



Policy Adopted	May 2024
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Holt Community Primary School

First Aid Policy

This policy is modelled on NCC's Code of Compliance.

Introduction

Schools must, according to health and safety law, provide first aid personnel and equipment for its staff in case they are injured or become ill at work. Schools should also provide first aid cover for other people who are not our employees but come to our premises as clients or visitors.

What does First Aid include?

The term First Aid means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical health arrives, and; treating minor injuries which do not require medical help.

Responsibilities

School leaders must see that appropriate first aid provision is made for their staff. They must also provide first aid cover for children and visitors.

First Aid Needs Assessment

First aid provision is no longer based upon fixed numbers of first aiders per member of staff and a list of required contents of first aid boxes. Instead the approach we are now required to use involves making an assessment at our own workplaces and determining for ourselves: the numbers and types of first aiders we need; what we need in our first aid boxes, and whether we need any other equipment. This is called a first aid needs assessment. The process of performing the first aid needs assessment is explained in First aid needs assessment guidance G608b.

Types of first aid personnel

A list of emergency first aiders will be displayed in the medical room and in corridors throughout the school. The training of first aiders and the required arrangements for first aid training are described in First Aid Training G608c available on Infospace.

Appointed person

If your first aid needs assessment identifies that you do not need any trained first aiders, you will at least need to see that you have an appointed person available. The role of an appointed person is to look after any first aid equipment; take charge if there is an incident, and call and liaise with the emergency services when this is necessary. You must see that appointed persons are clear about their duties.

Emergency First Aider

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course.

First Aider

First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course or Paediatric First Aid training. Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a Department for Education requirement.

First Aid Kits

First aid kits are located in each classroom with additional stock located in the medical room.

The office is responsible for keeping the class medical box stocked.

There is no definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment.

The following list is a suggestion only, for general and low-risk environments

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic Advice on First Aid at Work)
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped unmedicated wound dressings
- medium-sized sterile individually wrapped unmedicated wound dressings
- disposable gloves

Travelling first-aid kits (Stored in the medical room)

First aid bags need to accompany the children on school trips. Again there is no mandatory list of items to be included in first-aid kits for travelling workers but they might typically contain:

- individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile un-medicated dressing;
- individually wrapped moist cleansing wipes;
- disposable gloves.

Medication

First aid does not include administering medication. It is recommended that medication is not normally kept in first aid kits.

Implementing site arrangements

The school will ensure that first aid can be administered without delay and is available at all times. Staff are aware of the PPE that must be worn when administering first aid to people showing signs of respiratory infection (outlined in the Infection Control Compliance Code) and received instruction in how to put on, take off PPE and dispose of it.

- First aid equipment including PPE is regularly checked and re-ordered.
- Parents/carers are contacted as soon as possible in the event of a serious injury.
- In the case of first aid treatment or response, the school will inform parents or carers of any accident or injury sustained by the pupil on the same day, or as soon as reasonably practicable, of any first aid treatment given .
- Report incidents requiring first aid treatment using the online Incident Reporting System applying the criteria set out in Introduction to Incident Reporting G601e.

Notify healthandsafety@norfolk.gov.uk as soon as possible in the event of a serious incident.

Communicating information

The school will inform employees, pupils (and other site users) of our first aid arrangements, including the first aid policy and location of:

- equipment
- facilities
- first aiders

They should know how to contact a first aider or appointed person urgently should the need arise. The information will be clear and easy to understand and shared with employees, pupils, contractors and visitors to the school or college. First aid posters are displayed around the school.

First aid rooms are normally only necessary where employees are engaged in higher risk activities. Some larger premises may have sick rooms in case staff are taken ill and schools may provide quiet rooms where children can be treated for minor injuries.

Recording and delivering first aid treatment

If a member of staff is injured at school they must complete the online accident reporting form (Oshens) in the case of this being unavailable then either the minor / major accident report forms held in the medical room and report the incident to the office.

Children suffering more than a minor injury also need to have the incident recorded on Oshens. A record should be made of:

- the date, time and place of the incident
- the name and job of the injured or ill person
- details of the injury or illness and what first-aid was given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- name and signature of the first aider or person dealing with the incident.

Management of Head Injuries

- If a child has a bump on their head that is above the eyes or to the nape of the neck, the child's parents/ guardians must be informed.
- The child's teacher or teaching assistant needs to be informed.
- The incident needs to be recorded accurately on the school accident reporting system and a copy needs to be sent home to parents/ guardians.

If a child has an injury to their genitalia

- Children will be asked to self-check. If a child is still complaining and showing signs of having moderate pain, after half an hour, we will ask the parents/ guardians to attend school to check the child themselves.
- With a serious injury we would inform parents and seek professional medical assistance.

Transport to hospital or home

In the event of an emergency an ambulance and child's parents/ guardians will be called. A member of staff should always accompany a child to hospital and should stay until the parents arrive.

Procedures for managing prescription medication in school

- Medications should be provided in the original container as dispensed by the pharmacist and include instructions for administration.
- Members of staff are required to-
 - Check the child's name
 - Check the expiry date on the medication
 - Check the dosage on the label
 - Give the medicine and record the date and time given
- The school must keep written records of medications given including inhalers and adrenelin pens.
- Inhalers are labelled and kept in the class medical box. They will accompany children during school activities such as Physical Education and school trips.
- A defibrillator is kept in the Staff Room in case of emergencies.

Children with medical needs

- Teachers and relevant staff need to be informed of a child's condition.
- A care plan needs to be organised for staff to follow.
- Staff need to know what action to take in an emergency.
- Children who have care plans will have their names displayed in the staff room. This will ensure that staff are aware of children who require additional medical support.

Disposal of medicines

- Parents are responsible for disposing of expired medications.
- Medicines should be returned home at the end of the summer term.

Hygiene and infection

- Staff will follow basic hygiene and infection control procedures.
- Staff will use disposable gloves when dealing with blood and other bodily fluids.

Automated External Defibrillators (AEDs)

The school has a defibrillator located in the staff room. The company send reminders to ensure that the pads and batteries are replaced when due.

Cardiopulmonary Resuscitation

The Resuscitation Council UK strongly promotes CPR (and use of defibrillators where available) as these are critical to saving lives.

The importance of calling an ambulance and taking immediate action cannot be stressed highly enough.

It is acknowledged that you may not have had the opportunity to put on PPE. If you perform mouth-to-mouth ventilation, use a resuscitation face shield where available Reducing the risk when carrying out CPR in adults

If the rescuer is not willing or able to perform CPR, they can place a mask or cloth over the person's mouth and nose and attempt compression only CPR until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast.

After providing first aid, the first aider should wash their hands thoroughly with soap and water; or use hand sanitiser and where CPR was performed, be vigilant for symptoms of respiratory infection for the following 10 days