

Hamsterley Primary School



First Aid Policy

Date written: (September 2021)
Date agreed and ratified by Governing Body: (October 2021)
Date of next review: (September 2022)

Introduction:

Hamsterley Primary School is mindful of its responsibility to provide a safe environment for those who visit, work or attend our school. The health, safety and well-being of these individuals are paramount. As such we abide by the practical guidance formulated by Durham County Council in its document 'School Health and Safety Procedure – First Aid at Work'. Our school aims to provide adequate and appropriate equipment, facilities and qualified first aid personnel to administer first aid to children, staff and visitors at all times whilst people are on the school premises or when children and staff are undertaking educational visits off site.

Risk Assessment:

There must be sufficient equipment and paediatric trained first aiders to meet statutory requirements and assessed needs. Suitable and sufficient risk assessments are carried out by staff for procedures and activities which are on-going within our school and prior to all additional activities. All risk assessments identify potential risks and measures to reduce risk and hazards. All risk assessments are kept in the Risk Register.

Medical needs are identified within the risk assessments and the administration of medicines may be referred to in the school's Administration of Medicines Policy. A review of the school's first aid needs is undertaken on a yearly basis to ensure provision is adequate and training and qualifications are up-to-date. First Aid equipment is regularly reviewed to ensure it is appropriate and there are sufficient supplies.

Personnel:

A high proportion of school staff have received suitable training and are qualified Paediatric First Aiders. They are present in the Foundation Stage, Key Stage One and Key Stage Two. They are also present at our breakfast club and after school club and available whilst after school clubs are being held. They also accompany all visits off the school site regardless of the provision at the site being visited.

Qualified Paediatric First Aiders:

Class 1 – Mrs Stephens

Class 2 – Mr Hassan

Teaching Assistants – Miss Jackson and Miss Taylor

Other staff qualified:

Mrs Brunskill (Breakfast Club Assistant)

Mrs Demopoulos (Lunchtime Supervisor)

Mrs Walker (School Administrator)

Mrs Roy (Assistant School Administrator)

Each member of staff is able to leave their duties to undertake first aid assessments and administration. They undertake a rota for break time and lunchtime duties.

Main Duties:

- To assess and give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, to ensure that an ambulance or other professional medical help is called or referred to.
- Where necessary to complete accident reporting procedures.
- To administer medication at the first aiders discretion as long as all paperwork has been appropriately completed by the child's parent/guardian.
- When appropriate to notify expectant mothers of the presence of infectious illnesses present in the school environment.

All staff must follow basic hygiene procedures and should take precautions to avoid infection or the spread of infection. All staff must use single use disposable gloves and employ stringent hand hygiene procedures. Additional care should be taken when dealing with the spillage of blood, other body fluids or use/contaminated dressings/equipment.

All staff should be aware of the qualified paediatric first aiders and how to contact them in an emergency.

Equipment:

All first aid kits are easily accessible and clearly labelled (white cross on a green background). A basic first aid kit is available in each classroom and main kits are located conveniently around the school site in communal areas. Staff should familiarise themselves with where the nearest First Aid kit is located. Appropriate numbers are kept in the different areas of the school and kits are available for travel purposes and visits off site. These boxes are regularly checked and the contents should comply with the HSE regulations.

In addition to the statutory requirements other equipment such as Epipens, asthma inhalers and spacers, and insulin and testing equipment are kept as appropriate to the needs of the individual. This will enable children who have asthma, severe allergies, diabetes and epilepsy to have full access to the curriculum and the life of the school. Usage and dates of expiry should be noted and all medication should be administered in line with the 'Administration of Medication Policy' procedures. All staff should receive additional and regular training in order to administer specific medication in a safe manner. If there are any concerns an ambulance should be immediately called for with a request for the presence of a paramedic and details of the needs of the child.

Medical Information:

Details of individual pupil's medical needs, addresses, contact numbers and registered doctor are recorded on the school's database. In addition, a Medical File is kept in the medical cupboard in the main office. Within this file children with medical needs are recorded. This information is also provided for individual teachers for their class needs

and are available for teaching assistants and supply teachers. This information is reviewed each September but additional needs are added throughout the school year.

