



King Edward Primary School & Nursery

First Aid Policy

Introduction

King Edward Primary School is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Employment (DfE), the Education Service Advisory Committee and the Local Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors.

Aims and Objectives

- To ensure that the health, safety and welfare of all members of our community are of paramount importance
- To ensure that all staff are aware of their own responsibilities regarding the promotion of a safe and mindful environment
- To ensure that all staff are aware of who the designated first aiders are within the school
- To ensure that all staff are aware of the procedures in reporting incidents, accidents and or injuries for staff, visitors and pupils
- To promote health and safety awareness in children and adults, to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or hospital. First aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

First Aid in School

All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of children in line with our policies on safeguarding and restrictive physical intervention. In general the consequences of taking no action in an emergency situation are likely to be more serious than those of trying to assist in an emergency. (See part 17, pg. 4 of Guidance on First Aid for Schools, DfE).

Trained and qualified first aiders are those members of staff who have attended continued professional development on first aid (i.e. First Aid at Work) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.

All staff have three yearly first aid training and staff working within the early year's settings have paediatric first aid training. The paediatric first aid trainers are Nicola Pemberton, Rachael Scothern, Maria Bettison, Nicole Hayes & Hayley Chambers.

The duties of the trained and qualified first aiders are:

- To support and protect the injured party or ill person to help ensure that they come to no further harm
- To assess the situation where there is an injured or ill person and provide immediate and appropriate treatment to casualties bearing in mind that the casualty may have more than one injury.
- Arrange; without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition where this is deemed appropriate. The first aider's responsibility ends when the casualty is handed to the care of the doctor, a nurse or another appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.
- If necessary, arrange for an ambulance to be called. Where an ambulance is required, 999 should be dialled. Office staff would ensure that access to the school premises via the main gates is not obstructed. i.e. should parents and carers be on school premises that they are asked to ensure that the entrance route for emergency vehicles is not restricted. They will ensure that gates are opened.
- Ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.
- Completing the Accident Report templates as appropriate during the incident or at the earliest opportunity after first aid is complete.

First Aid Equipment:

We have one member of staff responsible for the ordering of first aid supplies. This is Rachael Scothern, and she is first aid at work trained. During break times the Teaching Assistants on playtime duty are responsible for dealing with first aid incidents. Over lunchtime there is a rota for Midday Supervisors to deal with first aid incidents. They have easy access to the first aid facilities.

Our First Aid bags are stored:

- In the shared areas in Nursery, EYFS, Corridor near Y1 and Y3 and Corridor near Y6
- One is kept in the school office

First aid boxes should contain: micropore tape, scissors, triangular bandage, wound dressing/bandage, plasters, and gloves. No medicine/tablets are to be kept in the first aid boxes. First Aid boxes are reviewed and restocked regularly by members of staff who use resources and are replenished each term by RS.

Medicines and Storage of Medication (see Medicines in School Policy)

All medicine brought into King Edward Primary School is kept in the school office in a medicine box (labelled 'Medicines'). Any medication which requires to be stored in a fridge is kept in the staffroom fridge for years 1-6 or school office fridge for Reception and is only accessible to staff.

The school office staff are responsible for receiving/logging/storing/checking parental consent for medicines and the checking the medicine itself. Completed forms and scanned to the class teacher ready for administering.

Medicines can be classed as substances hazardous to health and as such must be stored securely. It is also important to note that some need to be stored at particular temperatures or away from light. This information will be on the medicine label and in the manufacturer's information leaflet. Most medicines should be kept in a locked cupboard. The key should be kept safely but children should know where their medication is and staff should be able to access it.

Emergency medicines such as epi-pens and asthma inhalers should not be locked away as children need quick access to these. They are stored safely within the child's classroom.

Hygiene and 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, full PPE and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Educational Visits

Staff will ensure that risk assessments are completed prior to taking children on any educational visit in line with the specifics of the trip policy. Risk assessments are completed electronically using EVOLVE. Staff will ensure that they take contact details of all children attending any educational visit so that parents and carers may be contacted in the event of an emergency. A mobile phone should be taken on all educational visits.

Portable first aid bags should be taken on all educational visits along with any specific medical treatments required by specific pupils.

Recording accidents/injuries on to our electronic platforms

We keep an online record of first aid treatment given by first aiders and appointed persons. For pupils, this is done through Medical Tracker in both school and nursery. The former directly links to our Scholarpak data system to support tracking and monitoring. For staff this is done through the accident reporting platform hosted by the local authority.

Records include as a minimum:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and digital signature of the first aider or person dealing with the incident.

Reporting Accidents and Record Keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The school will keep a record of any

reportable injury, disease or dangerous occurrence indefinitely. This will include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

RIDDOR forms must be completed on the 'Well Worker' platform if there are.

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

This policy will be reviewed every two years.