

 **St. Alban's Catholic Primary School**   
**First Aid Policy**



**RATIONALE.**

**First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing First aid in the workplace.**

**This policy is an appendix to the School's Health and Safety Policy and should be read in conjunction with the policies for:**

- **Safeguarding.**
- **Administering Medicine.**
- **Children with Medical Needs.**

**Amended September 2020 – to include Covid safe practice  
Ratified October 2020**

**Review Period Autumn 2022**

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## 1. Provision.

First aid provision in this school will be as a minimum:

- Appointed person(s) will be trained /qualified to an appropriate standard to carry out First Aid actions when necessary
- First Aid provision will include paediatric first aiders as required *i.e. Foundation Stage children*
- Staff training and provision will be kept up-to-date and appropriate for the needs of the school
- First Aid equipment, including 'first aid kits' will be maintained, kept within date and suitably stowed.
- Appropriate information for employees in First Aid arrangements will be communicated
- Lockable First Aid containers and /or cupboards will be suitably located.
- SLT will regularly review the school's first aid needs to ensure adequate provision is in place
- The school will maintain a record of first aiders and certification dates.
- **First Aiders have received appropriate training in 'Donning and Doffing of PPE' and its subsequent disposal**

First Aid provision will be available at all times whilst people are on school premises, and also off the premises whilst on school visits.

Relevant Risk assessments will determine any additional provision.

## 2. Roles and Responsibilities.

### **The Governing Body.**

- The governing body has a general responsibility for school policies including Health and Safety and First Aid.
- The Governing Body delegates the day to day functions of managing Health and Safety to the Head teacher.

### **The Headteacher.**

- The Head teacher is responsible for putting policy into practice by delegation of duties through dissemination of information and more detailed procedures.
- The Head teacher will ensure that parents have an overview of the schools Health and Safety Policy, including arrangements for First Aid and the administration of medicines.

### **Teachers and Other Staff.**

- Staff with First Aid training will be called on to administer first aid– lists showing staff with first aid training are displayed within the school building and also Appendix 1 of this document. It is an expectation that all staff commit to a collective responsibility to secure the welfare of all children.
- The school will ensure that all staff who are appointed or volunteer to administer First Aid are given appropriate training, guidance and support
- The school will ensure that there are enough trained staff to meet statutory requirement

### **3. First Aiders' Duties**

- Appointed First Aiders must have a relevant and up to date First Aid qualification.
- Appointed First Aiders main role is to give immediate 'first aid' help to casualties with common injuries or illnesses and those arising from general hazards at school.
- Serious injuries and /or complex or sensitive accidents must be reported to a member of the SLT and Pupil Manager, at which point contact with parents /carers will be arranged.
- Injuries to the head require a 'headnote' and parents /carers should be informed at pick up time.
- If it becomes apparent secondary or emergency aid is required the Emergency Services should be called without delay, personnel making the call should have all the appropriate details and information to share at the point of contact.

It may be necessary for a member of staff to be located on Wadworth Street to direct the ambulance service into the school's site

### **4. Materials, equipment and facilities.**

- The first aiders will ensure that the proper materials, equipment and facilities are available at all times.
- It is the responsibility of all first aiders to replace any equipment used from the general first aid kit. Stock is located in the cloakroom next to the Heads office.
- The designated first aider will ensure this stock is monitored and reordered as necessary
- First Aid equipment will be clearly labelled, including date and easily accessible.
- **Each class bubble has been allocated an individual First Aid Kit – the kit includes Covid-safe PPE and equipment (gloves, mask, aprons etc)**
- Portable first aid kits are taken out on all out of school visits.
- All containers are marked.
- Three complete First aid box is located in the medical/nurture room. Other first aid kits are located on the first floor (In staff cloakroom areas).

