



Pennington C of E Primary School

FIRST AID POLICY

This policy was reviewed and amended and staff were consulted on this document in:

September 2020

This policy

September 2021

To be reviewed annually

Policy statement

Pennington C of E School undertakes to ensure compliance with the relevant legislation with regard to the provision of First Aid for all employees, and ensures best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for First Aid at Pennington C of E School is held by the Head Teacher (Mrs Storey). The responsible manager is Angela Nevinson.

All First Aid provision is arranged and managed in accordance with the children's service safety guidance procedure.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

All our information and guidance concerning First Aid (including accident records and forms) are kept in the First Aid drawers at the First Aid station, until such time they are archived.

Aims and objectives

Our First Aid policy requirements are achieved by:

- Carrying out First Aid needs assessment to determine the First Aid provision requirements for our school.
- It is our policy to ensure that the First Aid needs assessment will be reviewed periodically or following any significant changes that may affect First Aid provision.
- Ensuring that there are a sufficient number of trained First Aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid needs assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer First Aid in accordance with the First Aid needs assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

The responsible manager will ensure that appropriate numbers of appointed persons, school First Aid trained staff, emergency First Aiders qualified First Aiders and paediatric First Aid trained staff are nominated, as identified by completion of the First Aid needs assessment, and that they are adequately trained to meet their statutory duties.

Training

Appointed persons

At Pennington C of E School there are 4 appointed persons who are in the following roles:

HLTAAngela Nevinson

Senior Midday Supervisor/STA.....Jane Tuck

Deputy Head Teacher.....Betsy Hockaday

Teacher.....Jess Preston

Clubs

A member of staff is usually on premises during clubs to administer First Aid if needed. All club personnel have access to pupil's information (not outside agencies) kept in the office cupboard under the desk.

Through law the **minimum legal requirement** is to appoint a person (the appointed person) to be on site at all times during the working day. These appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Appointed persons are not necessarily First Aiders and should not provide any first aid for which they have not been trained.

School First Aid trained staff

At Pennington C of E School 11 staff are trained First Aiders.

- **Class teachers (Mrs Solloway, Miss Barnes, Mrs Muir, Miss Preston,, Mrs Hodgson and Mrs Barton).**
- **Learning support assistants (Miss Exley, Mrs Gallivan. Miss Rogers and Mrs Wright).**
- **Midday staff (Mrs Tuck)**
- **Head teacher (Mrs Storey)**

Emergency First Aiders

(Those completing the approved 6 hour course at Pennington C of E School)

- 5 class teachers
- 4 learning support staff (AS ABOVE)
- 1 midday staff
- Head teacher

These staff are responsible for administering First Aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

Paediatric First Aiders

(Those completing the 2 day First Aid course)

- 1 class teacher (Miss Preston)
- 2 learning support assistants (Mrs Nevinson and Mrs Tuck)
- Deputy Head teacher (Betsy Hockaday)
- Mrs Tuck is also our lead Mid-day supervisor

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations of provision of First Aid to those children aged 5 years old or younger, and are responsible for administering First Aid, in accordance with their training, to those who fall ill whilst at work or on the premises.

Equipment organisation

Our First Aid needs assessment has identified the following First Aid kit requirements:

- 6 First Aid Kits on the premises.
- First Aid kits are situated in each building.
- 1 in each classroom...Year 1, Year 4, Year 6.
- 3 in the staff room cupboard.

The contents of First Aid kits in classrooms/ staff room

- First aid guidance leaflet
- 4 First Aid dressings 12x12cm
- First Aid dressing 18x18cm
- 2 triangular bandages
- 12 safety pins
- 2 eye dressings

- 40 waterproof plasters
- 20 sterile wipes
- Microporous tape 2.5cm
- 6 pairs of nitrile gloves
- 2 finger dressings
- Face shield for mouth to mouth
- Foil blanket
- Burn dressing 10x10cm
- Clothing cutters
- Conforming bandage

Travel First Aid kits are taken and returned staff room cupboard when needed.

It is the responsibility of the Mrs Nevinson to check First Aid contents each week due to Covid 19 guidance. Completed checklists are signed and stored in the school medical cupboard in the staffroom.

Designated room

The corner of the hall is designated as the First Aid area for treatment, sickness and administering of First Aid during the school day. The heads office can also be used as a point for First Aid. An isolation Room has been established following Covid 19 guidance.

First Aid - sequence of events

In the event of an accident the First Aider/appointed person takes charge of the First Aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate First Aid and make a balanced judgement as to whether there is a requirement to call an ambulance. (IF UNSURE AT ANY TIME THE FIRST AIDER WILL CALL HOME FOR ADVICE OFF A PARENT OR CALL NHS CHOICES 101 FOR FURTHER ADVICE)

The First Aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected

- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the following information:

1. State what happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing/or unconscious
5. The location of the school

In the event of the accident involving a child, where appropriate, it is our policy to always notify the parent/carer of the child's accident.

- If it is considered to be serious (more than minor injury)
- Requires first aid treatment (more than minor treatment)
- Injury to the head
- Requires attention at the hospital

Notification to parent/carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left our policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parent can be contacted and arrive (as required)

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital

First Aid out of school on trips or residential visits

In the event of children needing First Aid on school trips

1. All staff have first aid packs and mobile phones with them. Also at least one member of staff must be First Aid trained.
2. The First Aider deals with minor ailments.
3. Any major ailments the school is informed and advice sought. Parent/carers are also informed by the school office or teacher in charge of trip.
4. For any incident that the First Aider is unsure of, a second opinion from another first aider is sought, or NHS choices (101) is called.
5. Gloves are ALWAYS worn when treating injuries.
6. Any accident or incident is reported back at school, a note of the incident is made at the scene.
7. No medication may be given to a child unless prescribed by a doctor, signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by the First Aider in charge, no other medication must be given by anyone.
8. For any head injuries the school and the parents are informed immediately by telephone and a bump to the head sticker/letter given to the child.
9. If children are sent home, they must be collected by a responsible adult.
10. In the event of a serious incident an ambulance is ALWAYS called.
11. One member of staff accompanies the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
12. In the event of parents being unreachable, the contact people on the child's forms will be phoned.

Residential specifics

- Basic First Aid can be carried out by an appointed person whilst a trained First Aider is located
- First Aid will then be carried out by a qualified first aider.
- First Aid should be undertaken in the presence of another qualified First Aider where possible.
- All First Aid must be logged for medical records.

- Medicines of any description (including pain killers) are NOT to be administered to any child unless they are the designated person responsible and have written signed consent form stating dose and frequency.
- Class teachers are usually designated persons on residential trips.

Record keeping

All accidents requiring treatment are recorded with the following information:

- Full name of injured person
- Name of qualified first aider/ appointed person/ who dealt with emergency
- Date of accident
- Type of accident (e.g bump to the head)
- Time the accident happened
- Where the accident happened
- Treatment provided and action taken

Administering medicines in school

Our school will administer medicines to pupils in school under special circumstances. Most prescribed medicines can be taken outside normal school hours. In cases where this is not possible Mrs Storey/Mrs Hockaday can administer a child's medicine at lunch time.

We must have written parental permission for the designated member of staff to administer medicine in the office. A signed record is kept in the office daily of time, dosage and designated member of staff administering.

Non- prescribed medicines e.g (throat lozenges) are allowed at the discretion of the head teacher.

Storage and disposal of medicines

Any medication that needed to be in school is stored either in the heads office, fridge or as per storage instructions. The exception to this rule is

inhalers/Epi pens, which must be clearly labelled with their name and kept in the child's classroom, where they can easily be reached where necessary.

It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly.