept in school at all times
 - Epipens can only be administered by members of staff who have received epipen training. (However they must have a valid first aid certificate to be able to administer the epipen)
 - Each anaphylaxis sufferer has an individual protocol to follow when receiving treatment. The trained staff are aware of the procedure (copy kept in the child's see through medical equipment bag)
 - A list of epipen trained staff is located with the first aiders list. These lists are also displayed around the school.
 - Epipens and the appropriate trained member of staff are taken on educational visits and off site trips. In the event that there is no appropriately trained staff member, then the child's parents will be asked to accompany them on the trip.
 - Parents are responsible for checking that the treatments/equipment are still within their 'used by dates' and for replacing them.

- If an epipen is administered, an ambulance must always be called. The child should have the time the epipen has been administered written clearly on their hand (same side as the epipen has been administered. Care must be exercised after the epipen has been administered as the needle point will be exposed (there is no cover provided).
- For full details of epipen use, please see care plan/protocol in the child's medical box in the office.

Sun Safety

In the short term, even mild reddening of the skin from sun exposure is a sign of damage. Sunburn can blister the skin and make it peel. Longer term problems can arise. Too much sun speeds up ageing of the skin, making it leathery, mottled and wrinkled. The most serious effect is an increased chance of developing skin cancer. All children should be encouraged to:

- seek shade
- cover up, e.g. hats, particularly where children are fair-skinned
- drink plenty of water to avoid dehydration
- apply sunscreen generously (this needs to be provided from home, labelled with child's name, and be pre-administered and/or self-administered)
- take care not to burn. NB children still require protection if the weather is cloudy and cooler; clouds do not block UV rays, they only filter them.

Swimming

- A medical risk assessment should be completed by the person co-ordinating the swimming.
- The poolside swimming teachers should be notified of any medical conditions.
 - A member of staff must ensure that all inhalers and epipens are taken to the leisure centre, though children with their own inhalers should be encouraged to take responsibility for themselves
- Pupils that require goggles must provide a letter from their parents and must be able to put the on themselves.
- It is the leisure centre staff's responsibility to do first aid. A copy of the first aid report must be given to the office. School office staff must be rung, with full details, if parents need to be contacted.

School Trips

- A risk assessment for any school trip must be completed at least 2 weeks prior to the trip
- Any staff member organising a school trip must ensure that the appropriate number of first aiders are with the group at all times.
- They must ensure that first aid boxes/ travel bags and equipment are taken on all school educational and sporting visits.
- All adults present should be aware of the arrangements for first aid.
- If any first aid treatment is given, which requires the parents to be notified, the group leader should contact the school office, by telephone if urgent, or on return so that the pupil's parents can be informed.
- All parents/carers of pupils attending a Residential visit will complete a Medical form, this gives information about the child and is also a consent form agreeing to first aid and emergency medical treatment being given.

Out of School Hours

- At least one emergency first aid person should be onsite during extended activities outside of 'normal' hours such as breakfast and after school clubs.
- For school events, it's the responsibility of the person organising the event to ensure that all first aid provisions are sorted and correct. PTA must complete a risk assessment for all events. The risk assessment must be approved by the school business manager at least 2 days before the event. Assessment includes whether a first aider and designated safeguarding lead will be on site during the event. The risk assessment must be approved before the event can go ahead.
- People working alone outside of school hours, must refer to the Lone worker policy
- All sports coaches/ outside sporting agencies must be first aid trained

Policy approved: Jan 23

Review Date: This policy will be monitored yearly and updated when necessary ensuring new legislation is incorporated.