### **5. First Kit Contents**

It is the responsibility of the first aiders to ensure that the containers are kept fully stocked. As a minimum provision there should be:

- |                                   |                               |
|-----------------------------------|-------------------------------|
| • 1 guidance leaflet              | • 3 triangular bandages       |
| • 2 burn dressings                | • 2 foil survival blankets    |
| • 5 eye pad dressings             | • 1 microporous tape          |
| • 3 finger dressings              | • 30 moist cleansing wipes    |
| • 6 medium HSE dressings          | • 9 nitrile gloves (pairs)    |
| • 2 large HSE dressings           | • 1 resuscitation face shield |
| • 60 assorted waterproof plasters | • 12 safety pins              |
| • 2 conforming bandages           | • 1 pair of shears            |

#### **Travelling first aid containers should contain:**

- |                        |                            |
|------------------------|----------------------------|
| • 1 guidance leaflet   | • 20 Plasters              |
| • 1 triangular bandage | • 5 Safety pins            |
| • 2 Lint dressings     | • 1 Disposable face shield |
| • 10 Antiseptic wipes  | • 2 pairs vinyl gloves     |

**Additional Covid-safe PPE and Equipment:** mask, apron, gloves, eye protection, (goggles /visor) sanitiser, refuse sacks. When administering first aid Covid-safe PPE should be donned even where Coronavirus is NOT suspected. All PPE and resources should be disposed of in line with Covid-safe practice (i.e. safely doffed and stored adhering to the 72hour quarantine measure before disposal into refuse bins)

It is the responsibility of the first aider who has administered first aid using any items from the First Aid Kit to restock the kit, so that it is complete and ready for use next time.

All items will be checked for expiry dates before use.

## **6. Accommodation.**

Due to the Covid-19 procedures in place first aid should be administered in a well-ventilated area; an assessment should be made of the area to ensure privacy for the patient. If the Nurture Room is used the door should remain open – the Nurture Room should not be used if Coronavirus is suspected

## **7. Hygiene /Infection control.**

- All staff must take precautions to avoid infection and must follow rigorous Covid-19 hygiene procedures.
- Covid safe resources are available and should be used for all first aid events. Following use equipment **MUST** be doffed and stored safely remaining sealed for 72hours before disposal into the usual school dustbin compound.

## **8. Reporting and Recording Incidents.**

### **Bump to the head**

- Any child with a bump to the head will be issued with a “Bumped Head Note” on the day of the incident. If necessary, parents /carers will receive a telephone call to inform them of the injury, if staff feel this is appropriate /required See Appendix 2 for further information.

### **++++Any other minor injury**

- A general accident note must be issued for any other minor injury that has been treated.

### **Stings**

- Parents would be informed by telephone and requested to bring antihistamine to school to be applied/administered by the parent/carer.

## **9. The following accidents must be reported to the HSE- Corporate Safety: 01302 736903 via the SHE Assure system**

- The person is killed or is taken to hospital from the site of the accident **and** the accident arises out of or in connection with work/school.
- Accidents resulting in death or major injury
- Accidents which prevent the injured person from doing their normal work for more than three days.

**HSE must be notified of fatal and major injuries and dangerous occurrence without delay – via LA Tel: Corporate Safety: 01302 736903**

**This must be followed up in writing within 10 days.**

**Definitions of major injuries, dangerous occurrences and reportable diseases see RIDDOR 2013.**

**Other reportable accidents must be reported in writing within 10 days.**

- **Fractures (Other than to fingers and toes)**
- **Amputations**
- **Any injury leading to loss of sight/ reduced sight**
- **Crushing injuries to the Head/Torso**
- **Serious burns covering more than 10% of the body or damage to eyes or vital organs**
- **Any scalping injury**
- **Loss of consciousness caused by head injury or asphyxia**
- **Any other injury arising from working in an enclosed space which leads to hypothermia or requires resuscitation / admittance to hospital for more than 24 hours.**

**Corporate Safety: 01302 736903**

#### **Statutory accident records.**

- The school will keep records of accidents to employees and visitors for a minimum of six years along with reportable pupil accidents.
- This record will be retained on the SHE Assure system.

