



## **POLICY & GUIDELINES FOR ADMINISTERING FIRST AID IN SCHOOL**

### **AIMS:**

The Aim of this Policy is to set out guidelines and advice for all Staff in school in the administering of First Aid, and to determine whether or not the child is in need of 'First-Aid' or merely 'Pastoral Care'. Having such clarity will help us to ensure we are providing the best possible provision for safeguarding our pupils. This is in line with the DCSF document 'Guidance for Safer Working Practice for Adults who Work with Children and Young People (page 22, DCSF, 2007).

### **Personnel**

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 employ.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.

The Headteacher should ensure that the policy for first aid is available to all staff and parents.

In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Locom Parentis'

A list of First Aiders and Appointed Persons are kept with this policy (see Annex A)

### **First Aid Equipment and Facilities**

The Appointed Persons (The first aid team), directed by the Headteacher, will ensure that;

1. The appropriate number of first-aid kits are available for all classes on educational trips and visits and stored in the general office in a first aid storage box and restocked when necessary.
2. All first aid boxes are labelled with the child's name, medication used and date of expiry.
3. All first aid equipment is on shelves stocked by first aid team and easily accessible to all.
4. Basic hygiene procedures must be followed by staff administering first aid treatment.
5. Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

A list of the location of First Aid bags is kept with this policy and signposted within school. **The designated first aiders are Michelle Nieman, Fidai Hasani and Alison Melzack.**

### First Aid Incidents

The above members of Staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of Staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with epipens in school/epilepsy | - irrespective of the type of illness or injury sustained. **On NO ACCOUNT must these pupils be left / sent to self-administer their own treatment.** Pupils with specific needs have a personal care plan to ensure their safety. The care plans are located in a file in the first aid room. Pictures of children with medical needs are located in the staff room, classrooms and hall and with medication as well.

The First Aid Staff must attend regular training and have current certification.

### **PASTORAL CARE'**

Consultation from the designated member of First-Aid staff **should not be sought** in the event of **minor incidents** which may be treated with Pastoral care.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel - or who are actually - sick
- Minor bumps to the head unless there is concern that the child is suffering from concussion - i.e. pupils colliding in the playground.
- Minor marks to the body (bruises), skipping rope burns etc
- Dog-dirt on shoes/soiled clothing/mud on clothes etc

### **FIRST AID PROCEDURES**

In the event of **major injury**, the designated member of First-Aid staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require medical assistance (i.e. Parent called into school / hospital visit / ambulance), a member of the office staff should be contacted immediately to seek urgent authorisation from the Head / Deputy Head Teacher (injury type permitting) and the relevant action taken.

Incidents during the day should be treated as follows:

- DURING LESSON TIMES:** children may be sent the office for an assessment of the

severity of any illness or injury and appropriate action will be taken.

- BREAK:** children may be brought to the school office for treatment.
- LUNCHTIMES:** children may be brought to the school office for treatment.
- Any child who is sent home or sent to a doctor or hospital, owing to injury in school, must be sanctioned by the Headteacher or, in her absence, by a member of the SMT.

### **MINOR INJURY**

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Guardians/Out-of-school club/Carer at the end of the school day.

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made.

Should the decision be that Parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with the Head/Deputy Head Teacher, and Parents contacted.

### **EPIPENS:**

There may be a number of pupils in school requiring 'Epipens'. The **administering of epipens must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first.**

Please ensure you are familiar with the use of epipens and/or symptoms of anaphylactic shock. The school has training once a year to train teachers and all members of staff how to correctly use an epipen.

### **PUPILS WITH SPECIFIC NEED:**

Details of Pupils with specific need i.e. diabetic/severe allergies/epipens etc may be found at the front of each class list. Please take time to familiarise yourself with the pupils concerned and their potential individual need.

### **INCIDENT REPORTING:**

All incidents requiring first-aid (whether minor or major) must be recorded in the school First-Aid book. This is situated in the school office.

### **TREATMENT:**

School has a ready supply of minor first aid equipment. These may be found in the school medical room.

The administering of items such as antiseptic creams etc are not permitted in case of allergic reaction. Cuts and grazes should be treated with gauze and clean water and elastoplast's / micro pore applied where applicable.

There are buckets placed outside the medical room for pupils who feel sick. Please place a vomit bag inside the bucket before use. Sawdust, mops and buckets may all be found in the

Cleaner's storeroom. (The Office Administrator has the key to the office in the caretaker's absence)

### **Children with Medical Needs**

- Children with medical needs have the same rights of admission to a school as other children.
- Most children with medical needs can attend school and take part in normal activities, sometimes with support.
- Parents/carers have the prime responsibility for their child's health and should provide school's with information about their child's medical condition.
- An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.
- All children with significant medical needs will have their photograph and a brief description of their needs displayed in the school staff room, with the person who has had specific training identified.
- Teachers/Teaching Assistants and all staff are trained to understand specific medical needs of children with specific and complex medical needs and work with the parents and SLT to ensure the children are well cared for and looked after.

### **Asthma Treatment and Inhalers**

- Asthma sufferers are permitted to bring their own treatments (inhalers etc) to school provided a 'Request for child to carry his/her own medicine' form has been completed by the parents/carers. Forms are available from the school office. The form includes the prescribed dosage to be completed by parents.
- A list of asthma sufferers is kept within the School Office.
- Asthma treatments for pupils (inhalers etc) are kept in the school office in a labelled box with the child's name and class.
- Asthma treatments are to be administered by the pupil. After a treatment has been administered, the school office records the date and time.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them

### Children with temporary injuries

### **Epipens and Anaphylaxis Shock Training**

- A list and photograph of anaphylaxis sufferers are displayed in the School Staff Room.

- Epipens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom.
- Epipens can only be administered by members of staff who have received epipen training. (see Annex A)
- Specific staff that have already had First Aid training are trained in the use of epipens for each individual anaphylaxis sufferer annually.
- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.
- **Epipens** and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

### **Administering First Aid Off Site**

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.  
The class teacher is responsible for ensuring that there is a first aid box on any trip.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed: see Administering Medicines In School section above.
- A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered at the necessary time and recorded.

### **PUPILS WITH SPECIFIC DIETARY REQUIREMENTS**

Teachers must consult the first aid team when food-tasting activities take part at school or any activity where there may be concern about the specific medical needs of the child.

Reviewed June 19

Hayley Gross  
Headteacher