Summoning Assistance:

If it is the judgement of any member of staff in attendance that there is a serious risk to the injured person which may include an unknown condition, an ambulance should be summoned immediately. If appropriate a request for the presence of a paramedic should also be made. It is the view of this school that no unnecessary risks should be taken with regard to the health and safety of those who enter our school building. We accept that from time to time we may appear over cautious but this is preferable to placing a child or adult at serious or life-threatening risk.

Procedures for Informing Parents/Guardians:

All serious or significant incidents must be reported to parents/guardians as soon as possible, usually by telephone. All children who bump their heads should have their parents/guardians contacted by telephone to inform them of this in case later symptoms develop. The Paediatric First Aider is responsible for this or its delegation to another member of staff whilst they undertake their duties. An accident form is completed whenever medical attention is given and a copy sent home to inform parents/guardians.

Records:

There is a statutory duty for school to report accidents resulting in death, major injury or transfer to hospital. In addition to these accidents Hamsterley Primary School also reports serious injury or recommendations for a visit to the surgery or hospital. The Paediatric First Aider should complete the Accident Report Forms which should be passed to the Head Teacher for processing and dispatching to Durham County Council Health and Safety department. They will then undertake an investigation and make recommendations should they deem it necessary.

Insurance:

The school undertakes a full Employers Liability Insurance which insures against potential negligence claims in respect of first aid provision, as well as personal accident cover for staff, pupils and visitors to our site. When children and staff undertake residential experiences of an outdoor and adventurous nature additional insurance is undertaken for those specific activities. Please refer to the Educational Visits Policy.

Hamsterley Primary School Guidelines for First Aid

Introduction

The following guidelines have been written to ensure that when accidents occur they are treated quickly, expertly and that all risks are minimised.

School environment

Risk assessments and health and safety checks are carried out each half term to ensure that school is well maintained internally and externally. Findings are reported to the governing body. There is a health and safety governor who also carries out checks. Although a safe environment does not prevent accidents from occurring the risk is greatly reduced.

Types of injury

All types of injury will be dealt with immediately. An initial assessment will be made followed by a decision as to what treatment/action is required. All serious injuries (including head) must be reported to the headteacher immediately and in the case of head injuries parents will be notified straightaway. All injuries will be treated using approved practices and resources in order to reduce risk and further harm. Trained personnel or other responsible adults will deal with only minor accidents on site.

Responsibilities

Everyone has a duty in dealing with and helping to prevent accidents. In addition to this general rule the following responsibilities also apply.

Designated first aid staff

School will always have at least 2 designated first aid staff who deal with all types of accidents. They are responsible for carrying out an initial assessment and then in accordance with county guidelines administering first aid. Our designated staff also have a duty to record all accidents in the school's accident book as well as reporting accidents verbally to the class teacher and headteacher. When designated staff are not available another responsible adult should deal with the injury.

Reporting

When accidents happen throughout the school everybody has a duty to report the accident immediately. Minor accidents should be reported to our designated first aid staff.

At lunchtime supervisory assistants should send a responsible child to inform first aiders. Children who have minor injuries should not be sent in by themselves. Children in EYFS and Key Stage 1 and children with more serious injuries must always be accompanied by an adult.

The same procedures will also be followed at other break times as well.

Parents will always be notified either verbally or in writing that their child has been involved in an accident. Details of the accident will also be recorded in the school's accident book. As previously stated parents will be notified immediately when their child has been more seriously injured.

Resources

National and county guidelines recommend the minimum use of resources such as antiseptic wipes, bandages and the use of protective gloves. Resources will be used to treat minor wounds such as cuts, bumps and scratches. On no account will any medication be administered.

Resources will be stored in the medical cupboard next to the staff room and the accident book will be stored in the main office. They will be checked each week by designated first aid staff to ensure hygiene and quantity.




Emergency contacts

Parents will be asked at least once a year to update their list of emergency contacts that they wish to be used by the school. When emergency contacts cannot be raised school will take every step to ensure the safety and well-being of children. This may include calling an ambulance and taking children to hospital. Parents should also notify school immediately when circumstances change.

Training

School will provide a range of first aid training for all members of staff. School will also promote knowledge of first aid and will encourage children to take part in training as well.

Signed by:

Headteacher/ Principal		Date: 13.10.20 ²¹ 
Chair of Governors	Mark den Hollander	Date: 13.10.20 ²¹  21