#### **School's Central Record.**

The school will keep a record of any first aid treatment given by first aiders and appointed persons. This will include:

- date, time and place of accident
- name of injured or ill person
- details of injury/illness
- first aid given
- what happened afterwards
- name and signature of first aider

**Any serious/significant injuries or illnesses will be reported to parents immediately by telephone.**

**If injury/illness requires the emergency services procedures for staff to follow, are located in the school office.**

#### **10. Staff and Visitors**

- **All accidents to staff/visitors will be reported to the LA via the SHE Assure system.**
- **An ACRAS number will be obtained from the LA health and safety team**

**Relevant guidance:**

**Corporate Health and Safety Management System.**

**RIDDOR guidance 2013**

**Guidance on First Aid for Schools- DfE**

**APPENDIX 1.**



**STAFF WITH FIRST AID TRAINING**

*First Aiders and SLT are also PPE Donning and Doffing trained*

**Level 3 Paediatric First Aid**

**Miss Sally Hinchliffe - Expires: 13/12/2020**

**Miss Gerri Sellars - Expires: 11/01/2021**

**Emergency First Aid at Work**

**Miss Sellars**

**Mr Barnes**

**Mrs Noonan**

**Expires 27/10/2020**

**Miss Tricia Bateson**

**Expires 20/06/2021**

## **APPENDIX 2.**

### **Injury to the head – (including bumps and knocks) procedure**

**All actions should be implemented and carried out in line with Covid-safe practice**

Children frequently sustain minor head bumps and injuries at school especially during unstructured playtimes. All such bumps and injuries should be treated with concern and parents will always be informed.

This appendix gives details of what symptoms and signs should be looked for in children who have sustained a head bump/injury and when medical advice should be sought.

If a child suffers from any of the following symptoms medical advice must be sought and the parents contacted. If advised, the child should be taken to see either their GP or to A&E by the parents or by school staff.

- Vomiting
- Sleepiness
- Fits or abnormal limb movements
- Persisting dizziness or difficulty walking
- Strange behaviour or confused speech.

If the above symptoms are not evident but the bump/injury is more than very minor (eg large lump, significant graze, cut), then the parents will be contacted and asked to come to school as soon as possible to inspect the injury and decide what action to take. (Take the child home and monitor, visit GP, take to A&E, leave in school and staff monitor).

**If after a head bump/ injury a child becomes unconscious or fits an ambulance should be called immediately and the parents contacted. If the child is taken to hospital, a member of staff will accompany if the parents cannot be contacted or are not present.**

Minor head bumps/ injuries will also be recorded in the accident book and a slip advising of the injury sent home with the child. Where possible both documents should be completed by the person dealing with the accident initially. If an accident occurs during break or lunchtime the mid day staff must ensure that the class teacher is made aware of the injury.

Children may appear well immediately after sustaining a head bump/injury but show signs of complications later in the day. School staff must remain vigilant and take the appropriate action if the child develops a problem. If the child continues to be well for the remainder of the day, parents/carer must still be notified (school bumped head letter) as above.

If a child sustains a head injury (anything more than a minor bump) whilst at school, the following information should be sought from any witness and from the person administering First Aid and, if applicable, passed on the child's parent/carer. This information may include details such as

- Was the child behaving in an unusual way before the injury?
- What happened to cause the injury?
- If they fell, how far did they fall?
- What did they hit their head against?
- Did the child lose consciousness? If so, for how long?
- How did they appear afterwards?
- Did they vomit afterwards?
- Was the child observed to have any other problem after the injury?



Any information obtained should be recorded in a separate accident book specifically for more serious injuries to the head.

Where children are taken to hospital following an injury the school will request that parents make contact to let them know any outcomes.

**Further guidance on procedures to be followed when handling/observing head injuries, especially when emergency services are contacted as a result of the injury can be accessed at: <http://www.hse.gov.uk/services/education/index/htm>**

**ANY HEAD INJURY WHICH RESULTS IN LOSS OF CONCIIOUSNESS MUST BE REPORTED TO A MEMBER OF THE SENIOR LEADERSHIP TEAM, OR IN THEIR ABSENCE THE MOST SENIOR STAFF MEMBER(S) IN SCHOOL, WHO WILL THEN ARRANGE THE INCIDENT TO BE REPORTED TO CORPORATE SAFETY AS PER RIDDOR 2013.**